



Commissioners of Ross County

THE GREAT SEAL COUNTY OF OHIO • THE STATE'S FIRST CAPITAL

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To: All Staff and the Public
From: Ross County Board of Commissioners
Date: November 12, 2025
Subject: Change in Hours of Operation – Effective January 5, 2026

Dear Staff and Community Members,

This memo serves to inform you of a change in the hours of operation for the Ross County Courthouse, effective **January 5, 2026**. Beginning on that date, our hours of operation will be:

Monday – Friday: 8:00 a.m. – 4:00 p.m.

This adjustment follows increased concerns related to safety and recent recommendations from the Ohio Supreme Court. On November 7, 2025, elected officials met to discuss the implementation of enhanced safety protocols, including establishing a single point of entry for the public.

Staffing the required security checkpoint necessitates aligning administrative office hours with **court hours** to ensure consistency and security for all employees and visitors.

Following this discussion, a consensus was reached among elected officials to implement the new hours of operation noted above.

Employees may continue to use their key fobs to enter through the back entrances of the courthouse. Please note that visitors and guests are **not permitted** to enter through the back; all non-employee access must occur through the main entrance.

We appreciate your understanding and cooperation as we continue to prioritize the safety of our staff, visitors, and community members. Should you have any questions regarding this change, please contact Brad Cosenza, County Administrator, bradcosenza@rosscountyohio.gov, 740-702-3085.

Sincerely,
Cathy Primer
Clerk, Ross County Board of Commissioners