

## 5/18/20 - TOLEDO MUNICIPAL COURT OPERATIONAL UPDATE

**Face Coverings.** Face Coverings are required to enter the building. They must cover your mouth and nose. When you are in a Courtroom on the record, you will need to speak slowly and loudly to ensure that you can be understood. **Social Distancing.** We have indicated where people can sit, and where they can stand and move. Please follow these guidelines. **Day Porter and Sanitation.** The Court has hired an additional staff member to assist in maintaining the high levels of cleaning and sanitizing that are expected in areas open to the public.

**Building Entry.** You must have a scheduled court date or appointment to enter the building. All individuals are screened at the door. Entry may take longer than normal because of this screening. You may only enter the building a half hour before your scheduled court date or appointment. You may not enter earlier. Individuals with open or bench warrants may also enter the building to turn themselves in on the pending warrant.

**Limited Operations.** Between May 18 and May 29, the Court is conducting first appearances (also called arraignments) and scheduled hearings for cases with a prefix of CRA, CRB and TRC. If you have questions about when your court date is scheduled, please check your case on the Clerk of Court website at <https://www.tmc-clerk.com/case-information/> or call the Court.

**Emergency Motion.** The form to request a continuance due to illness is at <https://www.tmc-clerk.com/media/1664/emergency-motion-to-reschedule-may-2020.pdf>. Please include any proof or documentation to support the motion with the fax or email. Please check the clerk's website to see the status of your motion or call the Clerk's office.

**Victims/Witnesses with Questions.** Victims and witnesses with questions should contact the City or County Prosecutor's Office. Witnesses with questions about felony cases should contact the Lucas County Prosecutors Office at (419) 213-4700 from 8:00 a.m. to Noon. Victims with questions about felony cases should contact the Lucas County Victim-Witness Assistance Program at (419) 213- 4591. All other victims and witnesses with questions should contact the City of Toledo Prosecutor's Office at (419) 245-1975 from 8:00 a.m. to 4:30 p.m.