

IN THE SHAKER HEIGHTS MUNICIPAL COURT  
CUYAHOGA COUNTY, OHIO

In re: EMERGENCY PROCEDURE ) Judge K. J Montgomery  
FOR TELEPHONIC PRETRIALS )  
IN CIVIL CASES ) JOURNAL ENTRY

On March 16, 2020, this court declared an emergency due to COVID-19. Due to this health emergency, the court will conduct all CIVIL PRETRIALS by telephone as follows:

Pretrial dates and times shall be set by the court.

1. Parties and their counsel, if any, shall be notified by postcard of the date and time of the pretrial.
2. If a party or their counsel is unable to attend the telephonic pretrial at the time scheduled by the court, they shall file a motion to continue the pretrial date at least 7 days before the scheduled telephonic pretrial date in accordance with the civil rules of procedure. The court will then rule upon the motion and the pretrial date **may** in the court's discretion be reset by the court and a new notice sent.
3. At the designated pretrial date and time, the Magistrate will contact the parties/counsel at the phone number the court has on the case file.
4. If the parties have not provided a telephone contact number, the parties/counsel shall contact the court at 216-491-1339 to provide current contact information.
5. If the court is without telephone contact information, a notice will be sent requiring the party/counsel to appear for the pretrial in person. Health measures will be strictly followed.
6. While parties/counsel are not required to personally appear in court for a scheduled pretrial, **participation in the telephonic pretrial conference is not an option but rather an order of this court. If one or more of the parties/counsel fail to be available for telephonic pretrial, the pretrial shall go forward and the case will be set for a future trial date chosen by the court.** An exception to this procedure may be made upon the court's finding of good cause and a second telephonic pretrial set.

7. At the conclusion of the telephonic pretrial conference, the Magistrate shall prepare an order for the court indicating the next action for the case. The clerk's office shall notify the parties of the next action by mail.

So ordered.

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Date: April 3, 2020

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Judge K. J. Montgomery

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