

COUNTY OFFICE UPDATES – COVID-19 CLOSINGS

The Kosciusko County Justice Building (121 N. Lake Street) and the Kosciusko County Courthouse (100 W. Center Street) will be closed during the Governor's Stay-At-Home Order, from March 25, 2020, through April 20, 2020. Services will resume on Tuesday, April 21, 2020, at 8:00 am. The date and time at which the offices will reopen for normal business will be re-evaluated pending information from the Governor, and updates will be provided. Scheduled hearings, court dates, and scheduled appointments will continue, with limited access to County buildings. Specific instructions for various departments may be found below. Thank you for your patience and understanding during this time.

KOSCIUSKO COUNTY JUSTICE BUILDING OFFICES

County Clerk:

Marriage licenses – Will not be issued until the County offices are reopened to the general public.

Protective Orders – call 574-372-2331, extension 2450.

Court Fines and Judgment Payments – Can be made through www.paygov.us, or by using the drop box in the front of the Justice Building. Please be sure to include the name and the cause number.

Ticket Payments – Can be made online through <https://public.courts.in.gov/home/portal>, or by using the drop box in the front of the Justice Building. Please provide a signed copy of your ticket if using the drop box.

Letters to the court - Please send in the US Mail (121 N. Lake Street, Warsaw, IN 46580), or use the drop box in the front of the Justice Building.

Child Support – Payments can be made online through www.childsupportbillpay.com/indiana, or by phone at 1-866-972-9427.

Community Corrections: Please contact your Corrections Officer for further instructions.

Kosciusko County Prosecuting Attorneys' Office (Criminal and Title IV-D Child Support Division): The Kosciusko County Prosecuting Attorneys will continue providing services to the public via telephone or email. The public can access the contact information through our Department website under KCGOV.COM.

Courts – Circuit and Superior I, Superior II, and Superior IV: The Kosciusko Circuit Court and the Kosciusko Superior Courts 1, 2 and 4 will proceed with hearings that are on the calendar unless a party or attorney has requested a continuance which has been approved in advance by the judge of the court. In addition, emergency hearings and protective orders will occur as necessary. Kosciusko County Courts reserve the right to limit the individuals attending hearings, in accordance with the guidelines provided by the Governor in his Stay-At-Home Order and by Order of the Indiana Supreme Court. Please contact the Court offices at 574-372-2402 for more information.

Superior Court III: The Court will be sending continuances out via the e-filing system, email, or the United States Mail.

Emergency Management: Will assist in the collaboration and coordination of emergency responders, and support the Health Department with resource allocation as resources are available.

Probation: Please contact your Probation Office for further instructions.

Sheriff's Office: The Sheriff's Office window will be closed to the public. Please use the information below to assist you.

- Anyone needing to file a report at the office needs to first call Dispatch at 574-267-5667.
- Crash reports are available at www.buycrash.com, and incident report inquiries can be forwarded to kwoodard@kcgov.com.
- Tax warrants can be paid online at www.indianataxwarrants.com.
- Gun permit questions can be conducted via telephone at 574-265-2219.
- Title checks have been suspended until further notice, due to the closing of the Indiana BMV.
- Registrants for Indiana Sex or Violent Offender Registry requirements should contact Deputy Charlene Johnson at 574.264.2209 for an appointment.

Kosciusko County Jail: The following restrictions have been put in place regarding visitation of inmates within the Kosciusko County Jail.

- No face to face contact between inmates and members of the general public.
- On site visitations is suspended until further notice. Video visitation may be utilized and is encouraged.
- No face to face contact between inmates and law enforcement personnel, chaplains, programs, or any personnel not assigned to Kosciusko County Jail.
- Until further notice all attorney meetings, police and /or official interviews, or visitation of inmates for other needs by the court(s) at Kosciusko County Jail, will be restricted to no direct contact.

Kosciusko County Sheriff's Office Patrol Division: At this time, patrol operations remain fully functional, with precautionary measures in place. Deputies are still responding to incidents that require physical law enforcement presence. Please understand that deputies may be wearing personal protective equipment, maintaining a safe distance, and communicating in open air spaces. Non-emergency calls for service that do not require the physical presence of a deputy will be handled via telephone and email. In the event that a criminal arrest is necessary, offenders will still be taken into custody and transported to the Kosciusko County Jail.

Veterans Affairs: Office will be closed to the public. Rich Maron, Veterans Affairs, may be available to assist with emergencies if needed. Please call him at 574-372-2436.

KOSCIUSKO COUNTY COURTHOUSE OFFICES

Area Plan: Office will have staff available daily from 8:00 – 4:30 to answer questions by telephone or email. 574-372-2304; email: drichard@kcgov.com, or msandy@kcgov.com .

The April meetings of the Area Plan Commission and Board of Zoning Appeals & Hearing Officer and Syracuse Board of Zoning Appeals will be postponed / continued to the May regular schedule as follows:
Area Plan Commission on Wednesday, May 6, 2020 at 1:00 p.m.
Board of Zoning Appeals & Hearing Officer on Monday and Tuesday, May 11 & 12, 2020 at 8:30 a.m.
Syracuse Board of Zoning Appeals on Thursday, May 21, 2020 at 6:00 p.m.

County Assessor: Due to this time of closure, please be aware that our forms can be obtained from our website at www.kcgov.com. Hover over Government, and then click on Departments, and then Assessor. Any questions can be directed to gchapman@kcgov.com, or 574-372-2310. We will answer your questions as quickly as we can. Thanks for your patience.

County Auditor: We will be open to title searchers Monday – Friday, from 8:00 am to 11:00 am, by appointment only. Please contact Michelle Puckett at mpuckett@kcgov.com, or call 574-327-2328, to make an appointment.

Health Department: Health Department Clinic closed except for communicable disease investigation. Health Department services in the Courthouse will be closed except for required vital records, such as death certificates. Work related to the current pandemic will continue. For public health emergencies only, call 574-453-8645.

Recorder: Office will be closed to the public. Title searches will be conducted by appointment only, from 8:00 to 11:00 am. Call 574-372-2362 to obtain an appointment.

Surveyor: The County Surveyor will be in the office from 8:00 – 4:30, Monday-Friday. Please contact Mike Kissinger at 574-372-2365, or via email at mkissinger@kcgov.com.

Treasurer: The County Treasurer will be in the office during regular hours (8:00 – 4:30, Monday-Friday). The office will process payments made by mail and placed in the drop box on the West side of the Courthouse. Mobile Home Transfers and Alcohol License permits may be processed via email. Please contact Rhonda Helser, Treasurer, at rhelser@kcgov.com, or call 574-372-2370 to arrange an in-person appointment.

AUXILIARY OFFICES

County Highway: Office will be closed, but County Highway services will be provided as normal. Call 574-372-2356 for more information.

Soil and Water: No services during the Stay-At-Home Order. Questions may be directed to kosciuskoswcd@gmail.com, or leave a voice mail at 574-267-7445, extension 5374.

Weights and Measures: Call John Sloan, Inspector, at 574-551-0306.

Work Release: Inmate workers will go to work if their employer requires them to do so. All others will stay at Work Release until employers contact them. All visits have been cancelled. Inmates are not attending classes outside the building. For any questions, please call 574-372-2490, 24 hours per day, 7 days per week.