



MUNICIPAL COURT OF YOUNGSTOWN

*Judge Carla J. Baldwin*

**PRESS RELEASE**

In response to the COVID-19 pandemic and in an effort to protect the public, court staff and maintain safe and efficient operations, effective Tuesday March 17, 2020 the Youngstown Municipal Court will remain open but operating under an Emergency Operations Plan until further order of this Court.

Under these Emergency Conditions the Court will restrict access to the Court to those parties/litigants with case(s) on the daily docket and those with official business with the Court. Individuals who need to make payment to the Clerk of Court are encouraged to pay by mail with a **money order or certified check**. Credit card payments will be accepted over the phone for parking only. **Attorneys are encouraged to use fax or mail to deliver all documents to the Clerk of Court.**

**YMC Emergency Operations Plan -- Effective March 17, 2020:**

- **Traffic and criminal arraignments scheduled for Monday, Wednesday and Friday at 9:00 a.m. and 10:00 a.m. will not be conducted for at least the next three weeks.** The Assignment Office will mail out new Court dates to the last address on file with the Court.
- Everyone set for arraignment should call and confirm their contact information with the Court.
- **Video arraignments will continue to take place on Monday, Wednesday and Friday at 1:30 p.m.**
- Eviction hearings will not take place for at least the next three weeks. The Court will contact the parties with new dates.
- Small claims, garnishment, revivors, replevins and all other civil cases will not be heard for at least the next three weeks. The Court will contact the parties to reschedule.
- There will be a 30 day moratorium on new civil filings.
- Scheduled hearings before the Magistrate and Judges, except for cases with incarcerated Defendants, will be rescheduled and a notice of the new court date will be sent by the Court to the address the court has on file.
- All traffic matters including trials and walk-in hours are continued for at least the next three weeks. The Court will contact the parties to reschedule.
- Instructions for paying parking tickets, etc. can be found on our website: <https://www.youngstownmunicipalcourt.org>.
- Expansion of waivers for minor misdemeanor traffic citations for all but those involving crashes.
- All criminal proceedings (bench trials, suppression hearings, restitution hearings, etc.) will be continued. Each Court will contact the parties to reschedule.

- Those who receive a felony summons should report to Court as usual.
- Individuals on Pretrial Supervision will report via telephone or email unless directed otherwise by their supervising officer.
- All probationers who are scheduled to report should contact their Probation Officer before reporting in-person. The Probation Department will implement telephone meetings instead of in-person meetings until further notice.
- Judge Baldwin will not schedule any new weddings until further notice.
- We will limit the number of people permitted to enter the courthouse in order to keep everyone in our community safe. Children and those in higher risk groups should not enter the building. Please call the Court or Clerk of Court with questions using the following telephone numbers:

**Youngstown Municipal Court**

**Court Administration – (330) 742-8824**  
**Judge Baldwin’s Court – (330) 742-8855**  
**Judge DiSalvo’s Court – (330)742-8853**  
**Magistrate Sertick’s Court – (330) 742-8857**

**Clerk of Court:**

**Fax – 330-742-8786**  
**Small Claims/Eviction Cases – (330) 742-8866**  
**Parking – (330) 742-8846**  
**Civil Cases – (330) 742-8863**  
**Criminal Cases – (330) 742-8860**

Pursuant to the Rules of Superintendence for Ohio Courts, Sup.R..5(A)(2), the Court may:

- 1.) Suspend or modify the operation of any Local Rule of Practice;
- 2.) Adopt temporary Local Rules of Practice;
- 3.) Utilize alternative methods to conduct hearings, including but not limited to the use of audio/visual technology and/or telephonic hearings;
- 4.) Continue matters sua sponte;
- 5.) Regulate access to the Court;
- 6.) Modify the terms and provisions of the Employee Personnel Manual;
- 7.) Do or direct to be done all the things necessary to ensure the orderly and efficient administration of justice.

The goal of the Emergency Operations Plan is to protect the public, protect the Court staff and maintain operations. The Judges of the Court will monitor the public health crisis and review the Emergency Plan at least every thirty (30) days and return to normal and regular operations as soon as public and staff safety and orderly administration of justice can be reasonably ensured.