

The Judges of the Canton Municipal Court do hereby propose the following modification to the Local Rules of Practice for public comment and consideration. Public comments may be submitted to Michael Kochera, Court Administrator of the Canton Municipal Court at michael.kochera@cantonohio.gov. Public comments will be accepted until Friday October 1, 2021.

STATE OF OHIO

IN THE CANTON MUNICIPAL COURT

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ADMINISTRATIVE ORDER

STARK COUNTY

We, the undersigned Judges of the Canton Municipal Court, do hereby adopt Local Court Rule 1.25, Remote Video Appearance:

The Canton Municipal Court adopts the ZOOM videoconferencing platform for remote appearances in limited civil hearings.

When filing a Small Claims or Eviction/Forcible Entry & Detainer complaint, or upon receipt of a hearing notice/subpoena for a Small Claims or Eviction/Forcible Entry & Detainer case, the parties to the case may elect to either appear in person or attend/participate remotely via ZOOM. If represented by an attorney, make sure to discuss and agree on whether you and your attorney intend to appear in person or participate remotely. Represented party and attorney must appear in the same format.

When electing to attend/participate remotely via ZOOM and intend on introducing evidence/exhibits during your ZOOM hearing, a party must submit the exhibit/evidence via email 72 hours prior to hearing. Exhibits/Evidence must be emailed to courtexhibits@cantonohio.gov. The email submission of exhibits/evidence must include the party's name and case number to be accepted.

Upon electing to participate in the hearing remotely, parties will need to download and install the ZOOM app to your smartphone, tablet, laptop or computer that you will be using to participate remotely.

Approximately 12 hours before your scheduled hearing, the Court will email and/or text a link to join the ZOOM video hearing. On the day of the hearing, please log on to the link/text message that was provided by the Court at least 10 minutes prior to your scheduled hearing.

Upon your hearing being called, remote parties will be brought from the virtual waiting room to the virtual courtroom along with the other parties involved in your case.

All parties electing to attend/participate remotely via ZOOM shall ensure they have adequate bandwidth to sustain a video call and are responsible for any and all costs associated with data usage/wifi costs incurred.

The Magistrate/Judge reserves the discretion to continue any ZOOM video hearing due to inadequate reception or unsafe practice, i.e., participating in video hearing while operating a vehicle.

The Canton Municipal Court shall provide additional instruction and information on ZOOM hearings on their website at www.cantonscourt.org. (See attachment A)

Attachment A

The Canton Municipal Court

ZOOM Court Hearing Instructions

What is ZOOM?

ZOOM is a web-based conferencing platform that provides video and audio conference calls.

Why is my hearing being scheduled on ZOOM?

The Canton Municipal Court is using the ZOOM conferencing platform to ensure that the public can still attend and participate in their court case while adhering to social distancing requirements and mitigating the spread of COVID-19.

How do I access my ZOOM Court Hearing?

- A. Use the ZOOM App on a mobile device/tablet/smartphone
 1. Download the free ZOOM Cloud Meeting app from your devices app store.
 2. Select “Join a Meeting”
 3. Enter your full first and last name.
 4. Select “Join”
 5. Enter the password that was provided in your hearing notice/subpoena.
- B. Use ZOOM on a PC or MAC computer
 1. Logon onto <https://zoom.us/join>
 2. Enter the Meeting ID provided in your hearing notice/subpoena
 3. Select “Download and Run ZOOM” or “Join from your browser”
 4. Enter your full first and last name and select “Join”
 5. Enter the password that was provided in your hearing notice/subpoena.

Once you join the conference call, you will be placed in a Waiting Room until your case is called. You do not have to do anything further at this point. Once the Judge/Magistrate is ready for your case, you will be brought into the virtual courtroom along with all of the other parties involved in your case.

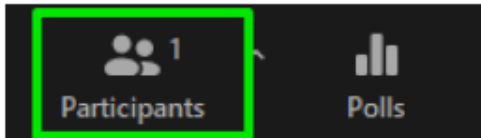
More Helpful ZOOM-related Tips

The Court is provided with the names of everyone attending your hearing, so please ensure that your ZOOM screen name is your first and last name.

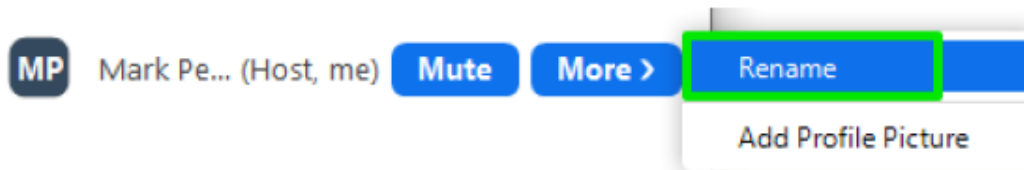
* If you’ve selected a random or generic name for your ZOOM account, for example “My iPad or Dad’s Laptop” , the court will not recognize you and you will not be admitted to the hearing. **PLEASE FOLLOW THE INSTRUCTIONS BELOW TO CHANGE YOUR ZOOM NAME TO THE NAME ASSOCIATED WITH YOUR CASE.**

How to Change your Name in Zoom

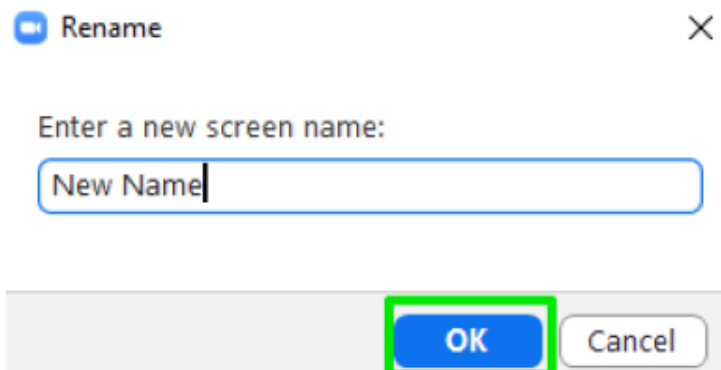
- 1.) To change your name after entering a Zoom meeting, click on the “**Participants**” button at the top of the Zoom window.



- 2.) Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “**Rename**”.



- 3.) Enter the name you'd like to appear in the Zoom meeting and click on “**OK**”.



*Please ensure your microphone is on MUTE for the duration of the court hearing, until and unless you are directly addressing the court.

*Please be aware that there may be as many as 20 to 30 cases on the judges/magistrates docket and you may be in the virtual waiting room for a while until your case is called.

*Upon your hearing being called, you will be brought from the virtual waiting room to the virtual courtroom along with the other parties involved in your case.

*When your hearing is over, please click the “LEAVE MEETING” button at the bottom right corner of your screen.

*For more helpful tips on using the ZOOM videoconferencing platform, please visit: <https://support.zoom.us/hc/en-us/articles/360034967471-Getting-started-guide-for-new-users>