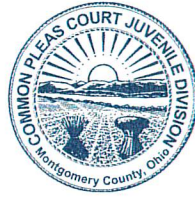


Anthony Capizzi, Administrative Judge
Helen Wallace, Judge



Eric Shafer
Court Administrator

**Montgomery County Common Pleas Court
Juvenile Division**

380 West Second Street
Dayton, Ohio 45422-4240
(937) 496-7908
Fax (937) 225-5800

March 27, 2020

Dear Appointed Counsel and GALs:

We at Montgomery County Juvenile want to provide you with information about some of the changes made at the Court during the Coronavirus pandemic. We hope that you and your families are well and that you are managing the best that you can. If you do have to travel to the Court, please make sure that you only do so if you are healthy in order to stop the spread of this virus. Please know that our staff is cleaning throughout the day and evening. Help us minimize the spread of the virus in our community by reducing the handling of documents as much as possible.

We have taken a number of precautions at the Courthouse to help keep you, the public, and our staff safe. These following guidelines comply with Governor DeWine's workplace requirements outlined in the Stay-at Home order.

- We are ensuring that social distancing occurs at the Juvenile Justice Center and we ask for your assistance. If you have to file anything at the Clerk's office please make sure that you observe social distancing requirements. The Clerk's Office is open, but will be closing every day at 2:00 p.m. The Citizens' Services Office is currently closed.
- A receptionist will be present every day until 4:00 p.m. at the check-in desk on the first floor. We ask you to check-in for any matter that you may have at the Court. We would ask you to wash your hands and/or use sanitizer before and after you leave the building. Try to consolidate your trips to the Juvenile Justice Center. You may be asked to have your temperature taken. If you or an immediate family member has been ill, please refrain from visiting the Juvenile Court at this time. Please contact us by telephone or email if you cannot be present or have any questions or concerns.
- We are only conducting emergency cases which are defined by the Juvenile Court Administrative Order dated March 16, 2020, attached for your review. Only necessary parties and their counsel should attend.

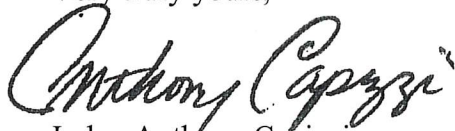
- All hearings scheduled on March 17th and thereafter will be rescheduled until after May 4, 2020. All new filings (excluding those where emergency hearings are required) will be scheduled after May 4, 2020, as well. In the week leading up to May 4, 2020, we will be analyzing our ability to resume hearings. If circumstances do not change we may need to make further adjustments to the dockets. Attorneys and GALs will continue to be assigned and MCCS will continue to file motions and complaints.
- The Clerks have been contacting you and other Attorneys for the past 10 days to reschedule and set new cases. Please promptly respond to them so that we can accommodate your schedule. If we are unable to connect with you, the hearing may be scheduled without your input. You will be receiving an entry with the new date.
- All time requirements identified by rule or statute have been tolled. The “tolling of time” has been included in the emergency coronavirus legislation that was passed by the General Assembly of Ohio this week which Governor DeWine has signed. Justice O’Connor has also issued an order to toll all time requirements proscribed by the Rules of Procedure. The “tolling time” provisions address all time requirements, criminal, civil, and juvenile. The legislation and order are attached for your review.
- The Shelter Care hearings are Emergency hearings and will continue. The Shelter Care docket will be heard at 1:30 p.m. by an A/N/D Magistrate who will be present on a rotation. A Clerk will also be present for the hearing.
- The Shelter Care Attorney rotation will continue. If you are assigned to a case, we ask that you wait in the reception area on the mezzanine floor in the marked chairs. We will come to you to escort you to the hearing.
- The back hallway on the mezzanine level has been restricted to just Court staff. We ask that you NOT congregate in the back hallway and that you do not congregate in any of the common areas of the Juvenile Court. Please think about social distancing yourself when you are talking to your client or anyone else.
- The Court conference rooms are temporarily unavailable as a preventative measure to stop the spread of the Coronavirus.
- All Detention hearings will be held at 1:30 p.m. and those will be held on the first floor with a Magistrate which will be present on a rotation basis. Please use social distancing in the first floor as well.
- All other emergency hearings will also be held at 1:30. Please check-in with the receptionist on the first floor so you can be directed to the appropriate Courtroom.
- Because of federal requirements, Annual Reviews will continue, but will be held administratively based upon the Court’s review of a case summary report prepared by the Caseworker. You will receive a copy of the case summary report and the Annual Review entry. No-one shall appear at the Annual Review and you do NOT need to submit a GAL report. Any motion filed by Children Services or any party, in anticipation of the Annual Review, will be set after May 4th. If you are a GAL, please think about the children to whom you are assigned. Please make efforts to have contact with these families and children who are at particular risk during this crisis. We understand that during this crisis remote contact is preferred.

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- Because of the crisis, visitation has been very curtailed in all facilities. If you have any questions about visiting a youth in a Juvenile Court facility please let us know. Parent-child visits at MCCA have been discontinued at this time. Caseworkers are making alternate arrangements so please contact the Caseworker and/or Supervisor for any questions about visitation. Please be mindful that most Caseworkers are working remotely. All other Visitation/Parenting Time orders and Custody orders remain in effect.
- For any cases that were completed on March 16, 2020, or before, you must submit your Attorney Appointment Fee Request within the required time frame of 30 days. We have been in communication with the Ohio Public Defender's Office (OPD) and this requirement does remain. OPD will be issuing some guidance about appointed counsel issues. Please contact OPD with any fee issues.

More guidance will be continuously updated on our website: www.mcjcoho.org. We appreciate your help with reducing the spread of the virus in our community. Please feel free to reach out to us via email or telephone with further questions. We hope you and your loved ones stay well and are very proud of your willingness to work as a team in this challenging time. We will get through this together.

Very truly yours,



Judge Anthony Capizzi



Judge Helen Wallace