

**IN THE PROBATE COURT OF FRANKLIN COUNTY, OHIO  
ROBERT G. MONTGOMERY, JUDGE**

**SPECIAL CITATION NOTICE RE: COVID-19**

As a result of the COVID-19 virus emergency, our citation process will change temporarily. Your citation hearing date as listed on the citation you have received with this notice will change to a deadline. You do not have to appear in court, however, the documents that you have failed to file are due before that date.

You should file your documents by **mail** or you can **drop them off** at the court in the 22<sup>nd</sup> floor lobby. The court's mailing address is:

**Franklin County, Ohio Probate Court  
373 S. High Street, 22<sup>nd</sup> Floor  
Columbus, Ohio 43215-6311**

The court will provide drop boxes for your convenience. The court will not be providing same-day service on your filings during this period.

Please note that the court can only accept payment by money order or attorney's check through the mail.

If you do not file the required documents by the citation date, **you may be held in contempt of court** and a contempt hearing will automatically be scheduled for you. You will be notified of the contempt hearing date by mail.

If you have a valid reason why you cannot file your required documents by the citation deadline, you can mail or drop off an Application to Extend Time (Probate Court Form EGT-1.F) with supporting documentation, which the court will consider and rule upon in a reasonable period of time, but not necessarily on the day it is filed.