SHAKER HEIGHTS MUNICIPAL COURT
CUYAHOGA COUNTY

STATE OF OHIO/CITY OF	)	**CASE NO.**
_____	)	
Plaintiff	)	
	)	
-vs-	)	
	)	
NAME	)	**Notice of Telephone Arraignment for**
	)	**Defendant Charged with Traffic Offense(s)**
	)	
Defendant	)	

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 (_____) on _____**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. to 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 or registration block.

_____ _____

Date K.J. Montgomery, Judge