

Garfield Heights Municipal Court

Cuyahoga, Ohio

NOTICE TO DEFENDANT **ABOUT YOUR SCHEDULED ARRAIGNMENT WITH THE COURT**

YOUR HEARING INFO

1. **The arraignment date and time provided on your ticket, complaint and/or summons will be conducted by Zoom.** You are required to login or call into your Zoom on the date and time scheduled and check in using the Meeting ID and Password included in this notice.

Zoom Meeting ID: 488 658 9509

Zoom Password: 202156

You can join your Zoom hearing 1 of 2 ways:

1. **Using the Zoom App on your phone or computer**

To login to Zoom, download the zoom app on your computer (<https://zoom.us/signup>) or smartphone.

2. **Call into Zoom using a regular phone**

Dial 1-312-626-6799. Follow the prompts through the app or over the phone to join your Zoom hearing using the login information above.

Once you login, you will be in the Court's virtual Waiting Room where you need to wait until your case is called. Many other cases are scheduled for arraignment on this docket date for the same time slot provided; cases will be called in the order in which you check in. You must remain logged into Zoom until your case is concluded and you are excused by the Magistrate or Judge hearing your case.

Before your hearing make sure to:

1. **Become familiar with Zoom.** If you are unfamiliar with Zoom, instructions on how to login to and/or call into your Zoom Hearing can be found on the Garfield Heights Municipal Court website at www.ghmc.org/forms (under the "Virtual Court" heading). You may also call the clerk's office if you need someone to walk you through at (216) 475-1900 ("0" for operator).
2. **Notify the Court of your email address, telephone number and text number within 3 business days** of receiving this notice. The telephone number provided must be able to accept restricted in case the Court needs to reach you. The Defendant can email this information to the Clerk of Court at email@ghmc.org or fax it to 216-475-3087. Although the Defendant may mail this information through U.S. Mail, it must be received by the Court no later than 3:00 pm on the day before the teleconference.
3. **Listen to the audio recording of your rights.** Make sure to call the court at (216) 475-1900 and press option 2 to listen to an audio recording of their rights and plea options as recorded by the Judge.
4. **Do NOT physically come to the court for your arraignment.** Due to the current COVID-19 Orders, no persons shall physically appear at the courtroom for arraignment. Subpoenas shall not be issued for witness appearances in the courtroom.