

FILED  
WOOD COUNTY  
PROBATE COURT

2020 MAR 20 P 1:34

PROBATE JUDGE  
DAVID E. WOESSNER

**IN THE COURT OF COMMON PLEAS OF WOOD COUNTY, OHIO  
PROBATE DIVISION**

IN RE:	*	Case No. 20127087
GENERAL ORDERS FOR THE CONTINUED OPERATION OF THE WOOD COUNTY PROBATE COURT	*	Judge David E. Woessner
	*	<u>GENERAL ORDERS</u>

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During the current state and national emergency, the Wood County Probate Court remains open and will continue to provide all essential services at this time. However, in order to minimize the effects of the ongoing coronavirus emergency, the manner of contact with the Wood County Probate Court and certain procedures will change. The court finds prudent steps can be taken to avoid parties and counsel from personally appearing in the offices of the Wood County Probate Court unless absolutely necessary and to address certain probate specific matters.

The court issues the following General Orders. These orders are issued consistent with the orders issued by the Wood County Common Pleas Court Judges on March 17, 2020.

1. An automatic extension of 60-days from any due date currently in effect for dates after the date of this order is granted on all of the following:
  - a. The filing of all inventories, including estates, guardianships and trusts;
  - b. The filing of all accounts, including estates, guardianships and trusts;


- c. The filing of Guardian's Reports, Statements of Expert Evaluation, Annual Guardian Plans and Compliance with Guardianship Education;
2. All pretrials will be conducted by teleconference or videoconference, unless the court orders that the hearing take place in person. Final pre-trials will occur at the court unless otherwise determined. As deemed acceptable, certain hearings may be conducted by phone or other means. Attorneys or parties with scheduled hearings before the court may contact the court at 419-354-9230 as to the status of their scheduled hearing. The court will, as necessary, make contact with attorneys or parties to impacted cases. Attorneys and parties are strongly encouraged to call ahead to confirm the status of any scheduled hearing.
3. All pleadings shall be submitted to the court in one of the following ways:
  - A. Email all pleadings to [probatecourt@co.wood.oh.us](mailto:probatecourt@co.wood.oh.us)
  - B. Fax pleadings to 419-354-9357
  - C. U.S. Postal Service to Wood County Probate Court, One Courthouse Square, Bowling Green, Ohio 43402
  - D. The court has in place a drop box immediately at the entrance of the Probate Court office which will be frequently monitored.

**CASE FILINGS ORIGINATING A CASE MUST UTILIZE OPTIONS C OR D**

4. As required by law, the probate court staff is unable to provide legal advice. Rather than personally appearing at the court offices, all persons wishing to contact the court with questions or seeking assistance should call the court in advance at 419-354-9230.

5. For all court hearings, only counsel and immediate, named parties, or required witnesses are to appear in court.
6. Where personal service of the filing of an Application for the Appointment of a Guardian required by R.C. 2111.04 is not possible, service will be considered effective upon delivery to facility staff or a private home resident. The court will conduct a guardianship hearing in the future at the earliest possible date when the required personal service is completed.
7. Guardian's Reports will be accepted even if the guardian has been unable to visit a ward due to facility or other restrictions in place due the current situation.
8. Forms for many probate matters are available at:  
[probate-court.co.wood.oh.us](http://probate-court.co.wood.oh.us).
9. Parties are further encouraged to delay filings that are do not constitute an emergency or are not required by Ohio law or to request continuances of non-emergency hearings.

**IT IS SO ORDERED.**

  
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Judge David E. Woessner

cc: Wood County Bar Association