Dear Sir or Madam,

Due to the current events surrounding COVID-19 and the associated restrictions regarding public gatherings, the Hilliard Mayor’s Court is modifying its standard court appearance procedure as well as adding the option of an Online Court Appearance via Microsoft Teams.

**In-Person Court Appearance**

Until further notice, Mayor’s Court will be held in the Council Chambers at City Hall located at 3800 Municipal Way. The amount of people allowed in the building at one time is being limited to conform with public gathering limit recommendations. **You must wear a mask and adhere to the following instructions when appearing in person:**

1. Upon arrival, please text or call 614-634-6847 to check in **and remain in your vehicle**. Please provide your first and last name, ticket number, and/or case number if you are sending a text. **Again, please remain in your vehicle until directed to do otherwise.**
2. A member of court staff will call or text your phone when it is time for your court appearance. Upon receiving this, you will place your mask on and enter the building.
3. Your temperature will be taken by a touchless infrared thermometer when you enter the building. If your temperature is 100.4 or higher, your case will be continued to a new date and you will be sent home to consult with your doctor. If your temperature is less than 100.4, you will be allowed to enter the building for a security screening and directed to the Council Chambers for your court appearance.
4. Please do not bring any family members or children with you. Only you and your attorney, if applicable, will be allowed to enter the building for your court appearance.

If you are uncomfortable with an in-person appearance, a continuance can be requested at (614) 334-2361. You may also have an attorney appear on your behalf or request an Online Court Appearance.

**Online Court Appearance**

To request an Online Court Appearance, please call (614) 634-6847 in order to set it up. Please be prepared to provide the court staff with your email address. You will be required to complete the Online Court Date Authorization Form which will be provided via email. The only application we will use for Online Court Appearance is Microsoft Teams. The download is available for PC and Mac via the Microsoft website. There is also an app on the App Store for iPhone and Play Store for Android/Google phones. If you choose to do an Online Court Appearance, we ask that you test the Microsoft Teams app prior to your scheduled Online Court Appearance to ensure it is working properly and you are ready at your scheduled time.

Thank you for your cooperation and understanding during this time. Please call (614) 334-2361 with any questions or concerns regarding your case.

Jill S. VanOrder

Clerk of Court