



Hamilton County Juvenile Court

800 Broadway
Cincinnati, Ohio 45202-1332
www.hamilton-co.org/juvenilecourt

JOHN M. WILLIAMS
Administrative Judge
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(513) 946-9207 Fax

**MELISSA A.
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Judge
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Court Administrator
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COVID-19 HAMILTON COUNTY JUVENILE COURT AMENDED CLERK'S OFFICE AND ACCESS TO COURTS FOR FILING

Under the leadership of Administrative Judge John Williams, the Hamilton County Juvenile Court took proactive steps to maintain essential functions of the Court and assist in preventing the spread of the coronavirus (COVID-19) disease during this State of Emergency. In developing the Court's Plan for Operation, the Court has consulted and collaborated with key stakeholders, which include, but are not limited to: Prosecutor's Office; Public Defender's Office; Hamilton County Department of Job & Family Services; ProKids; the Supreme Court of Ohio; Hamilton County Public Health; Cincinnati Children's Hospital Medical Center; social service agencies; treatment providers and other local/state agencies. The Court prioritized the safety and well-being of the families and children we serve, our workforce and the public appearing in our Court.

The Clerk's Office will continue to accept in-person filings at 800 Broadway between the hours of 8:00 AM to 4:00 PM; however, attorneys and parties are encouraged to limit filings to emergency or time-sensitive matters. The Supreme Court of Ohio issued guidance to local courts that Clerks of Courts should continue to allow in-person filings for emergency and time-sensitive matters. The Court is reducing person-to-person contact when possible, including offering alternative methods to in-person filing through the Clerk's Office, while still maintaining the essential functions of the Court.

Alternative Filing Methods:

The Court is relaxing filing requirements during this pandemic and authorizing filings in the following manner, in accordance with Local Rules of Practice:

- Fax Filings for Dependency cases: 946.9359
- Fax Filings for all other case types: 946.9450
- Email for Filings on Dependency cases: dependency_filings@juvcourt.hamilton-co.org
- Email for Filings on all other cases: clerks_office_filings@juvcourt.hamilton-co.org
- Secure Drop Box located in the entrance of the lobby at 800 Broadway-each filing must include a Remote Filing Information Form be sealed in an envelope. Documents cannot exceed 2" in depth.

When using fax, email or the lobby drop box for filing, please use the Remote Filing Information Form attached.

Exempt Documents:

In accordance with the Rule 11 of the Rules of Practice for Hamilton County Juvenile Court, any document over 15 pages may not be filed using the above alternative filing methods. These documents must be filed in-person.

Non-emergency case plans and semi-annual review documents shall be filed in-person. The Court will make a space available on the first floor for the filing of these documents.

Please contact the Court at 946.9381 for guidance if you need to file a document that is listed above as exempt from these rules AND the document is time-sensitive.

Service Requests

All Requests for Service must be accompanied with service copies of the pleading(s). Service requests can be filed through the Lobby Drop Box or in-person at 800 Broadway.

Due to the large page volume in child protection pleadings, the Court will agree to meet attorneys or legal staff at the front door of the lobby upon request for service requests on emergency and time-sensitive matters only. Please contact Sharon Gundrum at 946.9375 if you wish to request this service.

Payment:

Payments can be made using MasterCard, Visa, Discover, American Express, check or money order. Cash may only be accepted when filing in-person. If you have questions regarding payment, please contact the Clerk's Office at 946.9431.

Notice: Law enforcement may continue to file delinquency and unruly complaints at the Youth Center located at 2020 Auburn Avenue. All delinquency and unruly complaints initiated by parents, custodians or private individuals shall be filed at the Clerk's Office located at 800 Broadway using the filing methods described above.