

**Civil Matters:**

**Civil Pretrials/Case Management:** Participation is mandatory by phone; Attorneys shall participate on behalf of their client. Any person not having an Attorney must provide the Court with a current phone number to facilitate the phone pretrial. The Court will initiate all phone conferences.

**Civil/Small Claims Trials and Oral Hearings:** Attendance is mandatory by the Parties and Attorneys if represented. You may be asked to sign in with the bailiff and asked to wait outside the courtroom to be called for your trial/hearing.

**Eviction Hearings:** Attendance is mandatory by the Parties and Attorneys if represented. You may be asked to sign in with the bailiff and asked to wait outside the courtroom to be called for your hearing.

**Bailiff Service:** Bailiff Service resumed effective May 11, 2020, with restrictions.

**Garnishment Hearings:** Attendance is mandatory by the Parties and Attorneys if represented. You may be asked to sign in with the bailiff and asked to wait outside the courtroom to be called for your hearing.

**Motions and Filings:** The Court will accept all filings by facsimile 440-232-2510, mail or the drop-box located in the entrance lobby of the Municipal Building. The appropriate fees must accompany the filing if by mail or drop-box. Filings are not complete unless accompanied by payment of costs, if required. If filing by fax, contact the Clerk's office at 440-232-3420 to coordinate payment of necessary costs to complete the filing.

**Limited Driving Privileges:** Attendance is mandatory by the Petitioner. You may be asked to sign in with the bailiff and asked to wait outside the courtroom to be called for your hearing.