

**PUBLIC ANNOUNCEMENT FROM
THE CLERK OF COURTS, FAIRFIELD COUNTY MUNICIPAL COURT
IN RESPONSE TO THE CORONA VIRUS/COVID-19 PANDEMIC
EFFECTIVE 3/24/2020 THROUGH 4/6/2020**

THE FAIRFIELD COUNTY MUNICIPAL CLERK OF COURT DAILY OPERATING PROCEDURES ARE BEING MODIFIED AS STATED BELOW:

- 1) **CRIMINAL/TRAFFIC FILINGS:** ALL FILINGS OF COURT DOCUMENTS ARE REQUIRED TO BE DONE VIA REGULAR U.S. MAIL, EMAIL OR FACSIMILE ONLY.

FILING VIA REGULAR U.S. MAIL TO: PO BOX 2390, LANCASTER, OHIO 43130

FILING VIA EMAIL TO: clerk@fcmcourt.org

IF FILING VIA EMAIL, YOUR TIME-STAMPED COPY WILL BE RETURNED TO YOU VIA EMAIL ONLY AT THE ADDRESS FROM WHICH THE FILING WAS RECEIVED. THE PARTY FILING IS ALSO RESPONSIBLE FOR PROVIDING SERVICE TO THE PROSECUTOR'S OFFICE VIA FACSIMILE 740-681-5024 OR VIA EMAIL smarang@ci.lancaster.oh.us

FILING VIA FACSIMILE TO: 740-681-5014

IF FILING VIA FACSIMILE, YOU MUST PROVIDE AN EMAIL ADDRESS ON YOUR FAX COVER SHEET, AND YOUR TIME-STAMPED COPY WILL BE PROVIDED VIA THAT EMAIL ADDRESS. THE PARTY FILING IS ALSO RESPONSIBLE FOR PROVIDING SERVICE TO THE PROSECUTOR'S OFFICE VIA FACSIMILE 740-681-5024 OR VIA EMAIL smarang@ci.lancaster.oh.us

- 2) **CIVIL FILINGS:** ALL FILINGS OF COURT DOCUMENTS ARE REQUIRED TO BE DONE VIA REGULAR U.S. MAIL, EMAIL OR FACSIMILE ONLY. **AS IS STANDARD PRACTICE IN OUR CIVIL DIVISION ANY FILING WITH ASSOCIATED FEES DUE TO THE COURT WILL ONLY BE ACCEPTED WITH PAYMENT VIA REGULAR U.S. MAIL TO PO BOX 2390, LANCASTER, OHIO 43130.**

FILING VIA EMAIL TO: clerk@fcmcourt.org

IF FILING VIA EMAIL, YOUR TIME-STAMPED COPY WILL BE RETURNED TO YOU VIA EMAIL ONLY AT THE ADDRESS FROM WHICH THE FILING WAS RECEIVED.

FILING VIA FACSIMILE TO: 740-681-5014

IF FILING VIA FACSIMILE, YOU MUST PROVIDE AN EMAIL ADDRESS ON YOUR FAX COVER SHEET, AND YOUR TIME-STAMPED COPY WILL BE PROVIDED VIA THAT EMAIL ADDRESS.

- 3) **PAYMENTS:** ALL PAYMENTS ON CASES WITH A PENDING BALANCE WILL ONLY BE ACCEPTED VIA REGULAR U.S. MAIL, OR ONLINE AT www.fcmcourt.org NO IN PERSON PAYMENTS ARE BEING ACCEPTED AT THIS TIME.

PLEASE NOTE, DOCUMENTS FILED ELECTRONICALLY, OR VIA U.S. MAIL WILL BE DEEMED FILED THE DATE IT IS RECEIVED IN THE CLERK'S OFFICE.

IF YOU HAVE QUESTIONS OR CONCERNS, AS ALWAYS, PLEASE CALL THE CLERK'S OFFICE AT 740-687-6621.