

**ADMINISTRATIVE ORDER 2020-002**

**AMENDED ADMINISTRATIVE ORDER IN RESPONSE TO THE  
COVID-19 (CORONAVIRUS) PUBLIC HEALTH CRISIS**

FILED  
2020 MAY 14 PM 4:09  
FAIRFIELD  
MUNICIPAL COURT

The Judge of the City of Fairfield Municipal Court makes the following Findings of Fact:

1. In response to Ohio Governor Mike DeWine's Executive Order 2020-01D "Declaring a State of Emergency" in response to the growing COVID-19 public health crisis and to the World Health Organization declaring COVID-19 to be a global "pandemic" requiring "urgent and aggressive action" to control the spread of the virus, this Court issued on March 16, 2020, the Administrative Order 2020-001.
2. On April 27, 2020, Ohio Governor Mike DeWine announced the Responsible RestartOhio Plan designed to protect the health of employees and the public, to support community efforts to control the spread of COVID-19, all while establishing guidelines to responsibly return back to work.
3. On April 27, 2020, The Ohio Supreme Court, in Case No. 2020-0547, issued an Entry which enumerated general health and social distancing protocols that would need to be followed before a jury trial should be commenced.
4. On May 5, 2020, the Ohio Supreme Court issued principles to guide the operations of the Ohio judicial system and to protect the health of court employees and the public. This guidance was entitled "Responsible RestartOhio Court Access."

Based upon these Findings of Fact, the City of Fairfield Municipal Court continues to develop responses intended to protect public health, maintain essential court functions, and to continue to protect the rights of all individuals subject to the authority of the Court.

**THEREFORE, IT IS HEREBY ORDERED:**

1. Administrative Order 2020-001 issued on March 16, 2020, remains in full force and effect unless specifically modified herein.
2. Effective Monday, May 18, 2020, the Court resumes hearing all cases: Civil, Criminal, Traffic, Small Claims and the Specialized Dockets for S.T.A.R. and Treatment Alternative Court.
3. All criminal and civil jury trials are suspended through July 30, 2020, unless a criminal case implicates constitutional "speedy trial" issues for which a time waiver from the Defendant has not been executed.

4. All in-person reporting for Probation is suspended through July 30, 2020, except for the Defendant's initial appointment. Probationers will continue to maintain contact with their Probation Officer by telephone.

5. The Community Service Program remains suspended through July 30, 2020.

6. Only those individuals with Court business will be permitted to enter the building. This includes: Attorneys, Plaintiffs, Defendants, Subpoenaed Witnesses, Police Officers and Victims. If requested a Victim may bring with them one support person.

7. Based upon the recommendation from the Responsible RestartOhio, the Center for Disease Control and Prevention, and the Ohio Supreme Court, all persons entering the Court premises will be required to wear a face covering and are to be worn in the public areas of the building and follow all social distancing and hygiene requirements. The facial covering shall cover the nose and mouth. Upon the Court's discretion, an exception to this Order may be made for the following reasons:

a. Facial coverings are not advisable due to a medically documented health reason, to comply with the Americans with Disabilities Act requirements, and for recognized good faith reasons, such as religious beliefs.

b. Facial coverings should not be place on young children, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance.

c. Facial coverings are not required when an employee works alone in an assigned work area, or is otherwise able to maintain socially distance.

8. Everyone entering the building is subject to having their temperature taken by a no-touch infrared thermometer. Anyone with a temperature over 100.4 F degrees will not be permitted to enter the building.

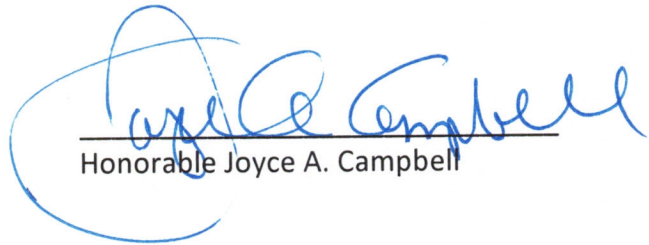
9. Sit only in the designated chairs in the courtroom and maintain 6 feet of social distancing in the hallway and the Clerk's counter area. The use of hand sanitizer is highly encouraged and available in front of the Clerk's counter.

10. Arraignments and Initial Appearances for incarcerated Defendants will continue to be held by video. For consultations and trial preparation, Attorneys are directed to meet with their clients at the Butler County Jail. The Court is not equipped at this time to provide meeting rooms to insure recommended social distancing when communicating with clients.

11. Eviction cases will resume on May 20, 2020, however, rulings on Writs may be held in abeyance pursuant to COVID-19 Emergency Rulings. It is the Landlord's responsibility to ensure compliance with the Federal CARES Act.

12. The Court continues to have the lawful authority, within Constitutional limits, to do and direct to be done all things necessary to ensure the orderly and efficient administration of justice for the duration of the declared public health emergency.

**IT IS SO ORDERED.**



Honorable Joyce A. Campbell