

**FILED**

**MAY 08 2020**

Middletown Municipal Court  
Steven P. Longworth  
Clerk of Court

**MIDDLETOWN MUNICIPAL COURT  
BUTLER COUNTY, OHIO**

**IN RE: AMENDED TEMPORARY  
ORDERS OF PRACTICE AND  
PROCEDURE FOR  
MIDDLETOWN MUNICIPAL COURT**

**James E. Sherron, Judge**

The temporary Order issued by the Court March 18, 2020 (regarding the current circumstances impacting the Court and citizens utilizing the Court, due to the State of Emergency declared by Governor Mike DeWine regarding the public health crisis due to COVID-19) is amended as follows:

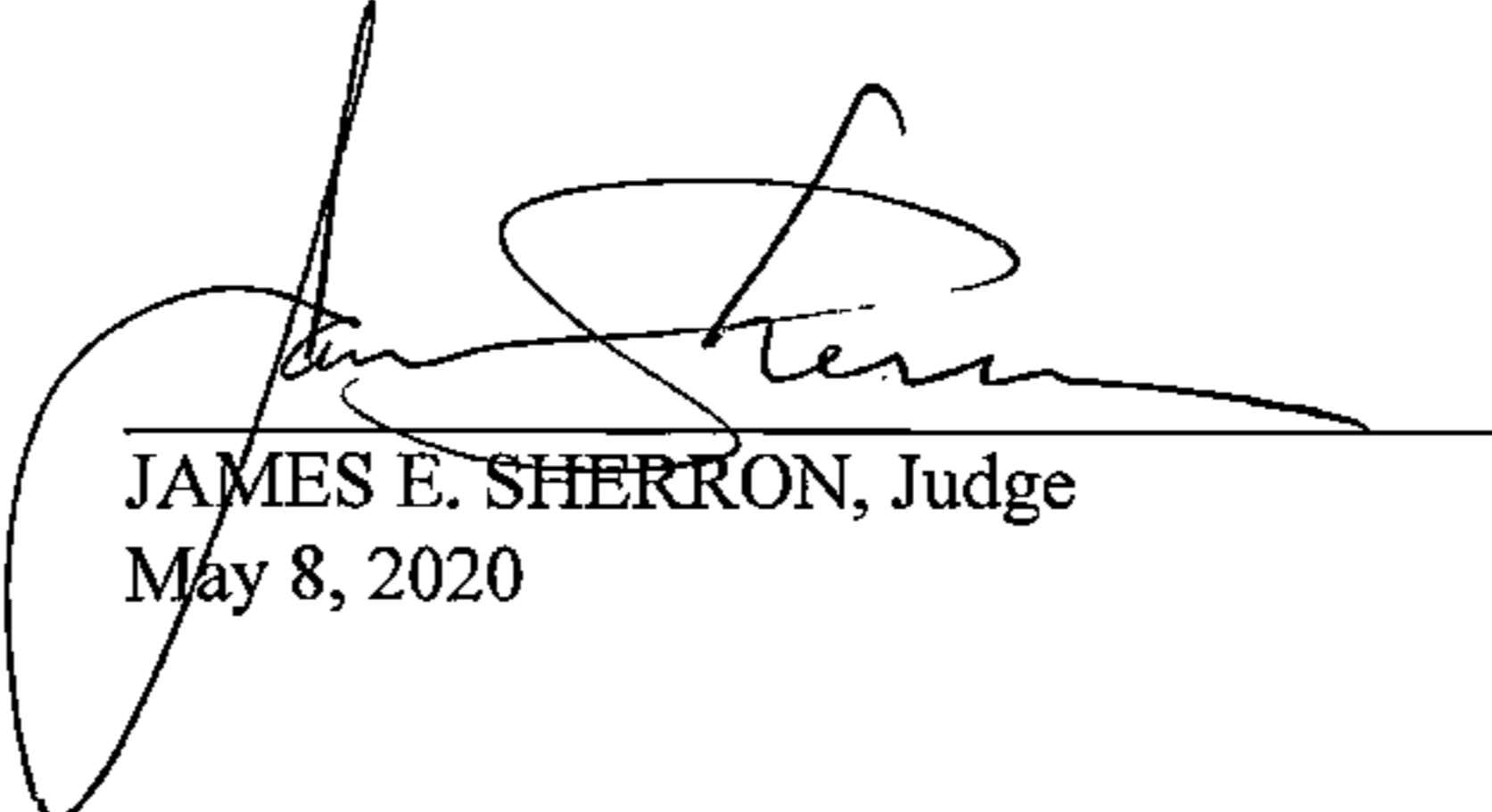
**IT IS HEREBY ORDERED**, effective Friday, May 8, 2020, as follows:

1. Public access to the Middletown Municipal Court, 1 Donham Plaza building shall be limited to: any person accessing the Office for filing, Court parties, attorneys, alleged victims, subpoenaed witnesses, media, police officers, anyone reporting for probation, contractors, mail carriers/delivery persons, and supply deliverers.
2. Persons who do not have official business to conduct with the court should not come to the building, and they may have their access to the building restricted during the public health emergency.
3. Anyone entering an office or any other Court premises is also subject to a health screening or non-invasive testing and admission is based on the results of the screening or test.
4. The number of attorneys, parties and witnesses permitted to enter the courtrooms during Traffic, Criminal, Civil and Small Claims dockets will be restricted by the Court staff and shall be in compliance with current social distancing/courtroom occupancy standards.
5. Any Middletown Municipal Court employee or any other person entering the Municipal Court premises, which includes all court area lobbies, shall wear **facial coverings** while on the Municipal Court premises. Individuals entering the Municipal Court premises are encouraged to bring their own facial covering, however, the Court will provide a mask if a person does not have access to a facial covering, for so long as the Court has masks

available. Upon the Court's discretion, an exception to this order may be made for the following reasons:

- a. Facial coverings are not advisable due to a medically documented health reason. This exception requires approval by the Director of Court Services.
  - b. Facial coverings are not required when an employee works alone in an assigned work area, or it otherwise socially distant, i.e. six (6) feet.
  - c. There is a functional (practical) reason for an employee not to wear a facial covering in the workplace. This exception shall be approved in advance by the employee's manager.
6. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin, but not obscure the identity of any person. A person's face covering shall be worn at all times while the person is within the public areas of the building, including courtrooms.
7. Along with a required face covering, all persons are also required to follow social distancing guidelines of maintaining six (6) or more feet from others.
8. Middletown Municipal Court hearing officers shall have the discretion to make exceptions regarding face coverings in their respective courtrooms for the following reasons:
- a. Health, safety, or security of the courtroom.
  - b. The interests of justice cannot be served by parties, attorneys or witnesses wearing a mask.
  - c. When a participant is speaking or offering testimony.
  - d. Any other valid reason approved by the Administrative Judge.
9. The third floor civil department is open to the public. All civil pleadings and filing fees shall be processed at the Civil Clerk's third floor window which shall serve as the civil clerk's processing station.

All remaining Temporary Orders enacted March 18, 2020, which are not amended by this Order shall remain in full force and effect.



JAMES E. SHERRON, Judge  
May 8, 2020