



WILLOUGHBY MUNICIPAL COURT  
LAKE COUNTY, OHIO  
4000 ERIE STREET  
WILLOUGHBY, OHIO 44094

Chambers of  
Judge Marisa L. Cornachio

Telephone: 440-953-4150  
Website: [www.willoughbycourt.com](http://www.willoughbycourt.com)

MEMORANDUM

DATE: March 16, 2020  
RE: Response to COVID-19 Public Health Crisis

In response to the many changes regarding procedure issued via Administrative Order, the following is a summary of important points to remember:

- The Court will continue to conduct its daily operations and use technology whenever practicable to limit the number of individuals entering the courthouse.
- Access to the second floor of the courthouse will be limited to parties to a case, including the victim, attorneys, witnesses and jurors.
- Non-essential visitors will not be granted access to the courthouse. Entry is not permitted for the purpose of payment. Payment may be made via website, phone or outside drop box.
- Ticket waivers are accepted via the website and over the phone.
- Police officers should not report to court for any pre-trial unless directed by the Prosecutor. Witnesses are not permitted entry unless required for an evidentiary hearing.
- No transports will be accepted from the jail unless authorized by the Judge. Video technology will be used to facilitate needed hearings.
- All probable cause warrants and investigatory subpoenas will be conducted via telephone. Contact court to schedule search warrants when applicable.
- A temporary bond schedule has been adopted. The primary change is setting personal bonds for low level felony offenses (F-4 and F-5 drug offenses and property offenses, including theft, RSP, passing bad checks, forgery, misuse of credit cards). Call for bond on any firearm offenses. Officer retains discretion to hold for bond hearing.
- Forcible entry and detainer actions, small claims, trials, garnishment hearings, objections and bank attachments shall proceed in the courthouse as scheduled.
- Weddings are canceled until further notice.

**WILLOUGHBY MUNICIPAL COURT**  
**TEMPORARY AMENDED BOND SCHEDULE**

<b>CRIMINAL OFFENSES:</b>			
Felonies	No Bond, with exceptions below		
Non-Violent F4 & F5: (Drug Possession, Theft, Forgery, Misuse of Credit Card, RSP, etc.)	\$5,000.00 /Personal Recognizance		
Domestic Violence	No Bond		
Probation Violation	Call Magistrate/Judge for Bond		
Failure to Appear / Bench Warrant	Call Magistrate/Judge for Bond		
Violation of Protection Order	No Bond		
Flee & Elude (misdemeanor)	Call Magistrate/Judge for Bond		
Any Firearms Charge	Call Magistrate/Judge for Bond		
<b>TRAFFIC OFFENSES:</b>	<b>Resident of Lake or Neighboring County (Cuyahoga/Geauga/Ashtabula)</b>	<b>Resident of other Ohio County</b>	<b>Out of State Resident</b>
Operating a Vehicle Under the Influence	\$5,000.00 / Personal Recognizance	\$3,500/10% cash/surety	\$10,000/10% cash/surety
OVI (2 or more in 10 years)	\$5,000.00 / Personal Recognizance with SCRAM <sup>1</sup>	\$3,500/10% cash/surety	\$10,000/10% cash/surety
Physical Control	\$5,000.00 / Personal Recognizance	\$3,500/10% cash/surety	\$10,000/10% cash/surety
Driving Under OVI Suspension	\$5,000.00 / Personal Recognizance	\$3,500/10% cash/surety	\$10,000/10% cash/surety
<b>ALL OTHER CRIMINAL CHARGES:</b>	<b>Resident of Lake or Neighboring County (Cuyahoga/Geauga/Ashtabula)</b>	<b>Resident of other Ohio County</b>	<b>Out of State Resident</b>
1 <sup>st</sup> Degree Misdemeanor	\$5,000.00 / Personal Recognizance	\$3,500/10% cash/surety	\$10,000/10% cash/surety
2 <sup>nd</sup> Degree Misdemeanor	\$5,000.00 / Personal Recognizance	\$3,500/10% cash/surety	\$7,500/10% cash/surety
3 <sup>rd</sup> Degree Misdemeanor	\$2,500.00 / Personal Recognizance	\$2,500/10% cash/surety	\$5,000/10% cash/surety
4 <sup>th</sup> Degree Misdemeanor	\$2,500.00 / Personal Recognizance	\$2,500/10% cash/surety	\$5,000/10% cash/surety

If NO BOND is indicated, bond will be set by the Judge or Magistrate via phone or e-mail, OR on the next business day where video arraignments occur. Bond determinations can be made throughout any business day and on weekends.

The bond amounts set herein are applicable whenever not otherwise contrary to Ohio law. **The arresting law enforcement agency may hold a defendant when defendant has a record of non-appearance or the law enforcement officer has reason to believe that the amount set forth herein will not secure the defendant's appearance, or there is a concern that violence is imminent.**

<sup>1</sup> SCRAM to be installed following Arraignment at Court

WILLOUGHBY MUNICIPAL COURT  
LAKE COUNTY, OHIO

**IN RE: THIRD ADMINISTRATIVE ORDER IN RESPONSE TO THE COVID-19 PUBLIC HEALTH CRISIS**

Local Rules of Court are modified as follows, effective immediately:

Non-essential visitors will not be granted access to the courthouse. Entry is not permitted for the sole purpose of payment. Payment may be made via the website [www.willoughbycourt.com](http://www.willoughbycourt.com), over the phone at (440) 953.4150 or through use of the outside drop box, located at the edge of the parking lot on Erie Street. In person payments are temporarily suspended.

WILLOUGHBY  
MUNICIPAL COURT  
WILLOUGHBY, OHIO  
2020 MAR 16 PM 3:44  
FILED

IT IS SO ORDERED.

  
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JUDGE MARISA L. CORNACHIO

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