

IN THE COMMON PLEAS COURT OF MIAMI COUNTY, OHIO  
PROBATE DIVISION

FILED  
MIAMI COUNTY  
PROBATE COURT

2020 MAY 19 AM 10:49  
SCOTT ALTENBURGER  
JUDGE

IN THE MATTER OF  
RULE OF COURT

CASE NO. 43651

GENERAL ORDERS

In order to minimize the effect of the ongoing coronavirus emergency, the Miami County Probate Court issues the following General Orders:

1. An automatic extension of 60 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 Evaluations, Annual Guardian Plans and Compliance with Guardianship Education;
2. All non-emergency hearings will be continued and rescheduled by separate order.
3. All civil commitment cases brought under R.C. 5122.01, et seq. will be heard by the Judge or Magistrate via teleconference or videoconference.

4. Filings: Filings will be accepted, however email, fax and mail filings are encouraged. Forms for most probate cases are available at [www.miamicountyohio.gov/288/Court-Forms](http://www.miamicountyohio.gov/288/Court-Forms).
5. Cases requiring filing fees will not be completed for processing until payment is received, preferably by mail.
6. Where personal service of the Notice of Appointment of the filing of a guardianship required by R.C. 2111.04 is not possible, the court will establish a limited guardianship pursuant to R.C. 2111.02(B)(1). The Court will conduct a full guardianship hearing in the future at the earliest possible date when the required personal service is completed.
7. Marriage Licenses: Parties are encouraged to request a marriage application by email, fax or telephone and to schedule a ten minute appointment to complete your marriage application in person. As a reminder to citizens, licenses are valid for up to 60 days from the date of issuance.
8. Certified Copies of a Marriage License: Parties are encouraged to request certified copies of their marriage license through the mail. Include the names of both applicants, the date of marriage and a self-addressed stamped envelope along with a check or money order for \$2.00 for each copy requested. For your convenience, there is a request form on the Court's website ([www.miamicountyohio.gov/286/Marriage-Licenses](http://www.miamicountyohio.gov/286/Marriage-Licenses)) under Request a Certified Copy of Your Marriage License.

9. Genealogy: Requests for genealogy are suspended until further order.

10. Title Searchers will be permitted access to the Court.

The Court's contact information is:

Website: [www.miamicountyohio.gov/135/Probate](http://www.miamicountyohio.gov/135/Probate)

Email: [probatefile@miamicountyohio.gov](mailto:probatefile@miamicountyohio.gov)

Fax: 937.440.3529

Mail: Miami County Probate Court

Safety Building, 201 W. Main St.

Troy, OH 45373

Fax: 937.440.3529

Telephone: 937.440.6050

It is the intention of the Court to remain in operation to perform essential functions. The General Orders herein are meant to discourage anyone from personally appearing in the offices of the Miami County Probate Court unless absolutely necessary.

IT IS SO ORDERED.

  
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Scott Altenburger, Judge

cc: Miami County Bar Association  
Miami County Prosecutor  
Miami County Commissioners