



COURT OF COMMON PLEAS OF DELAWARE COUNTY, OHIO  
DELAWARE COUNTY COURTHOUSE  
117 NORTH UNION STREET, LEVEL 500  
DELAWARE, OHIO 43015

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

Updated May 2, 2022

**I. Judge David M. Gormley's Hearing Procedures:**

The following hearing procedures are currently in effect for any hearings scheduled before Judge Gormley:

- All criminal and civil hearings will be conducted in-person unless otherwise ordered by the Court.
- In-custody defendants will appear via Zoom from the Delaware County Jail for pre-trial conferences. In-custody defendants will appear in-person for all other hearings, unless otherwise ordered.
- Attorneys are required to appear in-person unless otherwise ordered.

**II. Judge James P. Schuck's Hearing Procedures:**

The following hearing procedures are currently in effect for any hearings scheduled before Judge Schuck:

- All criminal and civil hearings will be conducted in-person unless otherwise ordered by the Court.
- Attorneys are required to appear in-person for all hearings unless otherwise ordered.

**III. Initial Appearance Docket Procedures:**

- The initial appearances scheduled at 1:00 p.m. daily before a magistrate will provide for the option for counsel to appear either in-person or via Zoom.
- In-custody defendants will appear via Zoom from the Delaware County Jail.

**IV. Zoom Hearing Procedures:**

For any hearings conducted via Zoom, these procedures apply:

A. Remote Videoconference via Zoom:

- In accordance with Ohio Criminal Rule 43, criminal defendants can participate in their hearings through a computer webcam or a smartphone utilizing Zoom technology.
- We ask that all attorneys, parties, or others who participate in our hearings through Zoom ensure that their electronic devices are adequate, that all participants understand how to connect to a videoconference with us, and that everyone has signed in and is ready to go at the scheduled starting time for each hearing.
- We expect the same decorum and courtesy on our Zoom hearings as we expect in the courtrooms themselves. Appropriate attire, courteous language, and respect for others' time are appreciated whether you are participating in a hearing in the courtroom or on Zoom

B. Zoom Meeting IDs:

**Judge Gormley's Courtroom Zoom Connection** (only for cases ordered by the Court to be conducted via Zoom):

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

Meeting ID: **502-612-9738**

Dial-In Option: 1-253-215-8782; Meeting ID: **502-612-9738**

**Judge Schuck's Courtroom Zoom Connection** (only for cases ordered by the Court to be conducted via Zoom):

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

Meeting ID: **711-328-6604**

Dial-In Option: 1-253-215-8782; Meeting ID: **711 328 6604**

**Zoom Information for Hearing Rooms** (\*Note-there may be times court staff will advise that another Zoom ID will be utilized)

<https://zoom.us/j/4973891762>

Meeting ID: **497-389-1762**

Dial-In Option: 1-253-215-8782; Meeting ID: **497-389-1762**

C. Signing Documents (Zoom Hearings):

1. Plea Paperwork:

○ Out-of-Custody Defendants:

- The prosecutor and defense counsel should electronically circulate any plea paperwork and should sign those documents before any change-of-plea hearings.
- Defense counsel should coordinate with their clients to obtain their signatures.
- 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.

○ Defendants in the Delaware County Jail:

- First, the prosecutor and defense counsel should circulate and sign the plea paperwork (may be either physical or electronic signatures).
- Second, defense counsel should obtain defendant's signature either by meeting in-person with their client at the jail or emailing 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.
- Third, the plea paperwork should be emailed to the assigned judge's office. If the plea paperwork has been provided to the jail via email, 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)).

2. Recognizance Bond:

- Out of Custody: Defendants appearing via Zoom and 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>

File the recognizance bond only 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:

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

- 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.

3. Waiver of Extradition:

- Out of Custody: Defendants appearing via Zoom 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:

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

- 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.

D. Presenting Evidence on Zoom:

For any hearings at which you intend to offer exhibits via Zoom, you should save your documentary exhibits in a digital format so that they can be displayed through Zoom’s “share screen” function with any parties or attorneys who participate in the hearing on Zoom. Before your hearing, save any digital-format exhibits with appropriate file names – such as State’s Exhibit 1 or Defendant’s Exhibit A – and have your exhibits ready on your device to present through Zoom’s “share screen” feature during your hearing. You should also provide a physical or electronic copy of your exhibits to the court in advance of the hearing. If you have a large volume of electronic exhibits to transmit, you may notify court staff who will provide you with a link to an online site where you can upload and share your exhibits. Please feel free to reach out to court staff before your hearing if you want to learn more about presenting your evidence through Zoom.

**V. Fingerprinting & DNA Collection.**

The Delaware County Sheriff's Office now is processing fingerprints, photographs, and DNA samples here at the courthouse for out-of-custody defendants.

When processing is required, the defendant will report down to the fingerprinting room located on Level 300 in the Adult Court Services lobby immediately following the hearing.

If a defendant has appeared via Zoom for the hearing, the defendant may call **740-833-2777** to schedule a time for processing.

**VI. Adult Court Services.**

Defendants who appear via Zoom and are ordered by the court to be supervised by Adult Court Services should call that office at 740-833-2570 the same day their hearing is held. Defendants who are physically present at the courthouse for their hearing and are ordered by the court to be supervised by Adult Court Services should report in person to Adult Court Services the same day their hearing is held.

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 the "PSI Packet" that is 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.

## **VII. Communication with Defendants in the Delaware County Jail.**

Attorneys who visit the jail can speak to clients there in the visitation booths to the right of the control room. If you need a larger area to review discovery with your client, please contact Jodi Hough by email at [jhough@co.delaware.oh.us](mailto:jhough@co.delaware.oh.us) or by phone at 740-833-2842 to schedule a time.

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.