



STATE OF OHIO )  
 ) SS: IN THE SHAKER HEIGHTS MUNICIPAL COURT  
CUYAHOGA COUNTY )

CASE NUMBER: 06TRD01456  
DEFENDANT NAME: JOHN TEST  
DATE: 04/16/2020

[REDACTED]  
CITY OF SHAKER HEIGHTS  
[REDACTED]  
SHAKER HEIGHTS, OH 44120

This case is set for ARRAIGNMENT at the Shaker Heights Municipal Court on 04/03/2020 at 01:30 PM. **This court date is NOT being continued.** In order to keep you safe during the health crisis, the court will conduct the ARRAIGNMENT TELEPHONICALLY FROM THE COURTROOM AND ON THE RECORD. **You and your attorney must appear by telephone for your court date by answering the phone number the court has on file (999-999-9999) on 04/03/2020 between 8:30 a.m. and 11:30 a.m.** The court will conference both defendant and counsel into the call as well as the prosecutor, when necessary.

If you need to change your phone number before your telephonic court date **you must call the clerk's office at 216-491-1300** between 8:30 a.m. and 4:30 p.m. to update your phone number at least **3 days before your court date**. If you are counsel, please be sure the court has a good phone number for your client and you!

The court will call you that morning. If you (and your attorney) do not answer your phone call at the time of your telephonic appearance you will be ordered to appear in court **in person**. **Failure to appear by telephone or in person may result in contempt proceedings for missing court which include the issuance of a warrant or a driver's license block.**

DATE: 04/16/2020



Judge K.J. Montgomery

STATE OF OHIO )  
 ) IN THE SHAKER HEIGHTS MUNICIPAL COURT  
CUYAHOGA COUNTY ) SS:

CASE NUMBER: 06TRD01456  
DEFENDANT NAME: JOHN TEST  
DATE: 04/16/2020

JOHN TEST  
456 MAIN ST  
MAIN , OH 44444

**PAY YOUR CASE BY MAIL**

You have been charged with MISC 0 POINTS in this case. In order to avoid needing to appear in court and due to the COVID 19 emergency conditions, you may do the following: This case may be treated as a waivable ticket if you agree to plead guilty and pay the fine of \$150.00 plus the costs of \$310.00 for a total of \$300.00. You must sign the enclosed form pleading guilty and return it to the court with payment in full within 30 days

If you do not choose to plead guilty and pay \$300.00 in full within 30 days, then you are ordered to appear in court to address your case. **Your new court date is Friday, July 17, 2020 at 10:00a.m. No continuances will be granted.**

Failure to resolve your case in one of these ways may result in contempt proceedings which could include the issuance of a warrant or a driver's license or vehicle registration block.

DATE: 04/16/2020

  
Judge K.J. Montgomery







**SHAKER HEIGHTS MUNICIPAL COURT  
CUYAHOGA COUNTY**

**STATE OF OHIO/CITY OF  
SHAKER HEIGHTS  
Plaintiff**

**-vs-**

**JOHN TEST  
Defendant**

)  
)  
)  
)  
)  
)  
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)  
)  
)  
)

**CASE NO. 06TRD01456**

**Written Plea of Guilt for Traffic Offense**

By signing this document, I agree to plead guilty to the charges listed above in the Shaker Heights Municipal Court. I understand that I must pay the total amount due within 30 days. I understand that failure to comply with this agreement could result in contempt proceedings.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF OHIO )  
 ) SS: IN THE SHAKER HEIGHTS MUNICIPAL COURT  
CUYAHOGA COUNTY )

CASE NUMBER: 06TRD01456  
DEFENDANT NAME: JOHN TEST  
DATE: 04/17/2020

**1. PAYMENT PLAN OPTION**

You have been charged with one or more traffic offenses in the Shaker Heights Municipal Court. You may enter a plea of guilty in writing and be placed on a payment plan by returning the attached document (written plea of guilt form). If you enter a guilty plea in writing, you will not have to appear in court. By signing and returning this document you will be automatically placed on a \$40 per month payment plan. The total amount you will owe for your ticket is **\$295.00**. Your monthly payment date will be mailed to you once the Court receives your guilty plea.

If you wish to enter a guilty plea, please return the completed written plea of guilt form through the mail: Shaker Heights Municipal Court, 3355 Lee Road, Shaker Heights Ohio, 44120 or by fax: 216-491-1314. You must return the attached document 7 days before your court date.

**ADDITIONAL OPTIONS:**

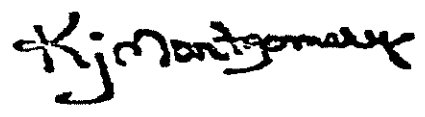
2. You may pay the waiver ticket in full prior to the court date. The total amount you will owe for your ticket is **\$295.00**. Tickets may be paid online ([www.shakerheightscourt.org](http://www.shakerheightscourt.org)) or by mail.

**OR**

3. If you do not choose Options 1 or 2 above, you **MUST** appear in person on your court date on **May 03, 2020 at 08:30 AM**. You will have the opportunity to plead guilty, not guilty or no contest on that date.

**You must chose options 1, 2 or 3. Failure to resolve your case in one of these ways may result in contempt proceedings which could include the issuance of a warrant and a driver's license block and registration block.**

DATE: 04/17/2020



Judge K.J. Montgomery



STATE OF OHIO )  
 ) SS: IN THE SHAKER HEIGHTS MUNICIPAL COURT  
CUYAHOGA COUNTY )

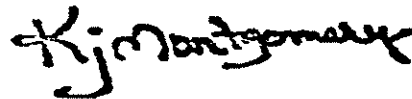
CASE NUMBER: 06TRD01456  
DEFENDANT NAME: JOHN TEST  
DATE: 04/16/2020

JOHN TEST  
456 MAIN ST  
MAIN , OH 44444

You have been charged with one or more traffic offenses in the Shaker Heights Municipal Court. In order to keep you safe during the health crisis, the Court will conduct traffic arraignments by telephone. **You MUST appear by telephone for your court date by answering the phone number that the court has on file (999-999-9999) on 04/03/2020 between 1:30 p.m. and 4:30 p.m.** If you need to change your phone number before your telephonic court date you must contact the clerk's office at 216-491-1300 between 8:30 a.m. and 4:30 p.m. to update your phone number at least **7 days before** your court date. The court **will** call you that afternoon. You will have the opportunity to plead guilty, not guilty or no contest. If you do not answer your phone call at the time of your telephone appearance you will be scheduled to **appear in person.**

**Failure to appear by telephone or in person may result in contempt proceedings which could include the issuance of a warrant or a driver's license block or registration block.**

DATE: 04/16/2020



Judge K.J. Montgomery

SHAKER HEIGHTS MUNICIPAL COURT

CASE #:06TRD01456

Proof of Insurance  
Yes\_\_ Unknown\_\_

MESSAGE

Due to COVID-19 emergency conditions, you may plead guilty to your case and a bill will be mailed for you to pay fines and costs. If you would like to do this, please read and sign below.  
**BE SURE WE HAVE YOUR CURRENT ADDRESS AND PHONE NUMBER**

I want to plead guilty to my charges in this case. I understand that I will get \_\_\_ points on my driving record. I understand that I will be found guilty and the court will send me a bill for the money I owe. I understand I will have to pay \$40.00 per month until I have paid my fines and costs in full.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_, Ohio \_\_\_\_\_

Current Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

So Ordered.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge

SHAKER HEIGHTS MUNICIPAL COURT  
CUYAHOGA COUNTY, OHIO

COP 23  
MAIL  
INVOICE

UNIVERSITY HEIGHTS V. SHANTA  
IESHA ERVIN

20TRD01294

414.03 TRAFFIC CTRL LIGHT - M2

OH TM641462

INSURANCE:  YES  NO  UNKNOWN

ATTORNEY:

<p>414.03 TRAFFIC CTRL LIGHT AMENDED TO (FT&amp;A 432.40(b) _____)</p> <p>INITIAL or, on this date, CHANGE OF PLEA: <input checked="" type="checkbox"/> NO CONTEST <input type="checkbox"/> GUILTY <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> Case called for trial. Evidence presented.</p> <p>FINDING: <input checked="" type="checkbox"/> GUILTY <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> DISMISSED - DEFENDANT'S / CITY'S COST</p> <p>FINE: \$100.00 (SUSPENDED: \$ _____)</p> <p>JAIL TIME: _____ (SUSPENDED: _____) PROBATION: <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE _____ MONTH(S) / YEAR(S)</p> <p><input type="checkbox"/> LICENSE SUSPENDED FOR _____ DAYS/MONTHS/YEARS</p>	<p>AMENDED TO ( _____ )</p> <p>INITIAL or, on this date, CHANGE OF PLEA: <input type="checkbox"/> NO CONTEST <input type="checkbox"/> GUILTY <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> Case called for trial. Evidence presented.</p> <p>FINDING: <input type="checkbox"/> GUILTY <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> DISMISSED - DEFENDANT'S / CITY'S COST</p> <p>FINE: \$ _____ (SUSPENDED: \$ _____)</p> <p>JAIL TIME: _____ (SUSPENDED: _____) PROBATION: <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE _____ MONTH(S) / YEAR(S)</p> <p><input type="checkbox"/> LICENSE SUSPENDED FOR _____ DAYS/MONTHS/YEARS</p>
<p>AMENDED TO ( _____ )</p> <p>INITIAL or, on this date, CHANGE OF PLEA: <input type="checkbox"/> NO CONTEST <input type="checkbox"/> GUILTY <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> Case called for trial. Evidence presented.</p> <p>FINDING: <input type="checkbox"/> GUILTY <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> DISMISSED - DEFENDANT'S / CITY'S COST</p> <p>FINE: \$ _____ (SUSPENDED: \$ _____)</p> <p>JAIL TIME: _____ (SUSPENDED: _____) PROBATION: <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE _____ MONTH(S) / YEAR(S)</p> <p><input type="checkbox"/> LICENSE SUSPENDED FOR _____ DAYS/MONTHS/YEARS</p>	<p>OFF. CODE: _____</p> <p>AMENDED TO ( _____ )</p> <p>INITIAL or, on this date, CHANGE OF PLEA: <input type="checkbox"/> NO CONTEST <input type="checkbox"/> GUILTY <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> Case called for trial. Evidence presented.</p> <p>FINDING: <input type="checkbox"/> GUILTY <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> DISMISSED - DEFENDANT'S / CITY'S COST</p> <p>FINE: \$ _____ (SUSPENDED: \$ _____)</p> <p>JAIL TIME: _____ (SUSPENDED: _____) PROBATION: <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE _____ MONTH(S) / YEAR(S)</p> <p><input type="checkbox"/> LICENSE SUSPENDED FOR _____ DAYS/MONTHS/YEARS</p>

CANCEL WARRANT

FURTHER ORDERS: CLERKS TO MAIL INVOICE TO DEFENDANTS ADDRESS ON CITATION.

Journalized \_\_\_\_\_

  
Clerk of Court

By \_\_\_\_\_  
Deputy Clerk

  
JUDGE/MAGISTRATE

04/13/2020

CASE NUMBER: 06TRD01456  
DEFENDANT: JOHN TEST  
DATE: 04/29/2020

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You are scheduled to appear in court on  
**05/03/2020 at 08:30 AM.**

To protect visitors and staff, all persons  
entering the Shaker Heights Municipal Court  
**MUST** wear a mask. You must bring your own  
to court.

**FROM:**  
Shaker Heights Municipal Court  
3355 Lee Rd.  
Shaker Heights, OH 44120-3453

**TO:**  
JOHN TEST  
456 MAIN ST  
MAIN , OH 44444



STATE OF OHIO )  
 ) SS: IN THE SHAKER HEIGHTS MUNICIPAL COURT  
CUYAHOGA COUNTY )

CASE NUMBER: 06TRD01456  
DEFENDANT NAME: JOHN TEST  
DATE: 04/16/2020

JOHN TEST  
456 MAIN ST  
MAIN , OH 44444

Your payment hearing set for 04/03/2020 has been cancelled. A new payment plan is enclosed with your new payment dates. Your next payment is due on 04/02/2020. It is recommended that payments be made online at *shakerheightscourt.org* or by mail. The Clerk's office will also accept payments during business hours.

Shaker Heights Municipal Court  
3355 Lee Rd.  
Shaker Heights, Ohio 44120-3499  
(216) 491-1300







IN THE SHAKER HEIGHTS MUNICIPAL COURT  
CUYAHOGA COUNTY, OHIO

Dear Traffic or Criminal Defendant:                   CASE NO. \_\_\_\_\_

In light of the current pandemic and its implications for public health and safety, by order of the Shaker Heights Municipal Court Judge, you pretrial proceedings will be conducted with the \_\_\_\_\_ Chief Prosecutor or a designee via telephone and not in person.

While you are not required to personally appear in court for your scheduled pretrial, your participation in this telephone pretrial process is not optional. It is, in fact, a court order and your personal participation is required. (The prosecutor is under no obligation to conduct this pretrial with someone other than YOU or a licensed Ohio attorney who is representing you.)

Your failure to participate could result in your being held in contempt of court and expose you to additional fines, costs or jail!

Your telephone pretrial is set for \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. This date and time will NOT be continued without a timely request filed with the court for a continuance AND the granting of that continuance by the Judge.

During your telephone pretrial, you will have an opportunity to discuss:

1. A plea to the charges you are facing and the potential consequences;
2. Amendment of your traffic offense to a zero point violation, where applicable;
3. Amendment of your criminal offense to another agreed upon offense;
4. Any defense(s) to the charges that you might believe are appropriate;
5. How to lawfully exchange information with the Prosecutor's Office;
6. What occurs if you and the Prosecutor's Office are unable to reach an agreement that resolves your matter;
7. The court's process on addressing your ability to pay fines and costs.

For your pretrial, the Prosecutor will contact you at the phone number the court has on file. Please be patient and courteous recognizing that circumstances may necessitate the Prosecutor or a designee contacting you at a later time than is scheduled to conduct your telephone pretrial. If you do not receive a phone call from the Prosecutor or a designee on the day that you are scheduled for a pretrial, it is your responsibility to contact the Prosecutor on the next business day. Contact information for Prosecutors is on the back of this form.

The meaningful and serious cooperation by the parties in this telephonic pretrial process will further the court's business in a manner close to in-person participation but with regard to the public safety during this challenging time.

\_\_\_\_\_  
Date

\_\_\_\_\_  
K.J. Montgomery, Judge





**DOCKET KEY**

Criminal Dockets	What to do	How will it be handled	JE? If so, who writes	CM notice	PO gets phone #	Sample
Arraignment - disorderly conduct or open container	Ask Judge	Telephonic or pay as waiver	Yes, order...Yes, bailiff	V	V	* 1-5
Arraignment for all other criminal/OVI	Leave on docket	In person				*1
Arraignment for housing	Leave on docket	telephonic	Yes, bailiff			*6
Bond Forfeiture	Leave on docket	In person				
Change of plea	Send notice	Telephonic	Yes, bailiff	V	V	7-9
Contempt for criminal case	Ask Judge	In person				
Contempt for traffic case	Reschedule	May move to DUS docket	Yes, bailiff			10
Payment hearing without warrant	Return to p.p.	Normal pay methods				11
Payment hearing with warrant	Return to p.p.	First payment due	Yes, bailiff			12-13
Pretrial	Send notice	Telephonic	Yes, bailiff		V	14
Probation violation	Leave on docket	In person				
Sentence	Send notice	Telephonic	Yes, bailiff	V	V	15-16
Status report (for OVI cases)	Leave on docket	Sandra will check	Sandra, if time needed		V	
Status report (for housing cases)	Leave on docket	Telephonic	Yes, bailiff			17
Trial	Leave on docket	COP or more to late summer	Yes, bailiff		V	
<b>Monday Afternoon Traffic Dockets:</b>						
Arraignment	Leave on docket	Telephonic	Yes, bailiff		V	*1,18
Contempt	Leave on docket					
Status Report	Leave on docket	Wendy will try to call to work out			V	
<b>Wednesday Afternoon Traffic Dockets:</b>						
Arraignment	Leave on docket	telephonic if not paid before		V	V	*1,19-22
Change of Plea	Send notice		Yes, bailiff send dispo sv			23
Contempt	Leave on docket	In person				

