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**RULES OF COURT  
BRADNER MAYOR'S COURT**

**RULE 1.00 SCOPE AND EFFECTIVE DATE**

These rules are adopted as local Rules of Court governing practice and procedure in the Bradner Mayor's Court. They are adopted pursuant to the Court's inherent authority as set forth in the rules of Civil and Criminal Procedure and Rules of Superintendence. These rules may be cited as "Bradner Mayor's Court Rule (i.e. (B.M.C. Rule 1.00)." They are effective as of February 1, 2019, and govern all proceedings filed subsequent to that date. These rules may be amended from time to time by order of the Mayor.

**RULE 2.00 COURT SESSIONS**

Mayor's Court shall be convened in regular session every fourth Tuesday (except legal holidays) at 6:00 p.m., or at the convenience of the Court in compliance with Ohio Revised Code §2945.71 et seq. Additional sessions may be convened when necessary as ordered by the Mayor.

**RULE 3.00 APPOINTMENT OF MAGISTRATE(S)**

The Mayor shall appoint a Magistrate to preside over Mayor's Court. In order to be appointed, a Magistrate must have served as a licensed attorney at law for at least four (4) years, with three (3) years of trial experience, and complete the Mayor's Court training as required by law. The Mayor may also appoint one or more alternate Magistrate(s) who meet the same qualifications as the primary Magistrate.

**RULE 4.00 CLERK OF COURT**

- A. The Clerk of Court shall maintain such dockets, books of record, and indices as are required by law as public information, utilizing computers or other secure device for storage whenever possible. The Clerk of Court shall also act as Traffic and Misdemeanor Violations Bureau Clerk.
- B. The Clerk shall permit any person to make a copy of any papers that are filed, but the original documents filed in any case shall not be removed from the office without authority of the Clerk.
- C. The Clerk of Court will receive and time stamp all documents including, but not limited to, not guilty pleas, continuances, counsel withdrawals, appearance of counsel, discovery requests, motions to dismiss, and any and all legal motions. The Clerk of Court will keep

the original copy and it will become part of the official Court Record. The Clerk will place each stamped document in a case folder in chronological order as they are received. A docket entry of these documents will be entered into the Court Case Management System.

#### D. Assignment of Case Numbers

The Clerk of Court shall use the proper designator code as described below upon entering any new case to the Court Management system.

TRD - Traffic

CRB - Criminal

TRC - OVI

OTH – Other and Parking

ZON - Zoning

The first two numbers represent the year. The designator code represents the case type. 00000 - Represents the number of cases received consecutively, one defendant per case number, on a calendar year basis. When more than one charge is filed against an individual resulting out of the same incident, the charges will be listed as A, B, C, etc.

i.e. 19TRD00000

#### E. Records of the Court

Pursuant to RC §1905.21 and other relevant statutes, the Clerk shall prepare and maintain a general index, a docket, and other records that the Mayor's Court requires, all of which shall be the public record of the Court. At the commencement of an action, the Clerk shall enter in the docket the names of the parties in full, the names of counsel, and the nature of the proceedings. The docket shall also include the degree of the violation and the section number of the Codified Ordinance or statute in dispute. The docket shall note the date of the filing of the complaint, issuing of summons or the process, and returns.

#### F. Arraignment

The arraignment docket for Court appearances shall be available at least three (3) business days before the assigned court date.

#### G. Trial Schedule

Any case designated for a trial shall be assigned a date at least two weeks in advance. If it is deemed necessary, a case may be set for trial no sooner than one week following arraignment. Notices of all dates and times for scheduled hearings or trials shall be provided to trial counsel or to the defendant if he/she is unrepresented. The Prosecutor's Office shall receive copies of the trial docket by Thursday of the week preceding a pending trial date.

#### H. Public Record; Exceptions

All information concerning pending cases which is not classified by RC§ 149.43 as public record is hereby designated as confidential.

### **RULE 4.01 TRANSFER OF CASES TO BOWLING GREEN MUNICIPAL COURT**

The Clerk is responsible for processing cases transferred to Bowling Green Municipal Court. If the case is being transferred for an appeal (trial *de novo*) the Clerk shall make a certified transcript of the proceedings and deliver such transcript together with the original papers and a statement of the local costs incurred to Bowling Green Municipal Court within fifteen days from the rendering of the Judgment from which the appeal is being taken. In all other cases of transfer, the Magistrate shall certify all papers filed in the case and the Clerk shall deliver or cause to be delivered all such documentation, together with a statement of the local costs incurred to Bowling Green Municipal Court within fifteen days from the issuance of the Order of transfer.

### **RULE 5.00 FORMS OF PAPER FILED**

#### A. Filing of pleadings and other papers

All papers offered for filing with the Court shall be typewritten or printed on 8 1/2 by 11 inch paper. Original documents attached or offered as exhibits are exempt from the requirements of this rule. Only legible copies of documents will be accepted. All papers accepted for filing with the Court shall be file-stamped with proper date and time.

#### B. Filing of pleadings and other papers by electronic means

A document filed with the Clerk by facsimile transmission shall be accepted as the original filing, provided the person sending the document by facsimile transmission complies with all the requirements set forth in this rule.

1. The person filing a document by facsimile transmission need not file with the Clerk the same document with original signatures, but must have the document with original signatures as well as the original copy of the facsimile cover sheet used for the subject

filing available for production upon request of the Court.

2. All documents filed by facsimile transmission pursuant to this rule shall be considered filed with the Clerk as of the date and time the facsimile transmission is received by the Clerk. The risks of transmitting a document by facsimile transmission to the Clerk shall be borne entirely by the sender.

3. The Clerk may accept for filing by facsimile transmission any document except those for which the Clerk is required to collect a specific filing fee pursuant to statute or court rule or to effectuate service and summons.

4. The person filing a document by facsimile shall provide therewith a cover page containing the following information: (i) the caption of the case; (ii) the case number; (iii) the magistrate; (iv) a description of the document being filed; (v) the transmitting facsimile number; and (vi) an indication of the number of pages included in the transmission, including the cover page. Attorneys sending facsimile transmissions shall include their Ohio Supreme Court attorney registration numbers.

5. Facsimile filings may NOT be sent directly to the Court for filing but may only be transmitted directly through the facsimile equipment operated by the Clerk. For filings regarding criminal and traffic matters, the facsimile number is 419-288-0053. Transmissions sent to any other location are not covered by or permitted under this rule.

6. Pleadings, motions, or any other document being electronically filed under this rule shall not exceed ten (10) pages in length, including cover page and any exhibits.

7. This rule has been adopted solely for the convenience of those filing documents with the Clerk, and neither the Clerk nor the Court assumes any new or additional responsibilities, obligations or liabilities by virtue of this rule, except as expressly provided for herein. This rule pertains only to the method of filing; it does not override, alter, amend, revoke or otherwise change any local rule or any provision of Ohio law.

## **RULE 6.00 COSTS**

Court Costs shall be determined from time to time by the Mayor as an amendment to these Rules (see Exhibit A).

## **RULE 6.01 FINES**

Court fines shall be determined from time to time by the Mayor as an amendment to these Rules (See Exhibits B and C). However, the Magistrate has the authority to set any fine amount that he

deems reasonable and just for the circumstances.

#### **RULE 6.02 BONDS**

Standard Court bonds shall be determined from time to time by the Mayor as an amendment to these Rules (See Exhibit D). However, the Magistrate has the authority to set any bond amount that he deems reasonable for the circumstances.

#### **RULE 6.03 REFUNDS**

Refunds shall only apply to amounts of five dollars (\$5.00) or more.

#### **RULE 6.04 ACCOUNTING AND DISBURSEMENTS**

The Clerk is responsible for receipting, posting, and balancing all court related court costs and fines. Additionally, the Clerk is responsible for disbursing those funds back to the State, County, and the Village of Bradner, as directed by law and to any other agency, and as may be required by law in the future.

#### **RULE 6.05 BALANCING OF MONTHLY STATEMENT**

The Clerk will be responsible for balancing the monthly bank statement against all receipts and disbursements.

#### **RULE 7.00 DUTIES OF COUNSEL**

##### **A. DESIGNATION OF COUNSEL**

Attorneys shall designate their capacity as counsel on all documents filed with the Clerk and shall include their office address, zip code, telephone number, fax number, and email address. Normally, a law firm should not be named as attorney. However, substitution of counsel within the same law firm at hearings is authorized.

##### **B. WITHDRAWAL OF COUNSEL**

Counsel shall be allowed to withdraw only with consent of the Magistrate. No such application will be considered unless a written entry or motion is presented stating the reasons for the application, along with certificate of service on opposing counsel and client. The time and date of trial, if set, shall also be included. Withdrawal of counsel shall not be approved if application is made within three (3) working days of the trial date except for good cause shown. Approved withdrawal entries shall be mailed immediately by the withdrawing counsel to the client's last known address.

### C. MOTION PRACTICE

All motions, except those normally made at the trial, shall be in writing, served on opposing counsel, and made within the time limits prescribed in the Ohio Rules of Criminal Procedure. Motions shall be supported by Memoranda of Law containing applicable statutory and case law citations. Copies of significant decisions shall be attached to the original filing only.

A date and time for oral hearing on motions must be obtained from the Clerk of Court. Parties wishing to respond in writing to such motions shall do so not later than the fourteenth (14<sup>th</sup>) day following service of the motion or three days prior to the oral hearing date. All motions not heard or decided prior to trial will be disposed of at trial. In a motion to suppress, the grounds must be stated with particularity and the items of evidence in question shall be specified. Any motion to suppress filed which is not in compliance with this rule may be summarily overruled.

### D. CONTINUANCES

A request for a continuance shall be signed by the defendant or their attorney and may only be granted upon showing of good cause. Proposed entries should accompany the motions with blanks for the new court date if agreed to by opposing counsel. No requests for continuance shall be considered if made less than two (2) business days before court, except for circumstances which by reasonable diligence could not be so determined.

## **RULE 8.00 TRAFFIC VIOLATIONS BUREAU**

### A. Generally

A Traffic Violations Bureau has been established in accordance with Ohio Traffic Rule 13. The Clerk of Court is appointed to be the Violations Clerk, who shall collect fines paid, give receipts for, and render accounts of the Bureau. The Clerk has authority to process and dispose of those traffic offenses for which no Court appearance is required by law.

### B. Mandatory Appearances

In addition to violations that require a court appearance pursuant to Ohio Traffic Rule 13, the following offenses are mandatory appearances in the Bradner Mayor's Court:

1. All speeding offenses occurring in a school zone.
2. A speeding offense of 30 mph or more over the posted speed limit.
3. A third moving traffic offense within a twelve (12) month period.

4. Resisting Enforcing Official.
5. Failure to Display Operator's License.
6. Violations involving damage to personal, real property, or an auto accident where insurance is not provided, or later determined to be invalid.
7. Parking in handicap area.

The schedule of fines and costs which shall be charged by the Traffic Violations Bureau is established and published as Exhibits A, B, and C. These schedules of fines, as well as a Court approved statement of defendant's rights shall be displayed prominently at the counter of the Traffic Violations Bureau.

C. Failure to Pay or Appear

1. When a defendant fails to appear in court, or pay the fine amount in lieu of the court appearance, on an offense which is a minor misdemeanor and a bench warrant has not been issued, the Clerk of Court, with the Magistrate's express approval, is empowered to accept any payment made in person or by mail which is reasonable in light of the nature of the charge and all other circumstances, in addition to a \$20.00 late processing fee. As provided in RC §2949.111 if payment is accepted pursuant to this rule in an amount less than one set by the fine schedule, all payments shall automatically be applied to costs first (including the \$20.00 late processing fee), and the remainder of the offender's payment shall be assigned toward the satisfaction of the fine until it has been entirely paid.

2. If a defendant fails to appear for court, the Magistrate may issue a bench warrant for their arrest, a warrant block on their driver's license registration, and a driver's license forfeiture. If a defendant subsequently appears the warrant and warrant block shall be set aside by virtue of their appearance.

D. Transmission of Data

On at least a weekly basis, the Clerk of Court shall transmit to the Bureau of Motor Vehicles via electronic means the Court abstract covering convictions, license forfeitures, license releases, and modifying orders for all Mayor's Court cases.

**RULE 8.10 MINOR MISDEMEANOR VIOLATIONS BUREAU**

A. Generally

In accordance with the Ohio Rules of Criminal Procedure Rule 4.1, a Minor Misdemeanor



Violations Bureau is established. The Clerk of Court is appointed to be the Violations Clerk, to collect fines, give receipts therefor, and to render accounts to the Bureau of Motor Vehicles.

#### B. Mandatory Appearances

In addition to violations that require a court appearance pursuant to Ohio Criminal Rules, the following offenses are mandatory appearances in the Bradner Mayor's Court:

1. Disorderly conduct, when the penalty is a misdemeanor of the fourth degree (M4)
2. Zoning violations

The schedule of fines and costs and a Court approved statement of defendants' rights shall be prominently displayed at the counter of the Minor Misdemeanor Violations Bureau.

### **RULE 9.00 MISDEMEANOR SUMMONS AND ARREST WARRANTS**

The Court adopts the following procedure for the issuance of summons or arrest warrants for a criminal offense classified as a misdemeanor under the Bradner Codified Ordinances and Ohio Revised Code.

1. All misdemeanor complaints shall be issued on a summons unless an arrest warrant is authorized or requested under this rule.
2. When a defendant fails to appear pursuant to a summons issued to that person, the Magistrate may issue a warrant.
3. A warrant shall be set aside only for good cause. The Magistrate shall enter in the file the date and reason for the recall of a warrant.
4. Any person arrested (ordered-in) on a bench warrant for failure to appear at a designated time for arraignment, trial, or miscellaneous hearing for a misdemeanor or minor misdemeanor offense for which the fine, fees, and costs are prescribed in a published schedule adopted by this Court, has the option of either immediately and voluntarily paying such fine and any fees and costs which have accrued in the case, or of being incarcerated. The person may be advised of this option by the arresting officer at the time of arrest. If the person elects to make such payment he/she shall be escorted by the arresting officer to the office of the Clerk of Court during normal business hours and, upon making such payment, he/she shall be released from custody. If the person elects not to make such payment, or the clerk's office is closed, he/she shall be transported and processed at the Wood County Jail.

## **RULE 9.01 COMPLAINT/ SUMMONS**

The complaint/summons is a written statement of the essential facts constituting the offense charged. It shall also state the numerical designation of the applicable statute or ordinance and the degree of the offense. It shall be made upon oath before any person authorized by law to administer oaths.

## **RULE 9.02 USE OF ELECTRONICALLY PRODUCED TICKETS**

(A) The use and filing of a ticket that is produced by computer or other electronic means is hereby authorized in the Bradner Mayor's Court. A ticket produced by computer or other electronic means shall not require the signature of the defendant. A ticket produced by computer or other electronic means shall conform in all substantive respects to the "Ohio Uniform Traffic Ticket." The provisions of Traffic Rule (3)(B) relative to the color and weight of paper, size, and method of binding shall not be applicable to a ticket that is produced by computer or other electronic means. The ticket paper shall be of sufficient quality to allow the court record copy to remain unchanged for the period of the retention schedule for the various traffic offenses as prescribed by Rule 26.05 of the Rules of Superintendence for the Courts of Ohio. The court record of the ticket shall be filed with the court or may be filed electronically as authorized by this rule.

(B) The Bradner Mayor's Court hereby authorizes the filing of a ticket by electronic means. If a ticket is issued at the scene of an alleged offense, the issuing officer shall serve the defendant with the defendant's paper copy of the ticket as required by Traffic Rule 3(E). A law enforcement officer who files a ticket pursuant to this rule and electronically affixes the officer's signature thereto shall be considered to have certified the ticket and shall have the same rights, responsibilities, and liabilities as with all other tickets issued pursuant to the Traffic Rules.

## **RULE 9.03 AMENDING COMPLAINT/SUMMONS**

The court may at any time before, during, or after a trial amend the indictment, information, complaint, or bill of particulars, in respect to any defect, imperfection, or omission in form or substance, or of any variance with the evidence, provided no change is made in the name or identity of the crime charged.

## **RULE 10.00 APPOINTED COUNSEL IN INDIGENCY CASES**

Appointed counsel is not available in Bradner Mayor's Court. When a defendant would qualify and requests appointed counsel, his case shall be transferred to the Bowling Green Municipal Court.

## **RULE 11.00 COMMUNITY SERVICE**

The Magistrate may sentence a defendant to perform community service work in lieu of incarceration or fine in accordance with RC §2951.02(B).

## **RULE 12.00 RESERVED**

## **RULE 13.00 BAIL/BOND AND BAIL/BOND SCHEDULE**

Pursuant to RC §2937.23 and Rule 46 of the Ohio Rules of Criminal Procedure, the purpose of bail, *inter alia*, is to ensure that the defendant appears at all stages of the criminal proceedings. All persons scheduled for Mayor's Court are entitled to bail.

A person arrested for a misdemeanor shall be released by the officer in charge or the Clerk of Court, on the defendant's personal recognizance in the amount specified in the bond schedule established by the Court. If the Clerk or officer in charge determines that the release on recognizance will not reasonably assure appearance as required, the defendant shall be eligible for release by posting either a cash or security bond, in the amount specified in the Court's bail schedule or as set by the Magistrate. (See Exhibit D).

## **RULE 14.00 COURT SECURITY**

All persons who enter the Bradner Town Hall building and wish to proceed into Mayor's Court are subject to the search of their person and possessions.

Weapons or other contraband will be confiscated. Those persons possessing weapons or contraband are subject to arrest if there is probable cause to believe a crime has been committed. This Rule does not apply to police officers or security personnel who are on official business, and not a party to a case before the Court.

## **RULE 15.00 VEHICLE RELEASE**

If a vehicle is seized / impounded, the Magistrate may authorize the conditional release of a vehicle, subject to Magistrates approval on next available court date.

## **RULE 16.00 WARRANT BLOCKS AND DRIVER'S LICENSE FORFEITURES**

Failure to appear in court for an assigned court date may result in a bench warrant, warrant block, and/or a license forfeiture being placed against the defendant, as well as additional court costs of being assessed to his/her case.

## **RULE 17.00 RIGHTS OF ACCUSED**

As required herein, the following are the Rights of the Accused which shall be posted and disseminated as prescribed:

1. You have the right to have an attorney represent you, and the right to have your case continued for a reasonable time to secure an attorney. If you are charged with an offense potentially punishable by a sentence of confinement and you are unable to obtain an attorney and wish to have one appointed for you, your case will be transferred to the Bowling Green Municipal Court where you may apply for a court- appointed attorney.
2. You have the right to bail if you are charged with a bailable offense.
3. You have the right to remain silent. This means that you cannot be compelled to make any statement or provide testimony which might incriminate you. In other words, you need not make any statement at any point in the proceeding, but any statement you make can and may be used against you.
4. In certain cases, you have the right to a jury trial. If your case qualifies and you wish to have a jury trial, you must make the request with this Court in writing. Your case will then be transferred to the Bowling Green Municipal Court. If you wish for this Court to hear your case, you will be asked to sign a waiver of your right to a jury trial.
5. You have the right to have your guilt proven beyond a reasonable doubt. This means that at trial, enough evidence must be presented to prove each and every element of the offense or offenses alleged against you, beyond a reasonable doubt.
6. You have the right to confront and cross-examine any witness or witnesses who are called to testify against you. Also, you have the right to subpoena and call witnesses who you may wish to testify here in court on your behalf.
7. You have the right to have your case heard within thirty days after you were either arrested or served with a summons, whichever occurred first. However, this thirty day time period tolls, or is stopped, during any period of delay as result of a continuance requested or a motion submitted by you, or you fail to appear here in Court when requested to do so.
8. You are further advised that if you are not a citizen of the United States of America that a plea of Guilty in this Court, a finding of Guilty after a No Contest Plea, or conviction in trial in this Court may have an adverse impact on your ability to remain legally in this county, to gain citizenship in this country, and/or could result in deportation proceedings

against you.

9. If you do not understand the English language, you can have an interpreter during all of the court processes. The fees for interpreters (except sign for the deaf) will be added to Court cost.
10. When your case is called, you will be asked to enter a plea to the charge or charges filed against you. You may enter one of the following pleas to each crime charged against you:

A. Guilty. A plea of guilty is a complete admission of your guilt. This means that you are admitting not only the truth of the facts alleged against you, but that the facts alleged against you constitute the crime or crimes charged. If you choose to enter a guilty plea the Court will provide you an opportunity to make a statement if you wish.

B. Not Guilty. A plea of Not Guilty is a complete denial of your guilt. This means that you are not only denying the facts alleged against you, but you are also denying that the facts alleged against you constitute the crime or crimes charged. If you choose to enter a not guilty plea the Court will schedule the case for trial at a later date.

C. No Contest. A plea of no contest is an admission only of truth of the facts alleged against you. It is not an admission that the facts alleged constitute the crime or crimes charged and it is not a complete admission of your guilt. However, upon a plea of No Contest, the Court may use your admission as to the truth of the facts alleged and proceed to find you guilty of the crime or crimes charged. A plea of no contest cannot be used against you in any subsequent civil or criminal proceedings.

#### **RULE 17.01 PLEA IN ABSENTIA IN MINOR MISDEMEANOR TRAFFIC CASES**

Once a Not Guilty plea is entered on a minor misdemeanor traffic charge, it is the Court's policy that the Defendant appear in court on the next scheduled date and time. Alternatively, a party may plead guilty to the charge and not appear in court by entering a *Plea in Absentia*. Once the plea is approved by the Village Solicitor, accepted by the Court, and the agreed Fines and Costs paid in full, the Bench Trial will be vacated and you will not be required to appear in court on this charge. The instructions for pleading in absentia are attached hereto as Form G and shall be made available by the Clerk.

#### **RULE 17.02 DIVERSION**

A Diversion program has been established in Bradner Mayor's Court. The Prosecutor has the authority, subject to the approval of the Magistrate, to "divert" certain defendants from being convicted of a crime or traffic offense. Non-violent, first time offenders will only be considered. If accepted, the defendant must successfully comply with the terms and conditions of the program (including no further violations of the law) for one (1) year. If successfully completed, the defendant's case will be dismissed and he/she may qualify for his record being sealed in regard to

the dismissed criminal offenses. There is a fee for monitoring the program and it must be paid prior to being admitted.

### **RULE 18.00 APPEALS**

You have the right to appeal a judgment of this court. An appeal must be filed with this Court within ten (10) days of the judgment. If you choose to appeal your case, it will be heard by the Bowling Green Municipal Court.

### **RULE 19.00 RESERVED**

### **RULE 20.00 CONDUCT IN COURTROOM**

- A. No weapons permitted in courtroom except authorized law enforcement officers.
- B. All persons and property entering the courtroom are subject to search.
- C. Proper attire required. No shorts, halter tops, tank tops, clothing with offensive wording or images are permitted. Hats shall be removed upon entering the courtroom. Attorneys shall wear business attire. Police witnesses shall be in proper uniform.
- D. No smoking, eating, food, or beverages will be permitted in courtroom.
- E. Proper demeanor/conduct shall be observed at all times. Foul/abusive language is prohibited.
- F. No talking while in court, except as necessary for court business.
- G. All electronic communication devices must be silenced while in the Courtroom.
- H. Children and infants must remain quiet and under control at all times. Should a child or infant become a distraction to the proceeding, they will be asked to be taken outside the courtroom.
- I. Court starts promptly at 6:00 p.m. Anyone who arrives late shall be subject to the penalties for non-appearance.

### **RULE 21.00 EVIDENCE/EXHIBITS AT TRIAL**

Any document, photograph, or other extrinsic evidence/exhibit that a party intends to use during

trial shall provide a copy of that evidence/exhibit to the opposing party prior to its use. This Rule will not apply where the nature of the evidence would make it impractical to follow.

Any testing, certification, or other extrinsic evidence that the defendant or his attorney intends to challenge as part of their case must inform the prosecutor prior to trial of that intention. Should such party require said evidence to be produced, such demand must be made pursuant to a request for discovery under Criminal Rule 16.

#### **RULE 22.00 RECORDS RETENTION AND DISTRIBUTION SCHEDULE**

The retention and disposition of records in Mayor's Court shall be in accordance with the Bradner's Public Records Policy and The Supreme Court of Ohio's Rules of Superintendence (Sup. R. 44).

**EXHIBIT A**

CRIMINAL/TRAFFIC DIVISION COURT COST SCHEDULE

Basic Local Court Costs.....	\$38.00
Computer Fund .....	\$13.00
State Victims of Crime Fund (RC §2743.70) .....	\$9.00
State Indigent Support Defense Fund (criminal & moving violation cases) ..... (RC§2949.091(A)(1)(a)(ii))	\$20.00
State Indigent Support Defense Fund (traffic non-moving & seatbelt offenses)..... (RC§2949.091(A)(1)(a)(iii))	\$10.00
State Drug Law Enforcement Fund (moving violation only) (RC §2949.094) .....	\$10.00
Local (County) Law Enforcement Drug Fund (Traffic only).....	\$3.50
Local (County) Indigent Driver’s Alcohol Treatment Fund (Traffic only).....	\$1.50
<i>Additional Costs:</i>	
Certified Mail.....	\$6.50
Continuance Fee.....	\$10.00
Copies:	
Certification .....	\$2.00
Photocopies (per page).....	\$0.10
Record Sealing (Non-Refundable).....	\$50.00
Interpreting Fee.....	Actual cost of service
Return Check Charge .....	\$50.00
Subpoena/Summons.....	\$10.00
Time Payment Program .....	\$20.00
Plea in Absentia .....	\$125.00
Warrant Issued – Arrest (plus mileage, if served) .....	\$5.00



Failure to Appear – Bench Warrant .....	\$25.00
Late Processing Fee .....	\$10.00
Warrant Block Processing Fee.....	\$15.00
License Forfeiture Processing Fee .....	\$75.00
Registration Block .....	\$75.00
Registration Block Release.....	\$75.00
Witness Mileage.....	\$ .58 per mile (round trip)
Witness Fees (per half day).....	\$ 6.00

## EXHIBIT B

### BRADNER MAYOR'S COURT TRAFFIC VIOLATION FINE SCHEDULE (court costs shall be added to the following fines, as prescribed in Exhibit A)

<u>Code</u>	<u>Offense</u>	<u>Fine</u>
<i>Enforcement, Impounding</i>		
404.02	Resisting an enforcing official	\$300.00
404.07	Impounding of vehicles; redemption	\$25.00/day
<i>Obstruction and special uses of public ways</i>		
412.04	Toy vehicles on roadway	\$25.00
<i>Traffic Control Devices</i>		
414.01	Obedience to traffic control devices	\$65.00
414.08	Alternation, injury, removal of traffic control devices	\$200.00
<i>Pedestrians</i>		
416.06	Soliciting rides or business; riding on outside of vehicle or in cargo storage area	\$100.00
416.07	Passing through bridge signals or railroad barriers	\$50.00
416.10	Intoxication	\$150.00
<i>Operation Generally</i>		
432.04	Overtaking, passing to the right of vehicle	\$75.00
432.06	Driving upon left side of roadway	\$75.00
432.07	Hazardous or no passing zones	\$75.00
432.09	Follow too closely (assure clear distance)	\$70.00
432.10	Turning at Intersections	\$75.00
432.11	U-turns restricted	\$75.00
432.12	Starting and backing vehicles	\$50.00
432.13	Signals before changing course, turning or stopping	\$50.00
432.14	Hand and arm signals	\$50.00
432.15	Right-of-way at intersections	\$70.00
432.18	Operation of vehicles at stop and yield signs	\$65.00
432.19	Emergency or Public safety vehicles at stop signals or signs.	\$150.00
432.20	Right of way of public safety or coroner's vehicle	\$75.00
432.25	Driving upon sidewalks, tree lawns, or curbs	\$55.00
432.27	Driving on streets posted as closed for repair	\$55.00
432.29	Driving over fire hose	\$150.00
432.31	One way streets and rotary traffic islands	\$65.00
432.33	Stopping for school bus; actuating visual signal;	\$150.00

	Discharging children	
432.34	Driving across grade crossings	\$75.00
432.35	Stopping at grade crossings	\$75.00
432.37	Obstructing intersections, crosswalks, or grade crossings	\$75.00
432.38	"Peeling," cracking exhaust noises	\$100.00
432.41	Weaving; full time and attention	\$150.00
432.43	Littering from motor vehicles	\$100.00

***DUI; Reckless Operation; Speed***

434.01	Driving or physical control of vehicle while under the influence of alcohol or drugs	\$1,000.00
434.03	Reckless operation on streets, public or private property	\$300.00
434.04	Maximum speed limit; assured clear distance ahead	
	1-10 mph	\$40.00
	11-20 mph	\$60.00
	21-30 mph	\$80.00
	31+ mph	\$150.00
	Second moving offense- in a year	\$150.00
434.06	Slow Speed; Posted Minimum Speeds	\$50.00
434.09	Reasonable Control	\$100.00
434.10	Street Racing Prohibited	\$250.00

***Licensing; Accidents***

436.01	Drivers or Commercial driver's license expired	\$100.00
436.02	Possession of more than one license prohibited	\$100.00
436.07	Display of license plates; registration; obstructions	\$75.00
436.09	Driving under suspension or in violation of license restrictions or without proof of financial responsibility or in violation of license restrictions	\$550.00
436.09	Operating motor vehicle or motorcycle without valid license	\$550.00
436.15	Use of illegal license plates	\$80.00
436.16	Stopping after accident upon streets; collision with unattended vehicle	\$300.00
436.17	Stopping after accident upon property other than streets	\$300.00
436.18	Vehicle accident resulting in damage to realty	\$300.00

***Safety and Equipment***

438.01	Driving unsafe vehicles; application	\$75.00
438.02	Lighted lights; measurement of distances and heights	\$75.00
438.03	Headlights on motor vehicles and motorcycles	\$75.00
438.04	Taillight; Illumination of rear license plate	\$75.00
438.05	Rear Red Reflector	\$75.00
438.12	Cowl, fender and back-up lights	\$75.00
438.14	Use of headlight beams (Intensity)	\$75.00
438.22	Muffler; muffler cutout; excessive smoke, gas, noise	\$75.00
438.23	Rear-view mirror, clear view to front both sides and rear	\$75.00

438.25	Tinted glass; materials on glass	\$75.00
438.27	Motor vehicle stop lights	\$75.00
438.30	Use of child restraints	
	1 <sup>st</sup> offense	\$75.00
	2 <sup>nd</sup> offense	\$100.00
438.31	Use of occupant restraining devices	
	Driver	\$30.00
	Passenger	\$20.00

***Bicycles and Motorcycles***

444.02	Riding upon seats; carrying packages; motorcycle handles Bars; helmets and glasses	\$50.00
440.03	Wheel protectors and mud flaps	\$25.00
444.06	Riding bicycles upon sidewalks	\$25.00

***Snowmobiles and All Purpose Vehicles***

446.03	Code application; prohibited operation	\$50.00
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***Vehicle Parking***

452.04	Wrong way PARKING & SNOW Emergency 2" of more	\$20.00
452.04	Handicap parking	\$250.00

**All Other Minor Misdemeanor Traffic Offenses – (excluding speed and seatbelt/restraint)**

1 <sup>st</sup> Offense within 12 months	\$75.00
2 <sup>nd</sup> Offense within 12 months	\$100.00
3 <sup>rd</sup> offense within 12 months	mandatory appearance

## EXHIBIT C

### BRADNER MAYOR'S COURT CRIMINAL AND MISCELLANEOUS VIOLATION

#### FINE SCHEDULE

##### *Animals*

618.01	Dogs and animals running at large	\$100.00
618.02	Abandoning Animals	\$75.00
618.07	Barking or Howling Dogs	\$50.00
618.08	Registration of Dogs Required	\$100.00
618.10	Dogs Required to wear tags	\$50.00
618.17	Defecation on sidewalk	\$150.00

##### *Drugs*

624.02	Trafficking in Controlled substances; gift of marijuana	\$150.00
624.04	Drug possession offences	\$100.00
624.05	Possession of drug abuse Instruments	\$200.00
624.06	Permitting drug abuse	\$200.00
624.07	Use or possession of paraphernalia	\$75.00

##### *Curfew Violation*

Ord. 18-91	Curfew Violation (parents)	
	1 <sup>st</sup> offense	\$50.00
	2 <sup>nd</sup> offense	\$75.00

## EXHIBIT D

### BRADNER MAYOR'S COURT STANDARD BOND SCHEDULE

#### **Minor Misdemeanors (MM)**

\$225 Cash / Surety- County Resident

\$275 Cash / Surety- Out of County Resident

\$500 Cash / Surety- Out of State Resident

#### **Unclassified Misdemeanor (UM)- Driving Under Suspension**

\$1,500 Cash / Surety/ 10%

#### **Other Unclassified Misdemeanors (UM)**

\$1,500 Cash / Surety/ 10%

#### **Misdemeanors of the Fourth Degree (M4)**

\$1,000 Cash / Surety- County Resident

\$2,000 Cash / Surety- Out of County Resident

\$2,500 Cash / Surety- Out of State Resident

#### **Misdemeanors of the Third Degree (M3)**

\$1,500 Cash / Surety- County Resident

\$2,500 Cash / Surety- Out of County Resident

\$5,000 Cash / Surety- Out of State Resident

#### **Misdemeanors of the Second Degree (M2)**

\$2,000 Cash / Surety- County Resident

\$4,000 Cash / Surety- Out of County Resident

\$6,000 Cash / Surety- Out of State Resident

### **Misdemeanors of the First Degree (M1)**

\$2,500 Cash / Surety- County Resident

\$5,000 Cash / Surety- Out of County Resident

\$10,000 Cash / Surety- Out of State Resident

Standard bond amounts are subject to change at the discretion of the court.

All bonds (except a personal recognizance bond where there is no money deposited) are required to pay an additional \$25 in cash at the time of posting bond. This money is sent to the State of Ohio, and is not refundable unless the defendant is found not guilty, or the case is dismissed.

If a defendant is arrested and incarcerated on a Bradner Mayor's Court Warrant, on newly filed charges, or bench warrants, the amount of the bond will be based upon the sum total amount of bond on each individual alleged offense.

Ohio Revised Code, §2935.26, prohibits the arrest of a defendant for a minor misdemeanor, and requires the issuance of a minor misdemeanor citation, unless one of the following apply.

- A. The offender requires medical care or is unable to provide for his own safety.
- B. The offender cannot or will not offer satisfactory evidence of his/her identity.
- C. The offender refuses to sign the citation.
- D. The offender has previously been issued a citation for the commission of that minor misdemeanor and has failed to appear in court or pay the fine & cost instead of appearing in court.

FORM A

**IN THE BRADNER MAYOR'S COURT  
WOOD COUNTY, OHIO**

STATEMENT OF RIGHTS WAIVER OF RIGHTS  
PLEA OF GUILTY OR NO CONTEST

Defendant's Name: \_\_\_\_\_

Case No. \_\_\_\_\_ Charge(s) \_\_\_\_\_

I am present in Court today and have been told:

1. The law requires this Court to bring me to trial within thirty days of the date I was charged.
2. I have a right to have a lawyer here at any time, and I may have my case continued to get a lawyers.
3. If the charge I am facing carries a possible jail sentence, the Court will appoint a lawyer at no cost to me if I cannot afford to hire one.
4. If the charge I am facing carries a possible jail sentence, I have the right to a jury trial.
5. I have a right to remain silent. Anything I say can be used against me.
6. The maximum penalty I can receive if I am convicted. If this is a traffic case, I also may lose the right to drive for some time and have points added to my driving record.
7. If I am not a United States citizen, that a conviction could result in my deportation or denial of citizenship according to the laws of the United States.
8. I have the right to remain free on a reasonable bail while my case is awaiting trial.

I HAVE READ THIS STATEMENT AND I UNDERSTAND IT. I WAS GIVEN THE CHANCE TO ASK QUESTIONS AND THEY WERE ANSWERED.

I have decided on my own to waive my rights and proceed today. I do not want a continuance to talk to a lawyer.

**I plead:  Guilty  No Contest**

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



FORM B

IN THE BRADNER MAYOR'S COURT  
WOOD COUNTY, OHIO

JUDGMENT ENTRY

Defendant's Name: \_\_\_\_\_

Case No. \_\_\_\_\_ Charge(s) \_\_\_\_\_

The Defendant was advised of charges against him/her and possible maximum penalty. After fully explaining his/her rights and the consequences of the pleas and after determining that the defendant knowingly, voluntarily, and intelligently waived his/her rights, the Court accepts the plea.

Plea: \_\_\_\_\_ Finding: \_\_\_\_\_

Trial held. Finding of: \_\_\_\_\_

Other: \_\_\_\_\_

**Minor Misdemeanor:** \$ \_\_\_\_\_ Fine and Court Costs \$ \_\_\_\_\_

Ability to pay: \_\_\_\_\_ Due: \_\_\_\_\_

\$ \_\_\_\_\_ of fine will be suspended.

**First to fourth degree misdemeanor:** Your sentence is as follows:

\_\_\_\_\_ days in jail. \$ \_\_\_\_\_ fine and Court Costs of \$ \_\_\_\_\_. \_\_\_\_\_ days will be suspended and

\$ \_\_\_\_\_ fine will be suspended. Ability to pay: \_\_\_\_\_ Due: \_\_\_\_\_.

Probation of \_\_\_\_\_ months or \_\_\_\_\_ years.

[When applicable: Drivers license suspension for \_\_\_\_\_ months. Proof of FRA: \_\_\_\_\_

Fine Due: \_\_\_\_\_ Enforcement of Days: \_\_\_\_\_]

In addition of abiding to all rules and regulations of probation, special conditions are as follows:  
(check if ordered)

Alcohol counseling or treatment as determined by probation.

Pay all fines and costs.

Restitution

No same or similar violations.

Other: \_\_\_\_\_

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

\_\_\_\_\_  
**Mayor/Magistrate**

Court Number (issued by Bureau of Motor Vehicles) \_\_\_\_\_

**IN THE BRADNER MAYOR'S COURT  
WOOD COUNTY, OHIO**

DEMAND FOR TRIAL

Defendant's Name: \_\_\_\_\_

Case No. \_\_\_\_\_ Charge(s) \_\_\_\_\_

The Defendant demands a trial and states the following:

- I have been informed of the offense(s) with which I am charged and given a copy of the complaint.
- I plead NOT GUILTY.
- I give up my right to a trial by jury.

Check one of the following:

- I want my case tried within the time provided by law. (Thirty days from date of arrest or service of summons. Each day I am held in jail is counted as three days from the date of arrest.
- I am giving up my right to be tried within the time set by law, and I request that the Court notify me when my case will be set for trial.

Date of arrest or service of summons: \_\_\_\_\_

Days in jail before release on bail: \_\_\_\_\_

Arrest date: \_\_\_\_\_ Trial date: \_\_\_\_\_

New counsel:  Yes  No

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Defendant's Name

\_\_\_\_\_  
Attorney's Name

\_\_\_\_\_  
Defendant's Address

\_\_\_\_\_  
Attorney's Registration Number

\_\_\_\_\_  
Defendant's Telephone Number

\_\_\_\_\_  
Attorney's Telephone Number

**IN THE BRADNER MAYOR'S COURT  
WOOD COUNTY, OHIO**

MOTION AND ENTRY FOR CONTINUANCE

Defendant's Name: \_\_\_\_\_

Case No. \_\_\_\_\_ Charge(s) \_\_\_\_\_

The \_\_\_\_\_ moves for a continuance of the arraignment/trial (circle one) currently scheduled for \_\_\_\_/\_\_\_\_/\_\_\_\_ for the following reason: \_\_\_\_\_

Therefore, the case is continued to \_\_\_\_\_ at \_\_\_\_\_ m.

Date case filed: \_\_\_\_\_

Date last in court: \_\_\_\_\_

Time waived nor not waived: \_\_\_\_\_

Prior number of continuances granted: \_\_\_\_\_

**IT IS SO ORDERED:**

\_\_\_\_\_  
Mayor/Magistrate

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

**APPROVED:**

\_\_\_\_\_  
Prosecutor/Solicitor

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

\_\_\_\_\_  
Counsel for Defendant/Counsel for defendant

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

**Note:** A copy of this Entry must be filed with the Clerk's office and served on opposing counsel or party.

FORM E

**IN THE BRADNER MAYOR'S COURT  
WOOD COUNTY, OHIO**

HEARING TO REVIEW PAYMENT OF FINES AND COST

Defendant's Name: \_\_\_\_\_

Case No. \_\_\_\_\_ Charge(s) \_\_\_\_\_

The Defendant appeared in court on \_\_\_\_\_, 20\_\_\_\_. The status of the payment of defendant's obligation was reviewed by the Court and the following information was provided by the Defendant: \_\_\_\_\_

\_\_\_\_\_

Based on the foregoing information, the Court finds:

The Defendant does not have a present ability to pay. The case will be reviewed again on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

The Defendant is employed and has agreed to make payments as follows:  
\_\_\_\_\_  
\_\_\_\_\_

The Defendant willfully has failed to abide by the order of the Court while having an ability to do so. Sentence previously given or amended is to be enforced as follows:  
\_\_\_\_\_  
\_\_\_\_\_

**IT IS SO ORDERED.**

\_\_\_\_\_  
Mayor/Magistrate

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

FORM F

**IN THE BRADNER MAYOR'S COURT  
WOOD COUNTY, OHIO**

JUDGMENT ENTRY OF TRANSFER

Defendant's Name: \_\_\_\_\_

Case No. \_\_\_\_\_ Charge(s) \_\_\_\_\_

Upon motion of \_\_\_\_\_ and for good cause shown, this case is hereby transferred to the Bowling Green Municipal Court for the reason stated below:

- The court lacks jurisdiction to proceed pursuant to section 1905.01 of the Revised Code.
- Defendant has demanded a trial by jury.
- A conflict exists that prevents the Mayor from impartially deciding the case.
- Defendant has filed a written notice of appeal pursuant to section 1905.23 of the Revised Code.
- The case is transferred pursuant to section 1905.032 of the Revised Code.

The Clerk is hereby ordered to certify all original documents filed in this case and, together with a transcript of all proceedings, accrued costs, and bond posted by the Defendant, transfer this case to the Bowling Green Municipal Court for further proceedings in accordance with law.

All further proceedings in this Court are stayed.

**IT IS SO ORDERED.**

\_\_\_\_\_  
Mayor/Magistrate

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Court Number (issued by Bureau of Motor Vehicles): \_\_\_\_\_

## FORM G

### **How to file a Plea in Absentia with the Bradner Mayor's Court**

Once a Not Guilty plea is entered on a minor misdemeanor traffic charge, it is the Court's policy that the Defendant appear in court on the scheduled date and time. However, if you wish to plead guilty to the charge and not appear in court, you may enter a *Plea in Absentia*. Once the plea is approved by the Village Solicitor, accepted by the Court, and the agreed-upon Fines and Costs paid in full, the Bench Trial will be vacated and you will not be required to appear in court on this charge.

To enter a *Plea in Absentia*:

#### **Step 1:**

Contact the Village Solicitor's office at (419) 352-4659 and inform them that you wish to enter a *Plea in Absentia* in lieu of your required court appearance. If it is determined that it is in the best interest of all parties, the Village Solicitor may approve the Journal Entry Granting Defendant's *Plea in Absentia* with the following:

- The case information: Defendant's name, case number, etc.;
- The name and the statute or local ordinance for the charge to which you are pleading guilty;
- Information related to the amendment, if applicable, of the original charge.

The Solicitor may sign the consent section of the form and forward the Journal Entry to the Clerk of Court's office. You must provide contact information and a fax number or email address to the Solicitor.

#### **Step 2:**

The Clerk's office will determine the total amount due. This amount will include the standard fine as established by Administrative Order (Exhibit B) and all court costs related to your case. This total will also include the Court ordered filing fee for a *Plea in Absentia* - this cost is presently \$125.00. After the Clerk's office has certified the total amount due, the Journal Entry and a Credit Card Authorization form will be forwarded to you by the method you provided the Solicitor.

#### **Step 3:**

Once you receive the completed forms, review for accuracy and, if you agree to the terms of the Entry, complete the Defendant's Acceptance portion of the Entry and file it with the Court via fax (419) 288-0053 or email (contact the Clerk's office for an email address). The completed and approved Entry along with payment for all fines and costs must be filed with the Court **no later than 8:00 A.M. the day PRIOR to your court date**. The Court will review and, if the Court finds the *Plea in Absentia* acceptable, approve the plea.

The Clerk's office will contact you once a decision has been made by the Court. You may also contact the Clerk's office at (419) 288-2773.

If the Court does not approve the plea, you must appear in court on the scheduled date and time. Failure to do so will result in a warrant for your arrest to be issued.

FORM H

IN THE BRADNER MAYOR'S COURT  
WOOD COUNTY, OHIO

STATE OF OHIO/  
VILLAGE OF BRADNER

Case No. \_\_\_\_\_

v.

Magistrate Thomas McDermott

Hearing/Court Date: \_\_\_\_\_

\_\_\_\_\_  
Defendant.

\*\*\*\*\*

**DEFENDANT'S MOTION REQUESTING PLEA *IN ABSENTIA***

I, \_\_\_\_\_, pursuant to B.M.C. Rule 17.01 and Traffic  
Defendant's Name  
Rule 12, hereby state my desire to plead guilty to: \_\_\_\_\_,  
Name of Violation

a violation of Ord./Ohio RC § \_\_\_\_\_, a minor misdemeanor.

The above-stated charge is an amendment to the original charge. The original charge in this case  
is \_\_\_\_\_, a violation of Ord./Ohio RC § \_\_\_\_\_.  
Name of Original Offense

\_\_\_\_\_  
Signature of Defendant  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\*\*\*\*\*

**VILLAGE SOLICITOR'S CONSENT TO PLEA *IN ABSENTIA***

The State of Ohio/Village of Bradner, represented by Corey J. Speweik, Village Solicitor, consents  
to proceed with the plea and sentencing of this Defendant *in absentia* and the aforementioned  
amendment, if any, is so moved.

\_\_\_\_\_  
Village Solicitor  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\*\*\*\*\*

**Clerk's Certification of Fines and Costs**

The Fines and Costs for entering this plea  
shall be:  
Fines \$ \_\_\_\_\_  
Court Costs \$ \_\_\_\_\_  
Fee for Plea *in Absentia* \$125.00  
  
TOTAL DUE \$ \_\_\_\_\_

***This amount is due and owing at the time of  
the filing of this entry. To make a credit card  
payment, fill out and submit with this entry,  
the Authorization for Credit/ Debit Card  
Payment form included with this form.***

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

FORM H

**DEFENDANT’S WAIVER OF RIGHTS AND DEFENDANT’S PLEA IN ABSENTIA**

*Defendant must agree to all the terms below before the Court will consider this plea. (Please indicate your agreement by checking the boxes below)*

I understand that a guilty plea is a complete admission of my guilt. I also understand that by entering this guilty plea, I am giving up the following rights:

- My right to confront my accuser and cross-examine witnesses;
- My right to present my own evidence and to compel witnesses to testify on my behalf;
- My right to testify or to remain silent or to make a statement at the time of sentencing;
- My right to appeal the decision in this case;
- The requirement that the State of Ohio prove my guilt beyond a reasonable doubt, at a public trial, on each and every element of the charges against me.

I understand that this charge is a minor misdemeanor and that I am subject to a fine plus court costs under local administrative order.

I have the ability to pay a fine and payment accompanies my waiver.

I am a United States citizen.

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Defendant’s signature

Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

\*\*\*\*\*

**COURT’S ACCEPTANCE OF PLEA IN ABSENTIA**

The Court hereby accepts defendant's plea of guilty *in absentia* to the above-referenced charge.

The above-stated amendment is sustained.

**IT IS SO ORDERED.**

\_\_\_\_\_ / \_\_\_\_/\_\_\_\_  
Magistrate



FORM I

**AUTHORIZATION FOR PAYMENT WITH CREDIT/DEBIT CARD  
(PLEA IN ABSENTIA)**

To make payment by Credit/Debit card (VISA or MasterCard only), complete this authorization and return it with the completed Journal Entry to the Clerk of Court's office by fax or email. These documents **must be received no later than 8:00 AM the day prior to the scheduled court date.**

My signature is my authorization for a credit/debit card charge on the account number (as completed below) for the amount stated in "Amount to be Charged" line below payable to the Bradner Mayor's Court.

Name of Defendant \_\_\_\_\_

Case/Ticket No. \_\_\_\_\_

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

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

Amount to be Charged \_\_\_\_\_

Name as it appears on Debit/Credit Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date of Card \_\_\_\_\_

(VISA and MasterCard only) CVV \_\_\_\_\_

Billing Zip Code of Card Holder \_\_\_\_\_

Signature of Card Holder/Authorized User \_\_\_\_\_