



NATALIE FRAVEL

Delaware County Clerk of Courts

March 23, 2020

To: Michael Frommer, P.E., Delaware County Administrator
Fr: Natalie Fravel, Delaware County Clerk of Courts
Dt: March 23 2020
Re: Response to the Governor's Stay-at-Home Order

This document, at your request, outlines the specific functions of the three offices of the Clerk of Courts and how I have identified staffing needs to carry out those functions.

Department: Clerk of Courts – Legal Division – Courthouse

Business Functions: The Clerk's Legal office receives, maintains and preserves all case filings of the Delaware County Common Pleas Court. This includes the General Division, Domestic Relations and the Fifth District Court of Appeals.

Essential Functions: All functions of this department are considered essential government functions according to Section 10 of this order.

Modified Practices and Procedures: Office is currently half-staffed with uninterrupted service to the courts. Our office remains closed to walk-in business but we are serving the needs of our customers by e-filing, telephone, email and fax. Emergency protection orders and emergency custody situations are being handled through a remote workspace for customers in our hallway. We are maintaining social distancing practices as required by this order.

Department: Clerk of Courts – Title Division – Willis Building and Lewis Center Satellite

Business Functions: The Clerk's Title offices accept applications for the issuance of Ohio Certificates of Title for vehicles and watercraft. This includes the collection of any appropriate sales and use tax.

Essential Functions: The functions of this department are considered essential government functions according to Section 5(b) of the order.

Legal Division
117 North Union Street
P.O. Box 8006
Delaware, Ohio 43015-8006
PHONE: 740-833-2500
FAX: 740-833-2499

Main Title Office
Willis Government Building
2079 U.S. 23N, Suite 1
Delaware, Ohio 43015
PHONE: 740-833-2490
FAX: 740-833-2498

Satellite Title Office
NorthPointe Shopping Plaza
8647 Columbus Pike
Lewis Center, Ohio 43035
PHONE: 740-657-3945
FAX: 740-657-3927

WEB: www.co.delaware.oh.us

Modified Practices and Procedures: Our main title office in Delaware is closed until further notice. The Lewis Center satellite office remains closed to walk-in business but open to serve our dealership customers. We have a modified schedule of 9:00 a.m. – 2:00 p.m., Tuesday, Wednesday and Thursday with half-staffing each week. This schedule was set according to our dealership courier schedules. We are maintaining social distancing practices as required by this order.

Thank you for your guidance and leadership through this difficult time. As the requirements and demands may change, we will be happy to adjust.

Sincerely,



Natalie A. Fravel
Delaware County Clerk of Courts