

**Due to the Covid-19 pandemic and the Ohio Department of Health orders, the following Washington County Offices located at 205 Putnam Street will apply restricted hours of operation effective March 30, 2020 until further notice. They are as follows:**

**Common Pleas Court, General and Juvenile/Probate Division**

Open to the general public 8:00 am – 2:00 pm.

If you have a scheduled hearing you may want to confirm that it has not been continued.

**Clerk of Courts**

Closed to the general public but will make exceptions upon request.

Office hours are 8:00 am – 2:00 pm

For appointment please call 740-373-6623 x 2501.

Filings are being accepted by mail.

**Recorder**

Open to the general public 8:00 am – 2:00 pm with a 4 person limit at one time. Please call the office for appointment 740-373-6623 x 2223.

Dropbox is available with security at main entrance of courthouse. You must make office staff aware you have dropped something in the box.

**Treasurer**

Closed to the general public but will make exceptions upon request. Office hours are 8:00 am – 2:00 pm  
For appointment please call 740-373-6623 x 2201.

Payments for monthly contracts can be made online at [washingtongov.org/328/Treasurer](http://washingtongov.org/328/Treasurer), by mail or over the phone.

Dropbox is available with security at main entrance of courthouse. You must make office staff aware you have dropped something in the box.

For county offices we will operate as usual within the restricted hours.

**Auditor and Tax Map**

Closed to the general public but will make exceptions upon request. Office hours are 8:00 am – 2:00 pm  
For appointment please call 740-373-6623 x 2121

Dropbox is available with security at main entrance of courthouse. You must make office staff aware you have dropped something in the box.

For county offices we will operate as usual within the restricted hours.

## **Sheriff – Civil Division**

Open to the general public 8:00 am – 5:00 pm

## **Prosecutor**

Open to the public during the hours of 8:00 AM and 2:00 PM.

If a member of the public would like to meet with someone within the WCPO please call 740-373-7624 for an appointment.

Victim Advocate for the WCPO will also be available by telephone and for appointments during the hours of 8:00 AM to 2:00 PM. Please call 740-373-0043.

## **Adult Parole Authority**

Closed to the general public. If you need to speak to an officer please call 740-374-3701 and leave a message, someone will contact you by the next business day.

## **Child Support**

Open to the general public from 8:00 am – 2:00 pm for the purpose of processing cash payments and/or dropping off documents. Please contact us at 740-373-9324 with all other inquiries.

Child support payments can also be made by phone at 740-373-9324 or online at [oh.smartchildsupport.com](http://oh.smartchildsupport.com) 24 hours a day with no fee.

## **Law Library**

Closed to the general public. You can call 740-373-6623 x 2241 and leave a message or send an email at [washcolaw@sbcglobal.net](mailto:washcolaw@sbcglobal.net) someone will contact you as soon as possible.

## **Building Department**

Closed to the general public. The administrative staff will be working remotely during normal business hours to meet the needs of our customers. Phone calls will be sent to the voicemail between the hours of 8:00 am-9:00 am, and 3:00 pm to 4:30 pm. During those times please leave a detailed message and our administrative staff will call you back in a timely manner.

Plan reviews and inspections will continue as normal. There will be no face to face reviews or meetings until the “stay at home” order is lifted.

Payments can be made online or by phone by calling 740-374-4185