

A Declaration of Judicial Emergency - Operational Procedures

The Clermont County Probate Court has issued an order declaring a Judicial Emergency and adopted a continuity of operations on procedures for the Court.

The following procedures shall be implemented effective March 20, 2020:

1. The Clermont County Juvenile Court, located at 2340 Clermont Center Drive, Batavia, OH 45103, will be accepting filings on behalf of the Clermont Court Probate Court. The existing Probate Court facility, located at 2379 Clermont Center Drive, Batavia, OH 45103, will remain in operation for as long as staff is available. The Probate Court facility, located at 2379 Clermont Center Drive, Batavia, OH 45103, will not be open to the public, including counsel. It will be locked to prevent public entry. All in-person business of the Probate Court will take place at the Juvenile Court. The Probate Court will only accept fax filings as authorized by Local Rule 57.5 at 513-732-8183.
2. Uncontested adoption hearings where the minor is less than twelve years old shall be conducted by teleconference or videoconference. If the child is more than twelve years old the uncontested adoption hearing shall be held in the Juvenile Court. Hearings are limited to petitioners, essential witnesses, the minor to be adopted, and counsel. No other persons will be permitted to attend.
3. All pre-trials and hearings will be completed by teleconference or videoconference, unless the Court orders that the hearing take place in person.
4. All adult name changes and all minor name changes where both parents have consented will be heard telephonically. When both parents have not consented, the hearing will be continued unless there are extenuating circumstances. Attendees at the hearing are limited to the Applicant, necessary witnesses, and minor(s) subject to the name change who are more than twelve years of age.
5. Contested matters such as adoptions, guardianship, name changes and objections to inventories and accounts are continued until further notice.

6. Attorneys with pending hearings must contact the Court prior to the hearing to make arrangements to attend by phone.
7. Attorneys shall personally appear for citation hearings. Clients shall be available by phone and shall not attend the hearings.
8. All uncontested matters such as wrongful death hearings, insolvencies and minor settlements shall proceed by phone with attorneys and their clients available telephonically. All necessary paperwork shall be filed prior to the hearing date.
9. Review hearings on guardianship are continued until further notice.
10. The Guardianship class scheduled for April 16, 2020 is cancelled. Guardians scheduled for the April training should contact the Court for a new training date.
11. An automatic extension of 90-days is granted on all of the following:
 - a. The filing of all Inventories, including Estates, Guardianships and Trusts;
 - b. The filing of all Accounts, including Estates, Guardianships and Trusts;
 - c. The filing of Guardian's Reports, Statements of Expert Evaluation, Annual Guardian Plans and Compliance with Guardianship Education.
12. Marriage Licenses may be obtained by appointment only. Applicants are encouraged to review the Instructions for Marriage License Application which can be found on the Clermont County Probate Court's website at: www.probatejuvenile.clermontcountyohiogov. Applicants are required to bring with them the completed Application, \$50 cash, their driver's licenses or government issued photo ID, and a certified copy of their final divorce decree or death certificate, if applicable. Appointments will be scheduled for Tuesdays and Fridays and can be made by calling 513-732-7243, option 6. Appointments shall be held at the Clermont County Juvenile Court located at 2340 Clermont Center Drive, Batavia, OH 45103. All individuals who appear without an appointment will be turned away. Applicants are encouraged to check with their church and/or venue to ensure the ceremony will take place within the required sixty days before applying for a marriage license.

13. Personal inspection of records and walk-in request for copies of documents will not be permitted until further order of the court.
14. Persons may request copies of documents, including marriage licenses, both certified and uncertified, from the Court by mailing a request to the Clermont County Probate Court at 2379 Clermont Center Drive, Batavia, Ohio 45103. Those persons requesting a certified copy of the marriage license shall include the following: full name of both applicants at the time the marriage license was issued; Month, date, and year of marriage; \$3.00 (cash or money order only, no personal checks) per certified copy; and a self-addressed stamped envelope so we can mail your certified copy to you. These requests will be processed in as efficient and expedited manner as possible under the current circumstances.
15. Questions regarding any pending hearings should be directed to counsel. If an individual does not have counsel, questions should be directed to 513-732-7243, option 6;
16. Telephone calls are welcome. The Court may be reached by phone at 513-732-7243, option 6.
17. Filings by mail are encouraged.

These procedures will remain in effect until further notice.