

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 complaint, or upon receipt of a hearing notice/subpoena for a Small Claims 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, part(ies) shall register their remote appearance at www.cantonscourt.org no less than five (5) business days in advance of the scheduled hearing. If part(ies) 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@cantonoio.gov. The email submission of exhibits/evidence must include the party's name and case number to be accepted. **PLEASE NOTE the courtexhibits@cantonoio.gov email only accepts exhibits/evidence for existing civil cases. All Motions and Responsive Pleadings must be filed through the Clerk of Courts Office.**

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.

Prior to the scheduled hearing, the Court will email a link to join the ZOOM video hearing. On the day of the hearing, please log on to the link that was provided by the Court at least 10 minutes prior to your scheduled hearing. Upon your case 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.

The adoption of this Rule is effective September 1, 2021, simultaneous to the Public Comment period.

IT IS SO ORDERED.

Dated: September 1, 2021