

## Traffic/Criminal Matters:

If you have received a notice to appear in court, your appearance is mandatory, failure to appear may result in a warrant for your arrest being issued.

## Permitted Alternative to Appearance effective **June 15, 2020** until further notice:

**Arraignment:** If you have received a traffic citation or criminal complaint (non-violent offense) and are required to appear for your first hearing in Court, you may waive the appearance by doing the following:

- Submit a plea of not guilty, click [here](#) for form. Submissions can be made by fax 440-232-2510 or email at [formsrequest@bedfordmuni.org](mailto:formsrequest@bedfordmuni.org) or by drop-box located in the entrance lobby of the Municipal Building, access to the drop-box is available 7 days a week, 24 hours.

**Waiverable Offenses:** If you have received a traffic/criminal violation and the offense is waiverable and you do not wish to contest the citation, you may resolve the matter by paying the citation without appearing by doing one of the following:

- Online through the payment tab on our site, click [here](#),
- Mail your payment to Bedford Municipal Court, 165 Center Road, Bedford, OH 44146.
- Drop your payment off in a sealed envelope in the drop-box located in the entrance lobby of the Municipal Building; access to the drop-box is available 7 days a week, 24 hours,
- Phone payments may be made Monday – Friday 9:00am – 4:00pm by calling 440-232-3420.

**Fines/Cost Hearing:** Fines/Cost payments may be made by doing any of the following:

- Online through the payment tab on our site click [here](#)
- Mail your payment to Bedford Municipal Court, 165 Center Road, Bedford, OH 44146.
- Drop your payment off in a sealed envelope in the drop-box located in the entrance lobby of the Municipal Building; access to the drop-box is available 7 days a week, 24 hours,
- Pay over the phone by contacting the Court Monday – Friday 9:00am – 4:00pm by calling 440-232-3420.

## Mandatory Participation:

**Arraignment:** Those who have not opted for an alternative to appearance as stated above shall appear for the scheduled arraignment date and time.

**Telephonic Pretrial Hearing:** Participation is mandatory. Attorneys shall participate on behalf of their client. Attorneys may appear in person or by phone. Defendants are not to appear in person unless they do not have an attorney or are ordered to appear by the Court. Defendants who are represented by counsel must be available by phone.

**Plea Hearing:** Attendance is mandatory by the defendant and the Attorney.

**Sentencing Hearing:** Attendance is mandatory by the defendant and the Attorney.

**Fines/Cost Hearing:** Those who have not opted for an alternative to appearance as stated above shall appear for the scheduled payment date and time.

**Probation Violation Hearing:** Attendance is mandatory by the defendant and the Attorney.

**Probation Appointments:** ALL probation appointments will be conducted via telephone, if you have not received instructions from your probation officer you should contact them immediately, click on the “Departments” tab on this site for Probation Officer contact information.

**Motions and Filings:** The Court will accept filings including but not limited to, plea of not guilty, continuance, motions, etc. 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.