

2.10 WRITTEN PLEAS OF NOT GUILTY - WPNG

1. In-Person Filing of WPNG for Attorneys

~~The attorney shall file the entry with the Clerk of Court's on the date of arraignment.~~
Written pleas of not guilty may be filed by counsel in person on the day of arraignment until 11:45 AM in room 113 of the Clerk of Courts Office or in the arraignment room up until 15 minutes prior to the scheduled start of the docket. The Clerk will pull all jackets and take them to the Assignment Commissioner's Office, along with the attorney, who shall be responsible for obtaining the court dates and informing client(s).

2. Electronic Filing of WPNG

Written pleas of not guilty may be filed electronically via email with the Assignment Commissioner's Office no sooner than the business day prior to scheduled arraignment and no later than 10:00 AM (2:00 PM for night court) the day of arraignment.

3. Pro-Se Written Pleas of Not Guilty - Minor Misdemeanor Procedure

- a. Written plea forms will be available at the Clerk's office in Room 112.
- b. The defendant shall go to the Clerk's office on the day of arraignment, prior to 11:45 AM, to request to file a written plea. Defendant will fill out the form and Clerk's office will pull the file and take it to the Assignment Commissioner. The Assignment Commissioner will schedule the trial date with the defendant.

4. OVI and related cases:

1. Written Pleas of not guilty and requests for continuance and waiver of arraignments will be accepted from attorneys only.
2. Waivers of Arraignment will be accepted on those defendants who have attorneys and who are alleged to be first or second offenders and an ALS has been issued in the case. Conditions must be verified and the written plea form must be signed by the requisite prosecutor's office.
3. All forms must be filed on the dates of arraignment.

a. EXCEPTIONS:

Per Administrative Order and Agreement of the Joint Session, written pleas of Not Guilty will not be accepted for Domestic Violence (RC 2919.25); Menacing by Stalking (RC 2903.211); Violation of a TPO (RC 2919.27); Aggravated Trespass (RC 2911.211); Vehicular Homicide (RC 2903.06(C)) and Vehicular Manslaughter (RC 2903.06(D)); Any violation of RC 2907; or any other charge in which a Protection Order is requested; written pleas of not guilty may be accepted for Domestic Violence cases in which a TPO has been previously addressed. Written Pleas will not be accepted on any case in which the defendant is incarcerated unless a bond has been previously set.