

**New Philadelphia Municipal Court  
COVID-19 Modification of Operations  
MODIFIED EFFECTIVE APRIL 1, 2021**

In the interest of public health, and in order to comply with Ohio Governor Mike DeWine’s “Responsible Re-Open Ohio” Orders, the Court will continue to implement certain procedural changes. This is an evolving situation and may change pursuant to federal, state, or local guidance and directives.

**THE COURTHOUSE IS NOW OPEN REGULAR HOURS**  
**Monday through Friday from 8:00 a.m. to 4:30**

**JURY TRIALS AND TRAFFIC ARRAIGNMENT COURT WILL RESUME**  
**“IN COURT” AS OF APRIL 1, 2021**

**Payments** may be made in person at the violations window until 4:00 p.m. by cash, personal check or money order; by regular mail; by credit or debit card on the Court’s website at [www.npmunicipalcourt.org](http://www.npmunicipalcourt.org) or by telephone, call 1-866-895-0198. The credit card terminal in the Clerk’s office is NOT available. Access to the Clerk’s office will be limited to one person at a time.

**ACTIVE WARRANTS:** Defendants with active warrants may come to the courthouse on Thursdays at 1:00 p.m. to have their warrant addressed by the Court. Follow all instructions of the Bailiff at the door.

**NEW TRAFFIC CITATIONS WHERE DEFENDANT “MUST APPEAR”:**

**ALL DEFENDANTS WHO HAVE RECEIVED A “MUST APPEAR” TRAFFIC CITATION SHALL APPEAR IN COURT FOR ARRAIGNMENT ON THURSDAYS AT 1:00 p.m. BEGINNING APRIL 1, 2021.** Follow all instructions of the Bailiff at the door.

Other Defendants with new criminal or traffic charges **who have received an order in the mail** with instructions to complete an ONLINE ARRAIGNMENT process do not need to appear on their arraignment date. Those Defendants will log onto the Court’s web site at [www.npmunicipalcourt.org](http://www.npmunicipalcourt.org), listen to, and read “Your Rights as a Defendant,” and electronically provide current address, telephone number and email address so that notice of future hearings and hearing instructions can be mailed or emailed.

Hearings may continue to be held using remote technology (video or telephone) unless an objection is filed prior to the hearing date. See, Journal Entry regarding the submission of exhibits during video hearings.

Access to the courthouse for in-person hearings may be permitted only for plaintiffs, defendants, attorneys, prosecutors, subpoenaed witnesses, victims, or victim advocates based upon social distancing requirements. The Media shall have access to all hearings and court records in accordance with Ohio Sup.R. 12.

**EVERYONE WILL BE REQUIRED TO HAVE THEIR TEMPERATURE CHECKED AT THE COURTHOUSE ENTRANCE. NO ONE HAVING A TEMPERATURE OF 99.5 DEGREES OR HIGHER, OR OTHER COVID-19 SYMPTOMS, WILL BE ADMITTED INTO THE COURTHOUSE. A MASK COVERING THE MOUTH, NOSE AND CHIN MUST BE PROPERLY WORN AT ALL TIMES. SOCIAL DISTANCING, HAND SANITIZING, AND OTHER HEALTH REGULATIONS WILL BE STRICTLY ENFORCED.**

The Court conducts **incarcerated arraignments and incarcerated felony initial appearances** by video. **Criminal bench trials and felony preliminary hearings** may also be scheduled by video unless objection is made prior to the hearing. The statutory time for hearing or trial may be extended by the Court based upon docket congestion or other good cause.

**Temporary Protection Orders** will be heard and served per normal procedures, except that victims may appear by telephone unless Defendant objects. Victims wishing to request a protection order should call the prosecutor/victim advocate office listed on the victim information sheet provided by the arresting officer. Victims may also call the Court at (330)343-6797 ext. 0, to be directed to the correct prosecutor's office for assistance.

**Criminal, traffic, and civil pre-trials** will be conducted by telephone with the Court. Further hearings will be scheduled following this telephone pretrial.

**Tuscarawas County Attorneys**

**Tuscarawas County Law Enforcement Agencies**

**Tuscarawas County Jail**

**New Philadelphia City Health Department**

**Local Media**

**IN THE NEW PHILADELPHIA MUNICIPAL COURT  
NEW PHILADELPHIA, OHIO**

**In the Matter of:**

**SUBMISSION OF EXHIBITS  
WHEN A HEARING  
IS CONDUCTED VIA REMOTE  
TECHNOLOGY DURING  
THE COVID-19 PANDEMIC**

**JOURNAL ENTRY**

NEW PHILADELPHIA  
MUNICIPAL COURT  
2020 DEC -9 PM 1:45

CLERK  
JULIE A. STAMETS

This order is entered to address the submission of Exhibits when a hearing is conducted via remote technology during the COVID-19 pandemic. This Order is intended to promote due process of law and protect the legal rights of the parties while protecting the health of the public, court staff, litigants and counsel by temporarily limiting in-person activities in the courthouse. This Order shall remain in effect until rescinded by the Court.

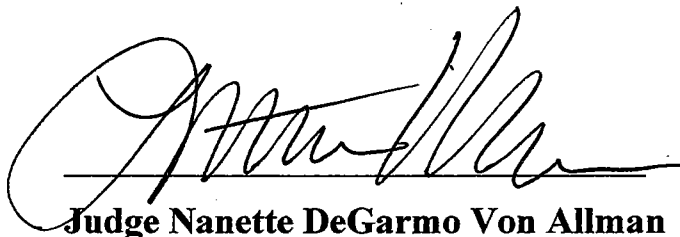
**IT IS THEREFORE ORDERED:**

1. Exhibits shall be pre-marked and RECEIVED BY the Clerk, and opposing party/counsel, at least three business days prior to trial. The State/Plaintiff shall mark Exhibits starting with the letter "A." The Defendant shall mark Exhibits starting with the number "1." Related photos or documents (i.e. a multiple page lease) may be grouped together and marked with a single letter or number.
2. The Exhibits shall be delivered to the Clerk of Court as follows:  
PREFERRED METHOD: email to [bailiff@npmunicipalcourt.org](mailto:bailiff@npmunicipalcourt.org). If

email is not available, then via regular U.S. mail to the Clerk of Court, New Philadelphia Municipal Court, 166 East High Avenue, New Philadelphia, Ohio 44663, or hand delivered to the front security desk at the courthouse. ALL SUBMISSIONS MUST BE CLEARLY LABELED WITH THE CASE CAPTION, DATE OF HEARING, AND NAME OF SUBMITTING PARTY. Security staff may refuse to allow any item which poses a safety or health risk to be brought into the building.

3. Failure to comply with this procedure may result in the Exhibits being excluded as evidence at the hearing.
4. This procedure may be modified on a case by case basis by the Court, sua sponte; or, upon the motion of any party, for good cause shown.

**IT IS SO ORDERED.**



**Judge Nanette DeGarmo Von Allman**