



3.) FILINGS:

- Filings shall be by US Mail or faxed, addressed to the Clerk of the Portage County Juvenile Court unless a demonstrated exigency exist. All filing fees shall be paid to the Juvenile Clerk as a condition for filing. Payments can be made thru US Mail by check or money order payable to: Portage County Juvenile Court. Time stamped copies of pleadings shall be returned to the filer by United States Mail.
- *Pro Se* parties (parties without an attorney) may call the clerk's office and *Pro Se* parties may refer to the forms on the website or forms may be mailed to *Pro Se* parties upon telephone request. If parties have questions about forms *Pro Se* parties may telephone the Clerk for clarification. If forms are required to be notarized *Pro Se parties* may call the Clerk's office for an appointment to accomplish the same. Clerks cannot provide legal advice.

4.) ENTERING PORTAGE COUNTY JUVENILE COURTHOUSE:

All persons entering the Portage County Juvenile Court must obey the Emergency Order of the Portage County Juvenile Court filed March 16, 2020 (a copy of which is posted on the Portage County Juvenile Court's website).

5.) STATUS CONFERENCES – PRE-TRIALS-RULE 21 CONFERENCES:

- All Status Conferences and Pre-trials shall take place as telephone conference.
- Parties and attorneys scheduled for a Status or Pre-trial Conference shall, no later than 24-hours before the scheduled time, call the Clerk's Office and provide the telephone numbers where the party will receive the conference call. All parties and attorneys shall make themselves available to receive the telephone conference calls at the time and date designated. All attorneys shall assure their clients are accessible.
- Rule 21 telephone conference calls shall be held promptly on the time and date designated. All parties and attorneys shall call the Juvenile Prosecutor at 330-298-3915 promptly on the date and time designated. All attorneys shall assure their clients are accessible.
- If an agreement is reached at the telephone conference the matter shall be set for a hearing on the agreement. If no agreement is reached the matter shall be set for adjudication/trial.

6.) PRIORITY HEARINGS:

- All delinquency hearings for felony or violent misdemeanor offenses, all delinquency hearings for a youth detained, or competency motions will be scheduled within the timeframe of the Juvenile Rules and statute.
- All Abuse, Neglect and Dependency hearings that concern either: shelter care; adjudication; and disposition; shall be scheduled as a priority matter within the Juvenile Rules and statute.

- All Judicial Bypass and Juvenile Protection Orders are priority hearings which shall be heard within the Juvenile Rules and statute.
- Emergency Orders: For Emergency Order see Local Juvenile Rule 31.

7.) NON-PRIORITY HEARINGS

- Parentage, Custody, Visitation, Child Support, Misdemeanor Delinquency cases, and most status offenses are non-priority hearings which will be set at the Court's convenience unless exigent circumstances are found by the Court.
- Any pending parenting, custody or visitation trials may proceed at the discretion of the Magistrate or Judge. Each party shall call the Judicial Officer to determine the status of their case.

LOCAL RULE 10.04

- 8.) Portage County Juvenile Court Local Rule 10.04 shall be suspended during the pandemic at the discretion of the Judge or Magistrate assigned to the case.

9.) JUVENILE TRAFFIC OFFENSES:

Juvenile Traffic arraignments shall continue according to the Juvenile Rules and Statute.

During the pandemic:

- Youths may file a waiver (and not appear) on lesser traffic moving violations by mailing a waiver by US mail.
- Youths may file a waiver and apply for traffic diversion, if eligible.
- Waiver and application for traffic diversion shall be made by US mail and must be received before or at the date set for arraignment. Correspondence should be directed to: Portage County Juvenile Court, Traffic Clerk, 8000 Infirmity Road, Ravenna, Ohio 44266.
- Parties wishing to contest a traffic charge may mail a denial and avoid appearing at Juvenile Traffic Arraignment if the denial is received on or before the traffic arraignment date.
- If you are unsure of the procedure telephone the traffic clerk at 330-297-0881.
- No more than four (4) parties/cases shall appear at each session for traffic arraignments.

10.) TELEPHONE NUMBERS:

All parties shall give a current working telephone number to the Clerk once they become a party (file a pleading or are served with a pleading or summons).

11.) PARENTING CLASSES AND CARTEENS:

Parenting Classes and Carteens for April and May of 2020 are cancelled. New classes will be offered at the conclusion of the pandemic or by Order of the Court. Traffic Diversion may still be elected by a party by mailing election to participate in Traffic Diversion to the Portage County Juvenile Court Traffic Clerk.

This Emergency Order shall be reviewed by the Court not more than every fourteen (14) days after its filing date.

IT IS SO ORDERED

March 19, 2020  
March 19, 2020

Robert W. Berger  
ROBERT W. BERGER, JUDGE  
ADMINISTRATIVE AND PRESIDING JUDGE