

## Fees Charged in Upper Arlington Mayor's Court

<b>UA Mayor's Court Costs</b>	<b>\$25.00*</b>
<b>State of Ohio Costs-traffic</b>	<b>\$39.00*</b>
<b>State of Ohio Costs-criminal</b>	<b>\$29.00*</b>
<b>Computer Funds</b>	<b>\$6.00*</b>
Appeal	\$15.00
Bad check or return payment charge	\$30.00
Bond Surcharge	\$25.00
Change in limited driving privileges	\$10.00
Continuances	\$5.00
Criminal Diversion Program	\$100.00
Enforcement date of fine	\$15.00
Fail to appear notice/Late Fee	\$20.00
Immobilizing/Disabling Device Required	\$5.00
Interpreting Services	Determined by case
Jury Demand	\$15.00
O.V.I. Offender / Special Project Fee	\$5.00
PNC Probation	\$30.00
Pre-Trials/Misc. Hearing	\$5.00
Probation	\$60.00
Special Project Fund	\$10.00
Subpoena/Precipe	\$10.00
Summons	\$15.00
Time payment program	\$20.00
Traffic Diversion	\$225.00
Trial Fee	\$10.00
Warrant	\$40.00
Witness fee (per civilian)	\$6.00

### \*Required fees

**Note: Basic Court Costs begin at \$80.00 for traffic and \$70.00 for criminal.**

## CLERK OF COURTS

## A Reference Guide to Upper Arlington Mayor's Court

### COURT PERSONNEL

#### Magistrates

Steven B. Hayes | Michael L. Close  
Janet Grubb | Robert Nichols

#### City Attorney

Darren Shulman

#### Assistant City Attorney

Jesse Armstrong | Darlene Pettit

#### Program Coordinator

Joseph Roush

#### Clerk of Court

Melissa Kohler

#### Deputy Clerk of Court

Brea Frey

#### Senior Court Volunteer Team

City of  
  
Upper Arlington

CLERK OF COURTS

3600 Tremont Road, Upper Arlington, OH 43221

614-583-5060 | [upperarlingtonoh.gov](http://upperarlingtonoh.gov)

    @CityofUA

Updated 9/20

 City of Upper  
Arlington

# Upper Arlington Mayor's Court

## Your Appearance in Court

When you appear in the City of Upper Arlington Mayor's Court, you should know your basic rights, as a defendant, in court.

- To know the nature of the charge that has been filed against you.
- To know the identity of the person making the charge against you.
- To see and read the complaint filed against you.
- To have legal counsel represent you.
- To have one continuance to obtain counsel or for some other valid reason.
- To have a Jury Trial or Court Trial in the Franklin County Municipal Court where provided by law, if a written demand is made.

## Your Arraignment

You are in the Upper Arlington Mayor's Court for your arraignment. This is not your trial. The purpose of arraignment court is to tell you about the charge(s) against you and have you enter a plea to that charge. When you appear before this court, you are guaranteed a number of rights:

- You have the right to an attorney.
- You have the right to a reading of the charge.
- You have the right to enter a plea.
- You have the right to a trial.
- You have the right to appeal.
- You have the right to a speedy trial.

## Plea Information

In court, when your name is called by the Clerk of Court, you will be required to answer with one of the following pleas provided by the laws of the State of Ohio.

- Guilty - The plea of Guilty is a complete admission of guilt.
- No Contest - The plea of No Contest is not an admission of guilt, but is an admission of the truth of the facts alleged in the complaint or ticket and such admission cannot be used against you in any subsequent civil or criminal proceedings.
- Not Guilty - The plea of Not Guilty indicates that you are contesting the facts as alleged in the complaint or ticket. If you plead Not Guilty your case will not be heard today but will be set over for a trial. Trials in the Upper Arlington Mayor's Court are scheduled each Thursday and begin at approximately 1:00 p.m. At your trial, the officer who issued the citation or complaint will be subpoenaed into court to testify. You may also bring witnesses to testify in your own behalf.

## Proof of Insurance

It is a law in the State of Ohio that everyone must provide proof of insurance when asked by a law enforcement officer. If you did not provide proof to the officer at the time of your stop, you are required to bring proof to your court appearance. Proof of insurance is required on the vehicle that you were driving on the date and time you were cited. Failure to provide proof may result in your drivers license being suspended through the Bureau of Motor Vehicles.

## Appeal Process

If you are found guilty in the Upper Arlington Mayor's Court, you have the right to appeal your case to the Franklin County Municipal Court. You have 10 days (including weekends) from the date of conviction to enter an appeal. This process is handled in the Clerk of Courts Office.

## Payment Information

Fines and costs are payable immediately after your hearing at the Finance Counter in the Municipal Services Center. Payment may be made by cash, check, Visa/Mastercard/Discover. Make checks payable to the **City of Upper Arlington. Out of state checks are not accepted.**

If you are unable to pay in full you may be required to make a payment today, and you must work out payment arrangements for the balance due with the judge before you leave the courtroom.

## Maximum Penalties Fine and/or Imprisonment

<b>1st Degree</b>	<b>\$1000.00</b>	<b>6 months</b>
<b>2nd Degree</b>	<b>\$750.00</b>	<b>90 days</b>
<b>3rd Degree</b>	<b>\$500.00</b>	<b>60 days</b>
<b>4th Degree</b>	<b>\$250.00</b>	<b>30 days</b>
<b>Minor Misdemeanor</b>	<b>\$150.00</b>	<b>None</b>