

# GARFIELD HEIGHTS MUNICIPAL COURT ZOOM HEARING INSTRUCTIONS

## SAVE THESE INSTRUCTIONS FOR YOUR COURT DATE

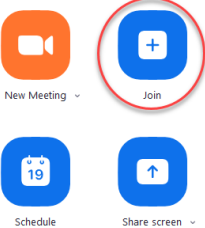
**Your hearing will not be in person.** Do not come to the Garfield Heights Municipal Court on this date unless you have no ability to connect to the Court with a computer or telephone. **You will need to connect to the Court through an online application called Zoom.** You will need to use a telephone with a camera or a computer with a camera and microphone.

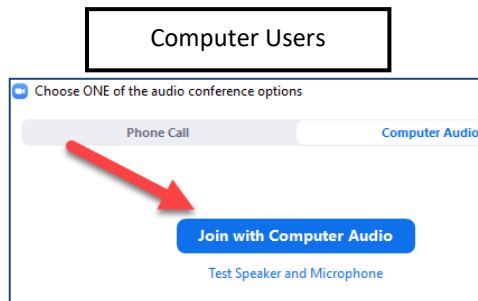
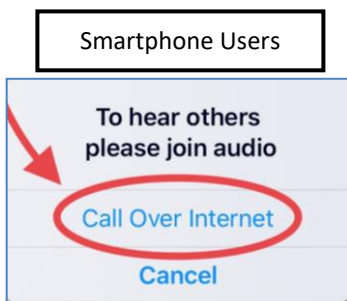
## CONNECTING TO ZOOM WITH A SMART PHONE OR COMPUTER (PREFERRED METHOD)

### PRIOR TO YOUR HEARING DATE

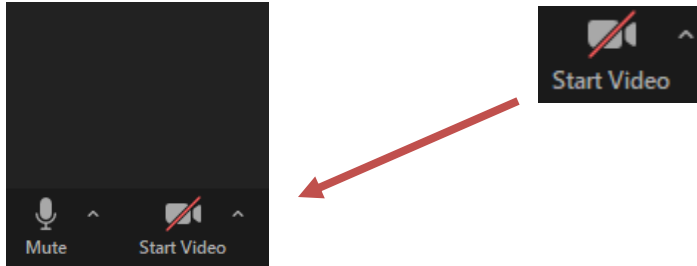
1. **Download the Zoom App** (<https://zoom.us/signup>) on your computer or smart phone
2. **Use your full name when you set up your account so the Court can identify you when you join.** ***If we don't see your full name we can't identify you to bring you into the hearing.*** You can also change your Display Name to your full name by: 1) going to "settings", 2) clicking your account name icon at the top, 3) click "Display Name" and 4) Typing in your name.
3. **Become familiar with "mute" and other Zoom settings**
4. **You must notify the Court of your email address and telephone number within in seven days of this notice** by either emailing this information to the Clerk of Court at [email@ghmc.org](mailto:email@ghmc.org) or calling the Clerk's Office at 216-475-1900. The Court will then email or text you the Zoom Meeting ID and Password you will need to connect if it was not already provided in your hearing notice.
5. You (or your attorney if you are represented by counsel) must notify the Court at least seven days before the hearing date if there is any trial participant (such as a party, a witness, or an alleged victim) who does not have the technology to connect on Zoom and what alternate arrangements you (or your attorney) are making for that trial participant.

### ON THE DAY OF YOUR HEARING

1. **Login** 15 minutes before your hearing
  2. **Open** the Zoom application
  3. **"Join"** the Zoom meeting
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4. **Enter the Meeting ID and Password.** Once connected, you will be automatically placed in a waiting room until the judicial officer is ready for your case. Cases are called in order of check in.
  5. **Join Audio when prompted** once you are entered into your Zoom hearing so you can hear the Court



6. **Turn on video** so the Court can see you and hear you



7. **Minimize the noise around you.** Keep your sound muted until you need to speak. Then unmute to talk.



8. **Dress appropriately** for this hearing, just as if you were appearing in person before the Court.
9. If you have difficulty connecting, you may call the Clerk's Office at 216-475-1900 for assistance.

#### **CALLING INTO YOUR ZOOM HEARING (ALTERNATIVE METHOD)**

1. **Dial 1-312-626-6799**
2. Follow the prompts to **enter the Zoom Meeting ID, Participant ID and Password** for your hearing
3. Once connected, you will be automatically placed in a waiting room until the judicial officer is ready for your case.
4. If you have difficulty connecting, you may call the Clerk's Office at 216-475-1900 for assistance.

#### **WHAT TO DO IF YOU HAVE NO ABILITY TO CONNECT TO ZOOM WITH A COMPUTER OR PHONE**

If you have no ability to connect to the Zoom with a computer or a telephone, you must notify the Clerk of Court at least 7 days before the hearing date that you cannot participate by Zoom. You may email the Court at [email@ghmc.org](mailto:email@ghmc.org) or call 216-475-1900 and explain you want to appear in-person. You will need to send your email and telephone number to the Court. You must appear at the Court House at 5555 Turney Road, Garfield Heights, Ohio on the date of the hearing, and you will be subject to Court COVID 19 screening procedures. The Clerk's Office can email you a more in-depth explanation of these COVID 19 screening procedures and protocol for appearing in-person in advance of your hearing. These procedures can also be found online under the Zoom heading at: [www.ghmc.org/forms](http://www.ghmc.org/forms).

#### **NOTICE TO PERSONS WITH DISABILITIES**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Clerk of Court, 5555 Turney Road, Garfield Heights, Ohio 44125 (216-475-1900) ([email@ghmc.org](mailto:email@ghmc.org)) at least 7 days before your scheduled court appearance, or immediately upon receiving this.

GARFIELD HEIGHTS MUNICIPAL COURT  
5555 Turney Road, Garfield Heights, Ohio 44125 - (216) 475-1900  
Judge Deborah J. Nicaastro and Judge Jennifer P. Weiler

**STATEMENT OF RIGHTS**

**Case Nos.:** <case prefix> <case number> <case sub-letter>

**Defendant Name:** <defendant>

**I hereby state that I understand the nature of the charges against me.**

**I understand that:**

- A plea of guilty is a complete admission of the truth of the facts alleged in the complaint;
- A plea of no contest is not an admission of guilt as charged, but is an admission of the truth of the facts alleged in the complaint and that such plea cannot be used against me in any future civil or criminal proceedings;
- A plea of not guilty is a complete denial of the facts alleged in the complaint and will require a trial thereon.

**I understand the possible penalties if I enter a plea of guilty or no contest and am found guilty. I**

**understand I have the following rights:**

- The right to reasonable bail;
- The right to retain counsel prior to entering a plea and of my right to a reasonable continuance to obtain counsel;
- The right to have counsel assigned to me without cost if I cannot afford to employ counsel prior to entering a plea and of my right to a reasonable continuance to obtain assigned counsel;
- The right to a trial by judge, or jury in the event I am charged with an offense greater than a minor misdemeanor. I have been advised that if I want a trial by jury I must make a written demand for the same at least 10 days before the trial date or within 3 days after receiving notice of the same.
- I further understand I have the following rights:
  - To confront and cross-examine the witnesses who testify against me at trial;
  - I may compel by subpoena witnesses to appear at trial on my behalf;
  - I have the right to remain silent and my silence cannot be used against me;
  - The State must prove my guilt beyond a reasonable doubt at trial.

**I further understand, that, by entering a plea of guilty or no contest, I waive all the rights stated above and understand that the Court shall impose sentence according to law without unnecessary delay.**

I further understand, that, if I am found guilty of any traffic offense, a record of my conviction will be filed with the Ohio Bureau of Motor Vehicles and placed on my driving record and points may be assessed according to law.

**By signing below, I hereby acknowledge that:**

- I have listened to the audio recording provided by the Court in advance with regards to the statement of rights (found at (216) 475-1900 option 2) and
- I have read and I understand the foregoing rights.

Dated: \_\_\_\_\_

X \_\_\_\_\_  
Defendant's Signature

Dated: \_\_\_\_\_

X \_\_\_\_\_  
Attorney's Signature (if represented)

