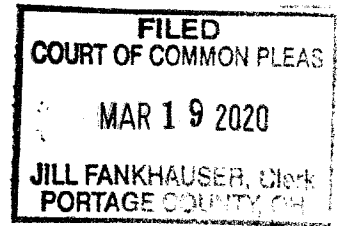


**IN THE COURT OF COMMON PLEAS
PORTAGE COUNTY, OHIO**



IN RE:)	JUDGE LAURIE J. PITTMAN
)	
ORDER DECLARING A HEALTH)	ADMINISTRATIVE ORDER
CRISIS DUE TO COVID-19 AND)	(Health Crisis)
EXPLANATION OF CONTINUITY)	
OF COURT OPERATIONS)	
)	

Due to concerns regarding the Coronavirus (COVID-19) pandemic, the Portage County Common Pleas General Division Court, Common Pleas Domestic Relations, Probate and the Portage County Municipal Court Kent Division and Ravenna Division are taking the following actions to minimize the number of people who need to be physically present at the courthouses in Kent and Ravenna. This Order shall be temporary and shall terminate at the conclusion of the crisis and upon further order of the Court.

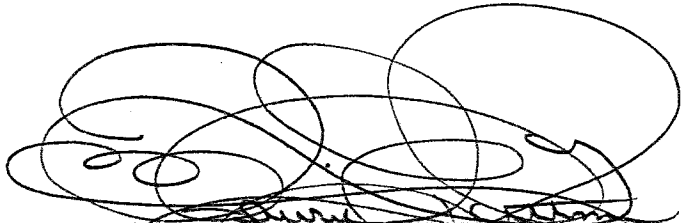
- (1) The Courts have unique constitutional and statutory responsibilities that are separate and distinct from all other government entities. Therefore, it should be noted that the Courts will remain open during this crisis. The Judges and personnel shall make every effort to ensure the safety of those individuals required to attend hearings, trials, or grand jury.
- (2) The Courts would encourage that access be restricted to essential parties and personnel.
- (3) Defendants are required to appear at all criminal hearings and pre-trials unless excused by the Court.
- (4) Individuals scheduled for jury service are required to appear unless excused by the Court.
- (5) Municipal Court criminal pre-trials shall be conducted by telephone, conference call or by video as much as possible. Common Pleas Court may do the same on a case-by-case basis.

- (6) All witnesses subpoenaed for hearings are required to appear unless released of that obligation by the Court.
- (7) Criminal trials for incarcerated defendants shall proceed as scheduled. Those not incarcerated will be reviewed on a case-by-case basis and may be continued.
- (8) Civil pre-trials, status hearings and civil mediations shall be done by telephone or online whenever possible.
- (9) Civil stalking protection order cases and domestic violence civil protection order cases will be accepted and heard. Each Court shall make the decision on when and how to hold said hearings. See each Court's webpage.
- (10) Emergency motions will be addressed on a case-by-case basis.
- (11) All courts shall make every effort to conduct hearings by video or telephone when possible.
- (12) Attorneys are encouraged to meet with their clients who are incarcerated via video. The Court and sheriff's department have implemented secure and confidential means to afford attorneys this opportunity. Please contact Gordon Fischer, IT expert, for the Common Pleas Court for details.
- (13) Attorneys and all parties are encouraged to e-file or send filings by mail. In-person filings are discouraged.
- (14) For juvenile court hearings and trials, please refer to the juvenile court website to review Judge Berger's Administrative Order.
- (15) **Each Court shall prepare its own statement of policies and procedures. Refer to each Court's individual webpages for review of the specific policies and procedures related to its' docket, hearings and proceedings. A link may be found on the Clerk of Courts' webpage, or the Portage Courthouse website.**

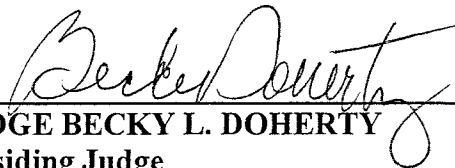
The Judges of Portage County are confident that we are in a position to ensure the safety of the residents of Portage County and to protect those who have matters scheduled before the Courts, while continuing to facilitate justice.

The foregoing administrative order shall be published on all the listed Court's webpages and shall be provided to members of the Portage County Bar Association, Public Defender and Prosecutor.

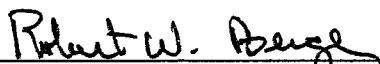
IT IS SO ORDERED.



JUDGE LAURIE J. PITTMAN
Administrative Judge



JUDGE BECKY L. DOHERTY
Presiding Judge



JUDGE ROBERT W. BERGER
Probate/Juvenile



JUDGE PAULA C. GIULITTO
Domestic Relations



JUDGE MELISSA R. ROUBIC
Ravenna Municipal



JUDGE MARK K. FANKHAUSER
Ravenna Municipal



JUDGE KEVIN T. POLAND
Kent Municipal