

NOTICE TO VISITORS

Due to the Governor of Ohio's Order, a Shelter-in-Place is in effect as of Monday, March 23, 2020, to April 6, 2020. The Wayne County Municipal Court has adopted the following procedures.

Filings: Criminal & Traffic Motions/ Civil/ Driving Privileges

Staff are available in the building for immediate assistance to file requests for emergency relief only, such as but not limited to, civil protection orders/temporary protection orders. **Please call (330) 287-5670.** An employee will greet you at the main entrance to assist.

All other filings can be mailed to the Municipal Court at, 215 North Grant Street – Wooster, Ohio 44691. Or you can utilize the "Drop Box" to the left of the Municipal Court's main entrance. In addition, if applicable, the Court encourages you to electronically file.

Filings will be processed on the date received, unless after the close of business Monday through Friday, 7:30 a.m. to 4:30 p.m. If you need assistance in obtaining the proper documentation necessary to file, please utilize www.waynemunicipalcourt.org or call (330) 287-5670. Speak directly to an employee, please do not leave a voicemail, and the correct forms will be mailed to you.

Fines and Costs:

All fine and cost due dates/waiver pay-by-dates have been extended for thirty days, or at a minimum, until April 13, 2020, depending on your original date.

If you desire to pay your case in full, you can utilize our online payment system. If you are making a monthly payment you can utilize the "Drop Box" to the left of the Municipal Court's main entrance or mail your payment to the Court. If using the "Drop Box" please do not use CASH!

Methods of Payment:

1. Pay online at www.waynecourts.org. At the bottom of the webpage, click EPAY and follow the procedures for payment. To note, there is a 5% additional fee for utilizing the electronic payment system.
2. Pay by calling, 1-877-685-4498. To note, in utilizing the telephone payment system there is a 7% additional fee.
3. Call the Clerk of Court at (330) 287-5650, to receive the exact amount you owe. By means of personal check, money order, or cashier's check you can mail the payment to the Court at, 215 North Grant Street – Wooster, Ohio 44691, or utilize the "Drop Box" to the left of the Court's main entrance. All checks should be written out to the Wayne County Clerk of Court.

If you need to show proof of insurance, please mail a copy of said insurance to the Court as well. Include on a separate sheet of paper your name, date of birth, and case number.

Probation/Home Arrest:

If you are reporting to the Probation or Home Arrest Departments, call your officer directly. If you do not have their number, you can obtain their direct line by visiting www.waynemunicipalcourt.org. All probation/home arrest reporting will be conducted via telephone until further notice. If necessary, probation/home arrest officers may establish an in-person meeting at the Courthouse.