

Traffic/Criminal Matters:

If you have received a notice to appear in court, your appearance is mandatory, failure to appear may result in a warrant for your arrest being issued.

Permitted Alternative to Appearance effective May 11, 2020 until further notice:

Arraignment: If you have received a traffic citation or criminal complaint (non-violent offense) and are required to appear for your first hearing in Court you may waive the appearance by doing the following:

- Submit a plea of not guilty, using the form above.

Submissions can be made by fax (440) 234-2768 or email at traffic@bereacourt.com or by drop-box located in the entrance lobby of the Court House building, access to the drop-box is available 7 days a week, 24 hours.

Waiverable Offenses: If you have received a traffic/criminal violation and the offense is waiverable and you do not wish to contest the citation you may resolve the matter by paying the citation without appearing by doing one of the following:

- Online through the payment tab on our site www.bereamunicourt.org,
- Mail your payment to the Berea Municipal Court, 11 Berea Commons, Berea, Ohio 44017,
- Drop your payment off in a sealed envelope in the drop-box located in the entrance lobby of the Court House building; access to the drop-box is available 7 days a week, 24 hours,
- Phone payments may be made Monday – Friday 8:30am – 3:30pm by calling (440) 826-5860 option 3.

Fines/Cost Hearing: Fines/Cost payments may be made by doing any of the following:

- Drop your payment off in a sealed envelope in the drop-box located in the entrance lobby at the Court,
- Pay over the phone by contacting the Court Monday – Friday 8:30am – 3:30pm by calling (440) 826-5860 option 3.

Mandatory Participation:

Arraignment: Those who have not opted for an alternative to appearance as stated above shall appear for the scheduled arraignment date and time.

Telephonic Pretrial Hearing: Participation is mandatory by phone; Attorneys shall participate on behalf of their client. Any person not having an Attorney must call in for the Telephonic Pretrial on their scheduled date.

Plea Hearing: Attendance is mandatory by the defendant and the Attorney.

Sentencing Hearing: Attendance is mandatory by the defendant and the Attorney.

Fines/Cost Hearing: Those who have not opted for an alternative to appearance as stated above shall appear for the scheduled payment date and time.

Probation Violation Hearing: Attendance is mandatory by the defendant and the Attorney.

Probation Appointments: ALL probation appointments will be conducted via telephone, if you have not received instructions from your probation officer you should contact them immediately, click on the “Departments” tab on this site for Probation Officer contact information.

Motions and Filings: The Court will accept filings including but not limited to, plea of not guilty, continuance, motions, etc. by facsimile (440) 234-2768, mail or the drop-box located in the entrance lobby of the courthouse. The appropriate fees must accompany the filing if by mail or drop-box or arrive within five (5) business days of fax filing.