

**SECOND ORDER ESTABLISHING OPERATIONAL PROCEDURES FOR
CLERMONT COUNTY JUVENILE COURT**

Effective June 2, 2021

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

The Clermont County Juvenile Court has adopted a Second Order effective June 2, 2021 governing the operations of the Court following the expiration of all previous orders issued by the Department of Health and the Governor related to the COVID-19 pandemic.

Any person who has been currently diagnosed with or has come into contact with anyone who has been diagnosed with COVID-19 or has been exhibiting symptoms of COVID-19 should not come to the Clermont County Probate Court. Any person who has been asked to self-quarantine by any doctor, hospital or health agency should not enter the building. Any person who enters the Court with COVID-19 or is currently exhibiting symptoms of COVID-19 or who has been asked to quarantine will be required to exit the Court building.

The following operational procedures are effective June 2, 2021:

1. Mediations

All mediations shall occur through video conferencing unless the Court orders that the mediation take place in person or by teleconference.

2. Custody/Visitation/Companionship

All hearings and pre-trials may be held by teleconference or video conference or as directed by the Court. All attorneys must contact the Court prior to a hearing or pre-trial to make arrangements to attend virtually or at the courthouse.

3. Paternity/Child Support Establishment/Modifications

All hearings may be heard virtually or at the courthouse as the court directs.

4. Contempt

All contempt hearings as well as all reviews of contempt may be heard virtually or at the courthouse as the court directs.

5. Abuse, Neglect and Dependency

Complaints concerning the abuse, neglect and dependence of a child may be filed electronically by Children Services. The original document shall be filed with the Clerk within 5 days of the electronic transmission.

All Children Services cases shall be heard as scheduled. A Motion to Terminate Protective Supervision, a Motion to Terminate Temporary Custody, a Motion for a Planned Permanent Living Arrangement and Annual Reviews of children in a planned permanent living arrangement or in the permanent custody of Children Services may be held telephonically or by video conference or in the courthouse as determined by the Court. Counsel should consult with their client prior to an adjudication or dispositional hearing to determine if a trial is necessary. Counsel should then consult with the prosecutor so arrangements can be made to have witnesses present or excused from the hearing. A CASA volunteer who is serving as a Guardian ad Litem may appear telephonically or by video conference when hearings are held. The report of a Guardian ad Litem may be provided to attorneys orally in lieu of review of a written report when attorneys are appearing for hearings telephonically or by video conference.

6. Delinquency and Unruly

The Court will continue to hear all delinquency and unruly cases until further order. Delinquent and Unruly filings may be sent to diversion at the Court's discretion. Review hearings may be continued prior to their scheduled dates at the discretion of the Court.

In person contact with a child in the courtroom coming from Detention is prohibited except for counsel, guardian ad litem, probation officer, therapists and Children Services representatives. Visitation in the Detention Center is prohibited except for counsel, guardian ad litem, probation officer, therapists and Children Services representatives unless otherwise directed by the Court.

7. Detention Hearings

Detention hearings will be heard as set and directed by the Court.

8. Traffic

Traffic cases may be heard by video conference or in the courthouse as the court directs.

9. Civil Protection Orders

Civil Protection Orders will be heard as set by the Court.

10. Guardian ad Litem and CASA Home Visits/Reports

Guardian ad Litem are required to make reasonable efforts to contact all parties unless impracticable or inadvisable because of the age of the child or the specific circumstances of a case. Visits may be conducted virtually in the event that in-home visits are deemed

inadvisable by the Guardian ad Litem. Acceptable modes of virtual contact include, but are not limited to, FaceTime, Skype, Facebook Messenger, Zoom and Video Conferencing. All Guardian ad Litem reports shall be submitted electronically to the Court.

11. Inspection of Records

Personal inspection of records and walk-in requests for copies of eligible documents will be permitted. Counsel may email a request to inspect a record by emailing tboothby@clermontcountyohio.gov.

12. Copies of Documents

Persons may request copies of documents, both certified and uncertified, from the Court by mailing a request for copies/transcripts/CD's to the Clermont County Juvenile Court, 2340 Clermont Center Drive, Suite 100, Batavia, Ohio 45103 or by emailing tboothby@clermontcountyohio.gov. All requests must use the Form to Request the Record that is posted on the Clermont County Juvenile Court Website under Juvenile forms. These requests will be processed in an efficient and expedited manner as possible under the circumstances. If you appear in person requesting copies, please be prepared to wait or return on another day to pick up the copies.