The State of Ohio,

Plaintiff,

vs. Case No. {{ case\_number }}

{{ defendant.first\_name }} {{ defendant.last\_name }},

Defendant. **Judge Marianne T. Hemmeter**

**Assigned to:**

**Judge Marianne T. Hemmeter**

{% if interpreter\_required is true %}{{‘\n’}}**Interpreter Required:** {{ interpreter\_language }}{% endif%}

**SCHEDULING ENTRY**

The Court hereby advises the parties of the following:

1. The parties shall file Pre-Trial Motions in accordance with the requirements set forth in Ohio Criminal Rule 12(D).
2. All matters before the Court shall proceed as set forth below unless otherwise requested in advance by the parties, in writing, and approved by the Court. {% if pretrial\_scheduled is true %}
3. The parties shall participate in a telephonic pre-trial conference on or before **{{ pretrial.date }} between 3:00 PM and 5:00 PM.**

* **If you have not retained an attorney by the above pre-trial date, you must contact the Delaware City Prosecutor’s Office at 740.203.1175 on the pre-trial date.**

1. Following the pre-trial, Counsel for the State shall submit to the Court a Pre-Trial Conference Memorandum if the matter requires scheduling for a motion hearing or change of plea. {% endif %}
2. The parties shall appear for an in-person Final Pre-trial Conference on **{{ final\_pretrial.date }} at {{ final\_pretrial.time }}**. The Court cannot conduct a change of plea hearing during the scheduled Final Pre-trial Conference without prior notice from the parties and approval of the Court.
3. This matter is scheduled for **Jury Trial on {{ jury\_trial.date }} at {{ jury\_trial.time }}.**
4. The parties shall reduce all stipulations to writing and file them with the Court no later than the beginning of trial.
5. Prior to trial, the parties shall submit all proposed special jury instructions to the Court in writing.

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| Judge Marianne T. Hemmeter |

