



204 North Main St. P.O. Box 1243 Lima, Ohio 45802-1243 . 419-228-3700 Ext 8725 . www.allencountyohio.com

For Immediate Release

Allen County Government Office Operational Update

Please contact the applicable office with any questions or concerns.

In consideration of the public health emergency facing our state and the declarations issued by the Governor and the Director of Public Health, it has become necessary to limit exposure of the public at large as well as staff and employees of the offices operating in our Allen County buildings while still maintaining operation of the courts and offices.

In order to accomplish this goal, public access to many of these government buildings and county offices will be limited. Specifically, the Allen County Courthouse, Allen County Justice Center and Allen County Juvenile Court will be limited to between 9:00 a.m. and 2:00 p.m. Monday through Friday commencing March 24, 2020. If you have questions regarding any specific office operation or court case scheduling, call the applicable office or court.

Allen County Courts and Clerk of Courts

Despite the limited public hours, the Allen County Clerk of Courts will accept fax filings between the hours of 8:00 a.m. and 4:30 p.m. at [\(419\) 222-8427](tel:419-222-8427). The Clerk of the Juvenile Division of Common Pleas Court will accept fax filings at [\(419\) 222-7403](tel:419-222-7403) and electronic filings between 8:00 a.m. and 4:30 p.m. The Probate Division of Common Pleas Court will accept fax filings also between the hours of 8:00 a.m. and 4:30 p.m. Individual courts will be conducting pretrials and other business by telephone conference to the extent the individual court deems necessary and appropriate. Call the specific court or office regarding any scheduled event or public access to the office as individual offices may limit or expand their operating hours to time periods outside the 9:00 a.m. to 2:00 p.m. building access. Civil and Criminal Divisions of Common Pleas Court may be contacted at [\(419\) 223-8525](tel:419-223-8525).

Security officers at the entrances of Allen County Courthouse, Allen County Justice Center and Allen County Juvenile Court have full authority to refuse access to any person they believe may create a risk to the occupants of the building including but not limited to anyone presenting symptoms of illness or infection.

Auditor

The office has gone to a no-contact policy. Effective 3/24/20, the Auditor's Office will be open 9am-2pm until further notice. The staff will continue to process real estate and accounting functions daily. Drop boxes for real estate documents will be located in the hallway of the Auditor's Office. Questions can be directed to 419-223-8520 for real estate, 419-228-3700 ext 8800 for accounting, and 419-223-8518 for general questions.

Allen County Coroner's Office

Office is temporarily closed for in-person meetings. We are conducting business remotely by telephone and email. You can contact the office by phone: [419-999-5700](tel:419-999-5700).

Allen County Child Support Enforcement Agency

Public lobby is closed but the Agency remains open with limited staff to answer calls through our call center. Please use the drop-off box in the immediate entrance of the Agency for payments and document drop-off. We encourage the use of the following means for payments during the COVID-19 outbreak:

Payment by phone: 419 224-7133 Opt. 6 or CSPC 1-888-965-2676 Option 5

Payment by check or money order mailed to Ohio CSPC P.O. Box 182372, Columbus, OH 43218-2372. Please make sure to include your case number, order number and last four digits of your Social Security Number on your check/money order.

Payment through the CSPC Internet Payment Website at <https://oh.smartchildsupport.com>

Requests for pay records may be made through the call center. For case questions and information, please call the Agency at 419 224-7133 Option 6 or send a message via the Child Support Customer Service Web Portal at <https://childsupport.ohio.og/login.jsf>

Allen County Children Services (ACCS)

Office remains staffed Monday through Friday from 8:30 a.m. to 4 p.m. The lobby is closed to all external visitors at this time. Concerns of abuse and neglect can be made by calling 419-227-8590. After hour on-call services remain in place through calling the Allen County Sheriff's office.

Allen County Board of Commissioners

Office is temporarily closed for in-person meetings. In accordance with the open meetings requirement, our agenda meetings will be broadcast on our Facebook page: [*Allen County Board of Commissioners*](#). Please feel free to call our office at 419-228-3700 ext 8725 or email us at commissioners@allencountyohio.com

Allen County Board of Developmental Disabilities

The Board of Developmental Disabilities is open and operating 8:00am-4:00pm with emergency on-call 24/7. That number for 8:00am-4:00pm is 419-221-1385 and the 24/7 on-call number is 419-302-8825. The buildings are closed to the public, with the exception of offering BCI checks by appointment and following a strict protocol.

Allen County Engineer's Office

The office is working under Emergency Operation status and is closed to the general public. However, if you would like to leave a message, please call 419-228-3196 or visit our website at <https://www.allencountyohengineer.com/>. If an emergency arises, call 911 or 419-227-3535 for non-emergencies and our crews will be dispatched. Emergency Operation status will continue until April 6th, 2020 or until further notice.

Allen County Department of Job and Family Services

Allen County will be closing our lobby to the public, effective Monday, March 16, 2020. The Agency is not closing; we will continue to run operations and supportive services as usual by means of telephone and email communication.

AGENCY CONTACT INFORMATION:

For Allen County Job and Family Services, please contact us via:

Phone: 419-228-2621

SNAP/Cash: Allen-Family@jfs.ohio.gov

Medicaid: Allen-med-nh@jfs.ohio.gov

Web: www.acjfs.org

To apply for Medicaid by phone, call: 1-844-640-6446

To apply for SNAP online, visit: benefits.ohio.gov

For OhioMeansJobs – Allen County, please contact us via:

Phone: 419-999-0360

Email: omjallen@jfs.ohio.gov

Web: www.omjallen.com

Allen County Juvenile Court

www.allenohiojuvenile.com

Public Hours 9:00 AM to 2:00 PM

Phone: 419.227.5531

Allen County Juvenile Court will be open to accept filings and to conduct only the necessary business of the Court. The Court encourages and will accept the filing of documents by fax at 419.222.8403 and by email at juvenilefilings@allencountyohio.com. Hearings on pending cases with statutorily mandated time restrictions or otherwise of a time sensitive nature will continue to be heard when necessary. Hearings related to new filings will be scheduled with consideration of statutorily mandated time restrictions and the Court's response to the COVID-19 public health emergency. For the protection of Court staff and the public, all persons entering the Court to conduct business will be required to complete a brief health screening questionnaire, and to having their temperature taken in a non-invasive manner.

Allen County Prosecutor's Office

Office is temporarily closed for in-person meetings. We are conducting business remotely by telephone, email or video conference. We are able to conduct all essential functions of the office remotely. Our employees are working off-site in order to mitigate and reduce the effects of this deadly virus. For non-emergency matters contact the office via email prosecutor@allencountyohio.com or phone 419-222-2462.

All State, County, City and local law enforcement agencies have been provided with direct dial cell numbers for our prosecutor's staff. You may rest assured that all law enforcement has had and will continue to have 24/7 access to the services of the Allen County Prosecutor's Office.

Allen County Probate Court

www.allenohioprobate.com

Public Hours 9:00 AM to 2:00 PM

Phone: 419.223.8501

Allen County Probate Court will be open to accept filings and to conduct only the necessary business of the Court. The Court encourages and will accept the filing of documents by fax at 419.221.3432 and by email at probatefilings@allencountyohio.com. Hearings on pending cases with statutorily mandated time restrictions or otherwise of a time sensitive nature will continue to be heard when necessary. Hearings related to new filings will be scheduled with consideration of statutorily mandated time restrictions and the Court's response to the COVID-19 public health emergency. For the protection of Court staff and the public, all persons entering the Court to

conduct business will be required to complete a brief health screening questionnaire , and to having their temperature taken in a non-invasive manner.

Allen County Recorder's Office

Beginning March 23, 2020, the office will be staffed by three (3) employees only (50%). We will be open 9 AM – 2 PM for regular customers. Temporarily, we will not be abstracting documents; March 19, was the last day until further notice. Effective immediately, we will no longer record Redacted By Request documents unless the individual falls into the group listed in O.R.C. §149.45. The proper form must be submitted with the proper instrument numbers. The ORC approved form can be found online. The last day we recorded a Redacted By Request document was March 6, 2020. If you did your search after that date, the website is current. Please complete your update from our website. I will email documents at no charge for 60 days. Since we will be at 50% workforce, I am asking you to call ahead to schedule a recording appointment. Phone number [419-223-8517](tel:419-223-8517). Ask for Mona or Marina to schedule. If you do not have an appointment, you may have to wait in the hallway or worse; you may not be able to file your documents. We will not record after 4:15 PM. All regular customers will get an initialed business card from the Recorder to show the security guard. That card will get you into the courthouse to come to the Recorder's Office to work. Beginning March 25, 2020, the FRONT DOOR LOBBY, will have a secure drop-box for you to deposit your documents. If you can mail your documents, or electronically record them, please take advantage of these services. I will e-mail or fax the receipt to you. Allen County records in "real time". As soon as documents are recorded, you can see the index online. After the documents are indexed by my staff, you will be able see the images online.

Allen County Sanitary Engineer's Office

The main office will be staffed during regular business hours (7:30-4:00) with minimum staff. During regular business hours, customers can call [419-996-4670](tel:419-996-4670). For problems or backups, Allen County customers can call our emergency number [1-888-229-9645](tel:1-888-229-9645).

Allen County Title Department

The office is closed to the public, however personnel will be available to take title-related questions from 8:00 AM to 12:00 Noon Monday through Friday. Please call [419-223-8529](tel:419-223-8529).

Allen County Treasurer

Office will be open reduced hours with no in-person tax or sewer payment, checks by mail and online payments will be accepted. We will be open Monday-Friday from 9am until 1pm. Payments can be made by credit card on the website: allencountyohiotreasurer.com To make real estate payment by phone with a credit card: 1-866-739-0469, sewer payments by phone: 1-866-636-3868. If you are delinquent on your taxes, or have any questions or concerns, please contact the office at 419-223-8515.

Allen County Veterans Service Commission

Office is temporarily closed for in-person meetings. We are conducting business remotely by telephone and email. You can contact the office by phone: [419-223-8522](tel:419-223-8522) or email acvso@allencountyohio.com.