

Zoom Procedures & Other Helpful Information  
For Criminal Cases in the General Division  
Summer 2020

Parties and attorneys are permitted to participate in their hearings in person or through the Zoom videoconferencing platform, unless the court has instructed otherwise. Attorneys should consult with their clients before their hearings to confirm each client's choice of format. All Zoom users will need the connection information listed below.

Any in-custody defendant will typically appear by video conference unless counsel has advised the court that a particular defendant should be brought to the courthouse.

1. Remote Videoconference via Zoom.

a. In accordance with Ohio Criminal Rule 43, criminal defendants can participate in their hearings through a computer webcam or a smartphone utilizing Zoom technology. For those without access to a webcam or smartphone, the listed telephone dial-in option is also available.

b. Judge Schuck's Courtroom Zoom Connection:

<https://zoom.us/j/7113286604>

Meeting ID (can be typed into <https://zoom.us/join> or in the app): 711-328-6604

Dial-In (Telephone with no video) Option: 1-253-215-8782; Meeting ID:  
711 328 6604

c. Judge Gormley's Courtroom Zoom Connection:

<https://zoom.us/j/5026129738>

Meeting ID (can be typed into <https://zoom.us/join> or in the app): 502-612-9738

Dial-In (Telephone with no video) Option: 1-253-215-8782; Meeting ID: 502-612-9738

2. Signing Documents.

a. Plea Paperwork:

i. Out-of-Custody Defendants:

- i. The prosecutor and defense counsel should electronically circulate any plea paperwork and should sign those documents before any change-of-plea hearings.
- ii. Defense counsel should coordinate with their clients to obtain their signatures.
- iii. An electronic copy of the signed plea paperwork should be emailed to either [gormleycourt@co.delaware.oh.us](mailto:gormleycourt@co.delaware.oh.us) or [schuckcourt@co.delaware.oh.us](mailto:schuckcourt@co.delaware.oh.us) prior to the change of plea hearing.

ii. Defendants in the Delaware County Jail:

- i. First, the prosecutor and defense counsel should electronically circulate and sign the plea paperwork.
- ii. Second, defense counsel should email the signed plea paperwork to [JailDocs@co.delaware.oh.us](mailto:JailDocs@co.delaware.oh.us) . Be sure to note in the email's subject line or in the body of the email

the name of the inmate to whom you'd like the jail staff to give the attached paperwork.

iii. Third, once the defendant has signed the plea paperwork at the jail, staff at the jail will scan and email the signed paperwork back to defense counsel and to the assigned judge's office ([gormleycourt@co.delaware.oh.us](mailto:gormleycourt@co.delaware.oh.us) or [schuckcourt@co.delaware.oh.us](mailto:schuckcourt@co.delaware.oh.us)).

b. Recognizance Bond:

i. Out of Custody: Defendants released on a recognizance bond can download the recognizance-bond form online here:

<https://commonpleas.co.delaware.oh.us/wp-content/uploads/sites/30/2020/03/PERSONAL-RECOGNIZANCE-FORM.pdf> . Only file the recognizance bond

AFTER the judge or magistrate has ordered this type of bond. The signed document can be returned to the Clerk's office by any of the following methods:

ii. Fax: 740-833-2518

iii. E-filing: Defense counsel can e-file the document.

iv. Mail: The document can be mailed to the Clerk's office at 117 N. Union Street, Level 300, Delaware, OH 43015.

v. Defendants in the Delaware County Jail: Once the defendant has signed the document, staff at the jail will ensure that it is filed in the office of the Clerk of Courts.

c. Waiver of Extradition:

- i. Out of Custody: Defendants who are being released on bail – whether a recognizance bond or a surety bond – can download the waiver-of-extradition form here:

<https://commonpleas.co.delaware.oh.us/wp-content/uploads/sites/30/2020/03/WAIVER-OF-EXTRADITION.pdf>

The signed document can be returned to the Clerk’s office without any signatures from witnesses, and it can be sent by the following methods:

- i. Fax: 740-833-2518
- ii. E-filing: Defense counsel can e-file the document.
- iii. Mail: The document can be mailed to the Clerk’s office at 117 N. Union Street, Level 300, Delaware, OH 43015.

- ii. Defendants in the Delaware County Jail: the Delaware County jail has the waiver of extradition form available at the jail. Once the defendant has signed the document, staff at the jail will ensure that it is filed in the office of the Clerk of Courts.

3. Fingerprinting & DNA Collection.

Staff in the Sheriff’s office is available during limited hours to complete the DNA-collection process required by R.C. 2901.07 and the fingerprinting step required by R.C. 109.57. We will post information about those hours on the court’s website or court staff can provide it to parties or attorneys.

4. Adult Court Services.

Defendants who are ordered by the court to be supervised by Adult Court Services should promptly visit in person or call that office at 740-833-2570.

To start a presentence investigation, any defendant can complete electronically the questionnaire that is available at this site:

<https://adulthoodservices.co.delaware.oh.us/presentence/>

For any presentence investigation, the defendant must complete both the “PSI Packet” and the “ORAS Packet” that are on that site. The defendant’s responses are sent electronically to the Adult Court Services office, so your clients do not need a printer or any paper copies of the documents to start the PSI process.

5. Communication with Defendants in the Delaware County Jail.

Attorneys who visit the jail can speak to clients there in the clergy-visitation booths to the left of the control room. Attorneys may also communicate with clients using the ICSolutions telephones and the video-visitation platform utilized by the inmates (see [Pre-Paid Phone Services Brochure](#) and [The Visitor Video Visitation Brochure](#)).

Jail inmates are also able to call their attorneys during limited hours (generally from 8 a.m. – 9 p.m., except for 2 p.m. – 4 p.m. during lockdown). For inmates without funds, attorneys or others can open an account that will enable them to place outgoing telephone or video calls, and the use of deposited funds on the ICSolutions system can be restricted to permit outgoing calls only to selected numbers chosen by the fund depositor.