

**IN THE COURT OF COMMON PLEAS, UNION COUNTY, OHIO
PROBATE DIVISION**

In the Matter of
**EMERGENCY SUSPENSION
OF CERTAIN LOCAL RULES
AND PERMITTING EMAIL
SUBMISSION UNDER EXIGENT
CIRCUMSTANCES CREATED BY COVID-19.**

**No. 2020PJ003

JUDGE EUFINGER**

EFFECTIVE MARCH 26, 2020, as the result of the State of Emergency that exists due to the public health crisis created by the Coronavirus Disease 2019 (COVID-19), the Probate Court of Union County hereby issues the following orders.

IT IS HEREBY ORDERED that any portion of any existing local rule in conflict with the following orders is hereby **SUSPENDED** until this order is vacated or modified by the Probate Court. In particular, this order regards and modifies/suspends language within any existing local rule of this Court (except the opening of an estate) that requires: (1) complaints, applications, petitions (and ancillary documentation) that initiate any proceedings must be physically presented to the Clerk of Court for filing; and (2) pleadings within any open matter may only be filed by physical presentation of the pleading or by sending the pleading to the Clerk's facsimile machine.

THEREFORE, IT IS HEREBY ORDERED that with the exception of the opening of an estate, in addition to physical submission (via delivery in person to the Clerk's Office or via U.S. mail) and facsimile submission, email submission of complaints, applications, petitions and pleadings will be permitted under this order. Filings to open an estate must still be presented physically to the Office of the Probate Clerk or via U.S. mail and by certified mail if an original will is submitted.

Matters other than filing to open an estate may be initiated with the email submission of a complaint, application, petition and ancillary documentation in the form of an attached portable document format file (PDF) and sent to the email address probatecourt@co.union.oh.us. The subject line of the email must state that the submission is a complaint and indicate the nature of the proceeding (i.e. Guardianship, Adoption, Trust, etc.).

Pleadings in ongoing matters may be submitted via email in the form of an attached portable document format file (PDF) and sent to the email address probatecourt@co.union.oh.us. The subject line of the email must contain the case caption and case number(s).

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UNION COUNTY

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Documents submitted via email will be printed by the Clerk's office, reviewed and processed Monday through Friday, during normal business hours (8:30 a.m. to noon and 1 p.m. to 4 p.m.). The Court's file stamp, which will be applied by the Clerk's office, is the official date and time of filing, regardless of the date and time the email was sent or received.

Email submission is available 24 hours per day, seven days per week, including holidays, unless barred by equipment or other errors.

Upon acceptance and filing, the Clerk's office will email a copy of the file-stamped document to the filing entity. The Clerk's office will not place copies of the document(s) in any attorney mailboxes in the Clerk's office (use of which is suspended for that purpose during the COVID-19 Emergency) or serve any other parties, counsel or entities unless a praecipe for service is filed.

If **filing fees, court costs or a deposit** are required upon filing of the action or documentation, the emailed document(s) will not be accepted for filing until the required amounts are paid to the Clerk. The email submission will be printed by the Clerk's office and marked as "Received." Upon review of the document(s), and upon receipt of necessary fees, costs or deposits, the document(s) will be accepted for filing and file stamped.

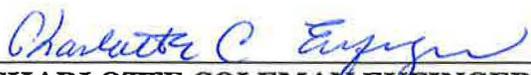
All parties, counsel of record and other filing entities are advised that should Ohio law require that an original signature or original documentation be filed, the original documentation should be submitted forthwith to the Court via U.S. Mail to 215 W. Fifth Street, Marysville, Ohio, or presented physically to the Office of the Probate Clerk. The filing date of the action will be the date that the email submission was accepted for filing and file stamped.

To the extent that Ohio law requires original signatures or documentation filed with this Court to feature an original signature, it is solely the responsibility of the filing entity to ensure that email submissions are supplemented by filing the original document(s) or risk the loss of this Court's jurisdiction over the action.

Any questions about the operation of this emergency order should be directed to the Chief Deputy Clerk of the Probate Court, by emailing jlafayette@co.union.oh.us.

The Court will vacate or amend this order at the conclusion of the emergency.

IT IS SO ORDERED.



CHARLOTTE COLEMAN EUFINGER
JUDGE

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cc: Union Co. Bar Association
Union Co. Department of Job and Family Services
Union Co. Prosecuting Attorney
Union Co. Sheriff
Union Co. Clerk of Courts
Union Co. Court of Common Pleas, General Division
House of Samuel
Probate Court Investigators

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Christina C. Ruppiger