

## SHAKER HEIGHTS MUNICIPAL COURT

### **Internal Procedure for Exchange of Documents with Prosecutors and Police Personnel**

1. Prosecutors and police personnel should contact 216-491-1300 on their way to the court to advise deputy clerks that they are coming to the court to deliver or retrieve documents.
2. Upon arrival, prosecutors and police personnel should go to the civil filing window where they will be assisted by a deputy criminal clerk. If that window is occupied, documents can be exchanged at the traffic window.
3. The deputy criminal clerk will provide the prosecutor or police personnel with any items in their mailbox.
4. The deputy clerk who receives the package must wipe off the package and use sanitizer when done.