

**MIDDLEBURG HEIGHTS MAYOR'S COURT  
NOTICE OF RIGHTS AND PROCEDURES**

**This is a court of law and you are here because you are charged with a violation of an ordinance of the City of Middleburg Heights, OH. There will be no smoking, eating, talking, or cell phone use in the Courtroom.**

When your name is called, you must stand before the Court for the purpose of entering a plea. You will enter your plea after the charges are read to you by the Magistrate. You need make no additional statement. Any statement you choose to make may be used against you. You **MUST** enter one of the following pleas:

1. **NOT GUILTY:** If you plead **NOT GUILTY** to the charge(s), your case will be transferred to the Berea Municipal Court for trial.
2. **GUILTY:** If you plead **GUILTY** to the charges, your case will be disposed of in the Middleburg Heights Mayor's Court.
3. **NO CONTEST:** The plea of **NO CONTEST** is not an admission of guilt, but it is an admission of the truth of the facts alleged in the Complaint filed against you. It cannot be used against you in any subsequent civil or criminal action. If you enter a **NO CONTEST** plea, the Court will review the circumstances of the offense from the police officer or Complaint, together with any statement you may wish to make. After your statement, the Court will find you guilty or not guilty.

If you enter a **GUILTY** or **NO CONTEST** plea, you must sign the bottom line of this form, which provides for a waiver of trial by jury. All persons charged with traffic or criminal offenses have a right to trial by jury except in minor misdemeanor cases (where the possible penalty does not exceed a fine of \$150). By signing the waiver, you are giving up the right to trial by jury.

If you plead **NOT GUILTY**, your case will be transferred to the Berea Municipal Court for trial. If you desire a jury trial, you must file a jury demand with the Berea Municipal Court.

**TRAFFIC CONVICTIONS ARE REPORTED TO THE BUREAU OF MOTOR VEHICLES  
AND BECOME PART OF YOUR DRIVING RECORD.**

Attorneys are welcome in the Court. If you desire to have an attorney present with you before entering a plea, you must request a continuance of the proceedings. If a continuance is requested, you must appear at the next scheduled court date. If you desire an attorney but cannot afford one due to reason of poverty, a **NOT GUILTY** plea will be entered on your behalf and your case will be transferred to the Berea Municipal Court. The Berea Municipal Court will appoint an attorney to represent you free of charge if you meet the income requirements.

**JURY WAIVER - NO CONTEST OR GUILTY PLEA**

I waive my right to legal counsel and trial by jury and enter a plea of \_\_\_\_\_ to the charges pending against me in this Court.

**ADVICE FOR NON-CITIZENS**

**“If you are not a citizen of the United States, you are hereby advised that conviction of the offense(s) to which you are pleading guilty or no contest may have the consequences of deportation, exclusion from admission to the United States, or denial of naturalization pursuant to laws of the United States.” Ohio Revised Code 2943.031(A).**

I am a U.S. Citizen

\_\_\_\_\_  
Defendant - Signature

I am not a U.S. Citizen

\_\_\_\_\_  
Defendant's Attorney/Witness

\_\_\_\_\_  
Date