

Judge Donald E Oda II
Judge Robert W. Peeler
Judge Timothy N. Tepe

**WARREN COUNTY
COMMON PLEAS COURT**

Jennifer Burnside
Court Administrator

500 Justice Drive
Lebanon, Ohio 45036
Phone: (513) 695-1570
Fax: (513) 695-2884

March 13, 2020

Attention Attorneys:

As you are no doubt aware, there is a growing concern regarding the Coronavirus (COVID-19) and its potential widespread impact on our community. We at the Warren County Common Pleas Court, General Division, are taking all necessary precautions to keep our staff and members of the public safe during this time. Please review the below information regarding new procedures for all **civil cases** handled by the General Division:

Effective Monday, March 16, 2020 through April 30, 2020, all civil conferences **with represented parties** shall be handled **by phone**. Counsel for **Plaintiff** shall be responsible for initiating the phone conference to the Court with all appearing counsel on the phone at the time designated for your case.

For Judge Oda and Magistrate Judge-Myers, calls should be initiated to (513) 695-2058.

For Judge Peeler and Magistrate Besl, calls should be initiated to (513) 695-2620.

For Judge Tepe and Magistrate Foster, calls should be initiated to (513) 695-1129.

For Magistrate Crossley-Tate and Magistrate Hasselbach, calls should be initiated to (513) 695-2751.

For all civil conferences **with unrepresented litigants**, the parties must still make **in-person appearances**. The conferences will be held in the courtroom and the participants will **not** be permitted to approach the bench. Rather, the Bailiff will assist in transmitting any paper to the Court. Parties are encouraged to remain at least six feet apart during the conference.

Unless you are informed otherwise, civil trials (bench and jury) and all criminal proceedings shall continue as scheduled. If the need arises, changes will be made to the criminal docket on a case-by-case basis and you will be informed of these changes by the assigned Judge. However, if you are feeling unwell and are scheduled to make an in-person appearance with the General Division, please contact your assigned Judge's Assignment Commissioner as soon as possible and your case will be rescheduled.

Finally, we highly recommend you utilize the Clerk of Court's email filing procedure offered pursuant to Local Rule 2.10 for filings in both civil and criminal cases.

We appreciate your cooperation and understanding during this time. If you have any questions, please do not hesitate to reach out to the Court for further assistance.
