

IN THE BRYAN MUNICIPAL COURT  
IN AND FOR WILLIAMS COUNTY, OHIO

FILED  
BRYAN MUNICIPAL COURT  
2020 MAR 19 PM 2:25

IN RE:           **TEMPORARY ORDER IN RESPONSE**           )  
                  **TO THE COVID-19 PUBLIC HEALTH**            )  
                  **EMERGENCY**    )

TRISHA N. RUSSELL  
CLERK  
JOURNAL ENTRY

On March 9, 2020 Ohio Governor Mike DeWine issued Executive Order 2020-01D declaring a State of Emergency in response to the growing COVID-19 public health emergency.

In response to this public health emergency, the Bryan Municipal Court is taking measures to minimize the number of people who need to come to the court in the coming weeks. Therefore, the Bryan Municipal Court is modifying its schedule and daily operations in order to protect the public while maintaining essential court functions and protecting the rights of all individuals subject to the authority of the Court.

Therefore, it is hereby ORDERED:

1. Effective immediately, all appearances and hearings are limited to attorneys, defendants, and victims in proceedings or anyone making payments to the Court. Individuals that do not have business before the Court will not be permitted into the Court.
2. Jailed Defendants: The Court will continue to see the majority of jailed defendants via video conferencing.
3. Civil Pretrials: All civil pretrials will be held telephonically through May, 2020.
4. Civil Trials: All civil trials including small claims trials will be continued for sixty days.
5. Eviction Hearings: Any new filings after March 19, 2020 will be scheduled for a hearing at a minimum of thirty days after filing. Any evictions already scheduled will go forward as scheduled.
6. This public health emergency is considered "just cause" for continuances deemed necessary by the Court on a case-by-case basis and time is tolled pursuant to Ohio Revised Code 2945.71 and 2945.72.
7. Traffic and criminal pretrials and trials already scheduled will proceed as scheduled. The parties will be notified if anything changes.

8. Probation Appointments: As soon as possible the Probation department will be extending telephonic reporting to as many probationers as possible. Probationers are to report as regularly scheduled until contacted by the Probation Department.
9. The above-stated measures will reduce the number of individuals appearing in court in the coming weeks. Defendants can also take steps to eliminate or postpone their next court appearance. Defendants are advised of the following:
  - A. Online Payments: The Court accepts online payments through its website at [www.bryanmunicipalcourt.com](http://www.bryanmunicipalcourt.com). The Court encourages individuals to make online payments when possible. Individuals who do not want to contest a waivable citation can conclude their case by paying their fine online. No court appearance is necessary. Defendants who have previously set up a payment plan can make their weekly or monthly payments on the website as well.
  - B. Mail Delivery: Payments and other correspondence can be sent in the U.S. Mail to P.O. Box 546, Bryan, OH 43506.
  - C. Continuances: Defendants that would like to contest their case can avoid coming to the court for arraignment by filing a not guilty plea prior to their arraignment. Defendants can download a Not Guilty form from the Court's website, fill it out and file it with the Court prior to the arraignment date. The Not Guilty form also gives the Defendant the option to waive their right to a speedy trial and permit the Court to set their next court date further out into the future. See letter E below for filing instructions.
  - D. Speedy Trial Waivers: Any Defendant that previously demanded a speedy trial but now wants to continue his/her pretrial or trial can download a Motion for Continuance form from the court's website and file it with the Court. See letter E below for filing instructions.
  - E. Filings: While the Court will continue to accept filings at the counter, it will also accept and encourages filings by facsimile, U.S. Mail, and by email. The court's fax number is 419-636-3417. The court's email address is [bmcourt8620@gmail.com](mailto:bmcourt8620@gmail.com). Filings that are made by email or fax and require a filing fee will be accepted. Filings fees can be paid by mail.

The Court is continuously assessing the situation to determine if additional precautions are necessary.

This Temporary Order shall remain in effect until further order of the Court.

IT IS SO ORDERED.

  
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JUDGE KENT L. NORTH