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ERIE CO.
PROBATE COURT

IN THE COURT OF COMMON PLEAS
ERIE COUNTY, OHIO
PROBATE DIVISION

In Re:

General Orders for the Continued

Operation of the Erie County Probate Court

CASE NO.:

20-9-032

Judge: Beverly K. McGookey

GENERAL ORDERS

In order to minimize the effects of the ongoing coronavirus emergency, the Erie County Probate Court issues the following General Orders:

1. An automatic extension of 60 days for deadlines through April 30, 2020 is granted on all of the following:
 - a. The filing of all Inventories, including Estates, Guardianships and Trusts;
 - b. The filing of all Accounts, including Estates, Guardianships and Trusts; and
 - c. The filing of Guardian's Reports, Statements of Expert Evaluation, Annual Guardian Plans and Compliance with Guardianship Education.

Any requirements due after April 30, 2020 are still due on their original date. Requirements that are currently overdue by 60 or more days cannot be extended and must be filed.

2. If not continued, all pre-trials and pre-hearing conferences will be conducted by teleconference unless the Court orders the hearing take place in person.
3. In order to file civil commitment cases brought under R.C. 5122.01, *et seq.*, the Court will accept said filings by fax at (419) 626-9120 or by email at

probatecourt@eriecounty.oh.gov. The original documents shall then be sent to the Court via U.S. Mail. Civil commitment cases will be heard by the Judge via teleconference.

4. Where personal service of the Notice of Appointment of the filing of a guardianship required by R.C. 2111.04 is not possible, the Court will consider the appointment of a Guardian on a limited basis pursuant to R.C. 2111.02(B)(1) or on an emergency basis pursuant to R.C. 2111.02(B)(3) or issue an order as considered necessary pursuant to R.C. 2111.02(B)(3). The Court will conduct a full guardianship hearing in the future at the earliest possible date when the required personal service is completed.
5. Forms for most probate cases are available at:
<https://www.eriecounty.oh.gov/ProbateCourt.aspx>. Parties are encouraged to use these forms and when completed, return and file the forms with the Court via U.S. Mail or private delivery. A drop box for the Probate Court is provided just inside the Courthouse entrance for private delivery of the required documentation. Parties are further encouraged to refrain from making filings that do not constitute an emergency or are not required by Ohio law. Return of documents to attorneys or pro se individuals shall either be by email or U.S. mail. When filing documents, attorneys shall either provide an email address or self-addressed and stamped return envelope for return of their documents. The Court will not utilize the attorney folder system while these General Orders are in place.
6. The Court will be flexible with all filing deadlines imposed by the Local Rules.
7. The Court encourages marriage license applicants to complete the application on the Court's website after which applicants will be required to deliver the completed

application (with a return contact telephone number), driver's licenses, Social Security cards, and a certified copy of death certificate/divorce papers for the most recent previous marriage (if applicable). If applicants are unable to complete the application from the website, applicants shall call the Court at (419) 627-7750 to make arrangements to obtain the application. A drop box for the Probate Court is provided just inside the Courthouse entrance for delivery of the required documentation. If all required documentation is submitted and is sufficient to allow a Clerk to process the marriage license, a Clerk will call the applicants to make arrangements for both applicants to appear at the Courthouse entrance. Both applicants are required to personally appear and to bring Forty Three Dollars (\$43.00) cash only. After payment of Forty Three Dollars and confirmation by a Clerk regarding identity of the applicants, the marriage license will be issued.

8. When requesting a certified copy of a marriage license, which was issued by the Probate Court of Erie County, Ohio, a call is to be placed to the Court at (419) 627-7750 and the requested document(s) will be mailed to the person so requesting within 24 hours, at no cost.
9. Attendance at final adoption hearings will be limited to the petitioner(s), parent(s), attorneys for the party(ies), and person(s) sought to be adopted. A petitioner(s) who desires additional family members and/or friends and/or other persons of interest to attend the final hearing can request to have the final hearing scheduled to a later date when issues regarding the coronavirus subside.
10. For many years, staff of the Probate Court has notarized documents as a courtesy to the public. There is no statutory obligation for the clerks of this Court to perform these

duties. Therefore, please be advised that the clerks of the Probate Court will no longer be performing notary functions effective March 23, 2020.

It is the intention of the Court to remain in operation to perform its essential functions. The General Orders herein are meant to discourage anyone from personally appearing in the offices of the Erie County Probate Court unless absolutely necessary. The General Orders herein are applicable through April 30, 2020, at which time the Court will vacate or amend this General Order.

IT IS SO ORDERED.

March 23, 2020
Date

Beverly K. McGooky
Judge