

Opening Plan for the Office of the Juvenile Court Clerk

Main Division (1600 E. 3rd Street)

The Hamilton County Office of the Juvenile Court Clerk will be open during regular business hours and remain accessible by telephone, email and fax. Attorneys will continue to be encouraged to utilize the new Filing by Email option developed by the Clerk's staff.

Office Operations

We will continue to utilize WebEx, Zoom and other Phone Conferencing systems to conduct meetings involving outside agencies.

Court Staff will continue to intercept and question clients and the public outside to determine their need for access to the Clerk's Office. Clients may be required to have their temperature taken by a "no touch" device and answer pre-entry health screening questions relevant to COVID-19 before entry.

Clients needing to access the services of the Clerk's Office will be directed to the Cashier's Window at this point in time.

Reconfiguration of the client counter in the Clerk's Office, including installation of protective barriers is under consideration and may be implemented prior to the opening of the counter to court staff and the general public.

Clerk staff may be required to have their temperatures taken by a "no touch" device. Those whose temperatures are over 100.4 may not be allowed in the building. Consultation with them may continue as needed outside the building.

All staff may be required to wear a face mask as personal protection while in our building when providing services and receiving documents from the public and other agencies.

Washable/reusable masks will be issued to all staff that do not have their own. The importance of hand washing after interacting with clients will be stressed with the staff.

All areas of the office will be cleaned by available disinfectants on a regular basis.

Employee Staffing

The Clerk's Office will continue to operate with a reduced and rotational staffing pattern based upon the needs of the court. All staff will continue to be subject to immediate recall to their appointed positions subject to the Hamilton County HR policy and guidelines concerning COVID-19 operations.

Courtroom clerks will continue to work cooperatively at the direction of the presiding judge to fulfill our obligation to facilitate courtroom functions while utilizing available technologies, teleconferencing, email and video conferencing as directed. All hearings will continue to be recorded as required.

Front Office clerks assisting clients, public and other agencies will continue to minimize in-person contact relevant to COVID-19 by utilizing available technologies, including alternative means of filing including email and facsimile. We will continue to use our current emailing technology developed by the Hamilton County IT Dept. to accept filings.

This Plan is subject to review and revision on an ongoing basis. As changes are made, the revised Plan will be reposted on our website.

Opening Plan for the Office of the Juvenile Court Clerk

Child Support Division (1221 E. Main Street)

The Hamilton County Office of the Juvenile Court Clerk will be open during regular business hours and remain accessible by telephone, email and fax. Attorneys will continue to be encouraged to utilize the new Filing by Email option developed by the Clerk's staff.

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