



IN THE MUNICIPAL COURT OF MANSFIELD, OHIO  
RICHLAND COUNTY, OHIO

**IN RE: TEMPORARY ORDER IN RESPONSE TO THE COVID-19  
(CORONAVIRUS) PUBLIC HEALTH CRISIS**

The Court makes the following Findings of Fact:

1. On March 9, 2020 Ohio Governor Mike DeWine issued Executive Order 2020-01D “Declaring a State of Emergency” in response to the growing COVID-19 public health crisis.
2. On March 11, 2020 the World Health Organization officially declared COVID-19 to be a global “pandemic” requiring “urgent and aggressive action” to control the spread of the virus.
3. On May 1, 2020 Amy Acton, MD, MPH, Director of Health instituted the Director’s Stay Safe and Ohio Order.
4. In response to his public health emergency, the Mansfield Municipal Court must take measures to protect the public and employees of the Mansfield Municipal Court against the spread of COVID-19.
5. A modification of the Mansfield Municipal Court’s schedule and daily operations is needed to protect the public while maintaining essential court functions and protecting the rights of all individuals subject to the authority of the Court.

**THEREFORE, IT IS HEREBY ORDERED:**

1. All precautions outlined in Dr. Amy Acton’s Stay Safe Ohio Order will be taken by the Court to prevent the spread of COVID 19.

**FILED**

MAY 11 2020

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DANIEL F. SMITH, CLERK



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2. Access to the courtrooms for all appearances and hearings are limited to attorneys, defendants, victims, victim's advocates, parties, witnesses, and jurors. Anyone making payments to the Court shall be granted limited access to the lobby. However, individuals are strongly encouraged to make payments online and by phone.

*See page 3, Numbers 2 and 3.*

3. The Court will continue to see the majority of prisoners via video conferencing unless the right to confrontation or other Constitutional rights require appearance in person.
4. Criminal and traffic arraignments will proceed as scheduled with the use of social distancing, cleaning efforts, and all other precautions outlined in Dr. Acton's Stay Safe Ohio Order to minimize health risks to those appearing.
5. Criminal pretrial and final pretrial conferences may be conducted by phone.
6. Civil pretrial, status conferences, mediations, and settlement conferences shall be conducted by phone. Hearings regarding motions for default judgment and summary judgment will be non-oral only. As such, parties shall be given the opportunity to file supplemental information they want considered by the Court on or before the scheduled hearing date and time. Personal appearance is not required and will not be permitted.
7. Civil hearings and trials will proceed as scheduled at the discretion of the Court while adhering to the recommendations in Dr. Amy Acton's Director's Stay Safe Ohio Order on May 1, 2020.
8. Evictions may be filed with the Clerk of Court. Hearing dates on evictions will be determined by the Clerk with oversight of the Court.

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9. The performance of weddings in the Mansfield Municipal Court is indefinitely suspended.
10. The public health emergency may be considered to be a finding of “just cause” for continuances deemed necessary on a case-by-case basis.
11. The Court will have the lawful authority, within constitutional limits, to do and direct to be done all things necessary to ensure the orderly and efficient administration of justice for the duration of the declared public health emergency.
12. The Court’s hours of operation may vary.

The above-stated measures will significantly reduce the number of individuals appearing in court.

Defendants in criminal/traffic cases can also take steps to eliminate or postpone their next court appearance. **DEFENDANTS ARE HEREBY ADVISED OF THE FOLLOWING:**

1. **Filing Documents:** While the Court will continue to accept filings at the window, it also accepts filing by email, facsimile, and mail. Written Not Guilty pleas and Time Waivers will be accepted on a case-by-case basis. The Clerk has a form available for use.
  - a. The Court’s email address is [clerkfilings@ci.mansfield.oh.us](mailto:clerkfilings@ci.mansfield.oh.us)
  - b. The Court’s facsimile number is (419) 755-9894.
  - c. The Court’s mailing address is P.O. Box 1228, Mansfield, OH 44901.

If possible, the Court encourages individuals to file documents by email, facsimile, or by mail instead of filing at the window.

2. **Telephonic Payments:** The Court accepts payments via phone for payment plan obligations. Individuals may call (419) 755-9644.
3. **Online Payments:** The Court accepts online payments through N’Court’s website at [www.mansfieldpmts.com](http://www.mansfieldpmts.com).

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The Court is continuously assessing the situation to determine if additional precautions are necessary.

This temporary Order shall remain in effect until further order of the Court.

**SO ORDERED.**

DATE: 5/11/20

  
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JUDGE JERRY E. AULT

DATE: 5/11/20

  
\_\_\_\_\_  
JUDGE FRANK ARDIS, JR.

**FILED**

MAY 11 2020

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