

**PUBLIC ANNOUNCEMENT FROM
THE CLERK OF COURTS, FAIRFIELD COUNTY MUNICIPAL COURT
EFFECTIVE JUNE 1, 2020**

WITH THE CONTINUATION OF REOPENING BUSINESSES AND GOVERNMENT OFFICES IN MIND, THE FAIRFIELD COUNTY MUNICIPAL CLERK OF COURT'S DAILY OPERATING PROCEDURES ARE BEING MODIFIED AS STATED BELOW:

- 1) **CRIMINAL/TRAFFIC AND CIVIL FILINGS:** IN PERSON FILINGS WILL ONCE AGAIN BE PERMITTED. THE CLERK'S OFFICE WILL CONTINUE TO ACCEPT FILINGS VIA REGULAR U.S. MAIL, ELECTRONIC MAIL, AND FACSIMILE.

- 2) **PAYMENTS:** IN PERSON PAYMENTS ON CASES WITH A PENDING BALANCE WILL ONCE AGAIN BE ACCEPTED. HOWEVER, WHEN POSSIBLE, WE WOULD ENCOURAGE PAYMENTS TO CONTINUE BEING MADE VIA REGULAR U.S. MAIL, OR ONLINE AT www.fcncourt.org

INDIVIDUALS SEEKING ENTRANCE INTO THE COURTHOUSE TO CONDUCT BUSINESS IN THE CLERK'S OFFICE WILL BE SUBJECT TO ALL PRE-SCREENING MEASURES CURRENTLY SET IN PLACE BY ORDER OF JUDGE JAMES A. FIELDS, ADMINISTRATIVE JUDGE. MASKS/FACECOVERINGS ARE MANDATORY INSIDE THE COURTHOUSE.

UPON ENTRANCE TO THE CLERK'S OFFICE LOBBY, PLEASE NOTE THE MARKED CUSTOMER POSITIONS ON THE FLOOR, AND MAINTAIN PROPER SOCIAL DISTANCING. NO MORE THAN 10 PEOPLE ARE TO BE IN THE CLERK'S OFFICE LOBBY AT ANY GIVEN TIME. IF THE CLERK'S LOBBY IS FULL, PLEASE HAVE A SEAT AT ONE OF THE DESIGNATED SPOTS IN THE BUILDING'S MAIN LOBBY.

ATTENTION ATTORNEYS: IF YOU HAVE HAD AN "ATTORNEY MAILBOX" IN THE CLERK'S LOBBY IN THE PAST, IT WILL ONCE AGAIN BE ACCESSIBLE TO YOU, AND/OR YOUR STAFF. THE CLERK'S OFFICE, THE PROSECUTOR'S OFFICE AND JUDICIAL ADMINISTRATION WILL TREAT THE BOXES AS THEY HAVE ALWAYS BEEN TREATED WITH RESPECT TO SERVICE OF COURT DOCUMENTS. **PLEASE REMEMBER TO CHECK YOUR MAILBOXES ON A REGULAR BASIS.**

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.