

**Lakewood Municipal Court
Cuyahoga County, Ohio**

Court Operations, effective June 2, 2021

The Lakewood Municipal Court will continue normal business hours, 8:00 to 4:30 for any personal appearances. Please check the court's website (www.lakewoodcourtoh.com) for updates to the court docket.

Anyone entering the Lakewood City Hall for court business must at all times:

- 1) Wear a face mask or other appropriate face coverings,
- 2) Remain a minimum six (6) feet from other persons, and
- 3) Remain in designated seating area in the courtroom and hallway unless directed by court staff, and

If you have flu-like symptoms (fever, cough, shortness of breath), please inform the Court Security Officers at the city hall entrance. You may be denied access into the building and be asked to contact your healthcare provider for details on how to proceed with proper medical care.

For the safety of everyone during this public health situation, the court reserves the right to restrict entry into the building to attorneys, litigants, witnesses, and crime victims.

Additional time to file or respond to a motion or pleading may be permitted upon written request to the court. Any motion or pleading may be filed by regular mail, fax (216-529-7687), email (lakewoodcourt@Lakewoodoh.net), or by personal delivery to the court.

Traffic and Criminal Cases.

To provide social distancing, separate traffic arraignment sessions will be held on Mondays for traffic cases and Tuesdays for criminal cases at 9:00 a.m. and 11:00a.m. If the traffic or criminal charge is a minor misdemeanor, the defendant may waive a personal appearance by paying the fines and court costs through the court's waiver violations bureau, either online or by calling the court.

Unless ordered by the court, not guilty pleas may be entered by written notice in lieu of personal appearance in accordance with Criminal Rule 10(B) and Traffic Rule 8(C). The initial traffic and criminal pretrial conferences with attorneys will be conducted by telephone. Video conferring for pretrial conferences and hearings may be used as applicable and by court order.

Trials and Hearings.

Civil and criminal hearings will be scheduled to limit the number of persons in court. Cases may be rescheduled upon review of the court or written request of one of the parties setting out the reasons and with approval by the court. Court dates may be rescheduled by the court to reduce the number of people in the court area.

Any written motions to advance or objection to continuing any civil case, including forcible entry and detainer cases, will be reviewed by the court with consideration of the need to limit personal contact and other cases scheduled, balancing the rights of the parties by any delay, and the grounds set out by the party.

Jury Trial Procedure

With the community opening up and the need to address a backlog of cases, the court is scheduling jury trials in June, 2021. The court is taking precautions for the safety of everyone involved in the jury trial process, including jurors. The jury selection process will be conducted at the Lakewood City Hall Auditorium to provide a safe distance for everyone. Once the jury is impaneled and the crowd is reduced, the court will recess and continue the trial in the courtroom. Adequate spacing will be set up in the courtroom for everyone's safety.

Safety measures will include wearing face masks when in the building but may be removed by individual jurors during the trial. Breaks will be taken during trial to provide time or the opportunity for those jurors wearing masks to remove their masks with safe distance. The court has taken additional precautions to ensure safe distances for jurors, attorneys, parties, and witnesses during the trial.

If you have recently contracted or been exposed to COVID or have COVID symptoms, please notify the court in writing at Lakewoodcourt@lakewoodoh.net. Proof of a COVID test may be required.

Eviction and Small Claims Cases.

For all eviction cases, the court may convert the hearing to a pretrial conference to resolve the case or extend the hearing date to achieve appropriate social distancing, quarantine issues, or in the interest of justice based on the issues raised by the parties.

Weddings.

To reduce personal contact, the Court will not be performing marriage ceremonies until further notice.