



Hamilton County Court of Common Pleas  
Division of Domestic Relations  
800 Broadway  
Cincinnati, Ohio 45202

(513) 946-9000

To: The Citizens of Hamilton County, Ohio

From: Hon. Jon H. Sieve, Administrative Judge of the Court of Domestic Relations  
Hon. Amy L. Searcy, Judge of the Court of Domestic Relations  
Hon. Susan Tolbert, Judge of the Court of Domestic Relations

The Coronavirus Disease 2019 (COVID-19) is being described by the U.S Department of Health and Human Services Center for Disease Control as an emerging, rapidly evolving situation. Our Court has been closely monitoring the COVID-19 pandemic and the response of federal, state, and local leaders and health officials in combatting the spread of the virus. As we track this progressing health situation, we have and will continue to be proactive and take necessary measures to keep our staff and the public safe.

To mitigate health risks, hand sanitizers have been installed on both floors of our Court near the elevators. The County is increasing cleaning and disinfecting routines throughout the building especially in highly trafficked areas and on frequently touched surfaces. We encourage everyone visiting the Court to use the resources available and to follow the Hamilton County Public Health recommendations to protect yourself from illness:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

The Court remains open as providers of essential government services. We will continue to monitor reports from government leaders and health officials as the situation unfolds and will meet with Hamilton County officials to discuss steps we can take to further minimize the risk of spreading infectious disease.

**If you have upcoming business at the Hamilton County Court of Domestic Relations, stay alert for changing conditions based on the scope of the outbreak and the severity of the illness. Information and notices can be found on our website:**

**[https://www.hamiltoncountyohio.gov/government/courts/court\\_of\\_domestic\\_relations](https://www.hamiltoncountyohio.gov/government/courts/court_of_domestic_relations)**

The Hamilton Court of Domestic Relations is taking the following proactive measures to minimize the risk of spreading infectious disease during this pandemic:

- The Family Law Clinic will be closed until further notice. Please see this document for information on Legal Resources: **FLC - Legal Resources PDF** available at [https://www.hamiltoncountyohio.gov/government/courts/court\\_of\\_domestic\\_relations/family\\_law\\_clinic](https://www.hamiltoncountyohio.gov/government/courts/court_of_domestic_relations/family_law_clinic)
- The Self-Help Center will be closed until further notice. Please visit the [Forms and Procedures](#) section of our website for access to court documents.
- The Court is encouraging attorneys and litigants to electronically file documents through the Clerk's Office website: <https://cmsnet.hamiltoncountycourts.org/CourtClerkEfilng/>
- The Court will take special consideration and grant continuances if deemed appropriate as requested. Motions for Continuance and Proposed Orders for Continuance may be submitted electronically or presented to the Docket Office. If you are unable to come to the courthouse, please contact 513-946-9000 for assistance.
- The Judges and Magistrates have the ability to conduct some hearings over the phone or via Skype with limited ability as requested.

Judge Sieve, Judge Searcy, Judge Tolbert, and the administrative staff will continue to monitor reports from government leaders and health officials as this pandemic evolves and take measures to keep the public we serve safe. Thank you.