

*Trumbull County Court of Common Pleas*  
*General Division*  
*161 High Street NW*  
*Warren, OH 44481*  
*Andrew D. Logan, Administrative Judge*  
*(330) 675-2564*

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**May 8, 2020**  
**PRESS RELEASE FOR IMMEDIATE DISTRIBUTION**

The Trumbull County Court of Common Pleas General Division remains open for essential services during this COVID-19 public health crisis. The General Division is committed to providing essential court functions and access to justice in a manner which incorporates and prioritizes the safety and well-being of the public and the Court staff.

To that end, the General Division has taken certain steps to limit the risks for the spread of COVID-19.

- 1. All employees of the General Division are required to wear facial coverings in the common areas of the building;**
- 2. The General Division encourages counsel, parties, law enforcement personnel and the public to conduct court business by the U.S. Mail to avoid entering the building;**
- 3. However, in the event essential court business requires an attorney, party, law enforcement personnel or the public to enter the building, the Court requires the wearing of a facial covering;**
- 4. In addition, the General Division requires all persons entering the building to consent to a non-invasive, no-touch temperature screening. In the event any person refuses to consent to this temperature screening, that person shall be denied access to the building;**
- 5. In addition to the routine cleaning of the building, the Court has taken additional measures to sanitize the entire building;**

- 6. On a daily basis, the Court remains committed to cleaning high-touch surfaces more frequently;**
- 7. In an effort to protect those serving at the Court as grand jurors or petit jurors, the General Division has modified procedures at the Court to ensure all recommended and required health protocols are followed. Any person who received a summons for service as either a grand juror or a petit juror should read the summons and accompanying documents carefully and call the applicable number for specific instructions;**
- 8. The Court is currently modifying the close-quarter work spaces to provide additional protection for the public and the Court staff;**
- 9. All staff and persons entering the building are required to maintain a six-foot distance from one another unless there is a security exception to this requirement.**

*Please refer to the current Administrative Order for further guidance.*