

**New Philadelphia Municipal Court  
Temporary Modification of Operations  
MODIFIED AND EFFECTIVE JUNE 1, 2020**

In the interest of public health, and in order to comply with Ohio Governor Mike DeWine's Executive Order 2020-01D issued March 9, 2020, and subsequent Orders of the Ohio Director of Public Health, the Court will implement the following procedural changes **beginning at 9:00 a.m. on Monday, June 1, 2020**. This is an evolving situation and may change pursuant to federal, state, or local guidance and directives.

**THE COURTHOUSE WILL RE-OPEN TO THE PUBLIC ON JUNE 1, 2020,  
Monday through Friday from 9:00 a.m. to 3:00 p.m.**

**ALL FILINGS, INCLUDING FROM POLICE AGENCIES** will be accepted in labeled baskets provided in the hallway outside the Clerk's Office. Access to the Clerk of Court's office will be limited to one person at a time. The Violations Window will accept cash, check and money order payments only. No more than 10 members of the public will be allowed to be in the building at the same time.

Most hearings will continue to be held using remote technology unless an objection is filed prior to the hearing date. Evidentiary hearings where video or audio is not practical will be scheduled in court. Access to the Courthouse for in-person hearings will be permitted only for plaintiffs, defendants, attorneys, prosecutors, subpoenaed witnesses, victims, or victim advocates at the time of a scheduled hearing. No more than 10 people, including court staff, will be allowed in the courtroom or hallway waiting area. The Media shall have access to all hearings and court records in accordance with Ohio Sup.R. 12.

**EVERYONE ENTERING THE COURTHOUSE WILL BE REQUIRED TO WEAR A MASK COVERING THE MOUTH AND NOSE AT ALL TIMES. SOCIAL DISTANCING, HAND SANITIZING, AND OTHER OHIO AND NEW PHILADELPHIA DEPARTMENT OF HEALTH REGULATIONS WILL BE STRICTLY ENFORCED THROUGHOUT THE BUILDING.**

The Court will continue to conduct all **incarcerated arraignments and incarcerated felony initial appearances by video per normal procedure. Criminal Jury Trials will be scheduled as soon as reasonably possible, possibly in an off-site location. Bench trials and felony preliminary hearings** in which the defendant is incarcerated will be scheduled by the Court within a reasonable time and the Defendant will appear by video from the jail. See, 2020 Am. Sub. H.B. 197 and Ohio Supreme Court Emergency Rules regarding tolling of time and use of technology, entered March 27, 2020.

**ACTIVE WARRANTS:** Defendants with active warrants may come to the Courthouse on Thursdays at 1:00 p.m. to have their warrant addressed by the Court. Follow all instructions of the Bailiff at the door.

**NEW CITATIONS WHERE DEFENDANT 'MUST APPEAR':** Only Defendants who have received a citation for any offense in which a victim may be eligible to obtain a

Criminal Domestic Violence Temporary Protection Order pursuant to O.R.C. 2919.26 or a Criminal Protection Order pursuant to O.R.C. 2903.213 must still appear for arraignment as ordered. See, Journal Entry filed May 2, 2019 (attached) for a full list of these charges. Follow all instructions of the Bailiff at the door.

**All other Defendants SHALL NOT APPEAR for arraignment. Defendants who do not appear for arraignment will receive an Order in the mail, with instructions to complete an ONLINE ARRAIGNMENT process. Defendants will log onto the Court's web site at [npmunicipalcourt.org](http://npmunicipalcourt.org), listen to and read "Your Rights as a Defendant," and electronically provide current address, telephone number and email address so that notice of future hearings can be sent.**

**Temporary Protection Orders** will be heard and served per normal procedures. Victims wishing to request a protection order should call the prosecutor/victim advocate office listed on the victim information sheet provided by the arresting officer. Victims may also call the Court at (330)343-6797 ext. 0, to be directed to the correct prosecutor's office for assistance.

**Criminal and traffic pre-trials** will be scheduled by telephone WITH THE JUDGE OR MAGISTRATE PARTICIPATING. The next hearing will be scheduled at this pretrial.

**Eviction** first-claim hearings will resume in-person, in court, as of June 1, 2020. Plaintiffs must comply with the federal CARES Act eviction/foreclosure moratorium requirements before filing any eviction action. **Second claim hearings, small claims and all other civil matters** will be scheduled at the discretion of the court and are not considered to be a priority or essential function at this time.

**Payments** may be made in person at the violations window (cash or check), by mail, via the Court's website at [www.npmunicipalcourt.org](http://www.npmunicipalcourt.org) or by calling 1-866-895-0198. The credit card terminal in the Clerk's office is NOT available.

Treatment Team meetings and weekly review hearings for the **New Philadelphia Municipal Recovery Court** will be conducted by telephone or video conference. Random drug testing will continue.

**Probation** officers will minimize face-to-face contact with Defendants and hold in-person meetings only for essential matters. Pre-trial Supervision assessments at the jail are suspended, but incarcerated Defendants may still be placed on PTS. Pre-trial Supervision and Probation terms will continue to be enforced as the probation officer deems necessary and appropriate.

Assignment to the New Philadelphia Municipal Work Program and Inmate Work Program will resume, with work crews starting by assignment on June 13, 2020. All currently scheduled show cause, community service, and other review hearing dates are cancelled.

Tuscarawas County Attorneys  
Tuscarawas County Law Enforcement Agencies  
Tuscarawas County Jail; New Philadelphia City Health Department; Local Media