

***Please note, it is up to the Judge if this written Plea of Not Guilty will be accepted.**

PORTAGE COUNTY MUNICIPAL COURT

State of Ohio/ City or Village _____

Case Number _____

or

Ticket Number _____

vs.

Defendant

NOT GUILTY PLEA AND WAIVER OF TIME

I hereby enter a plea of NOT GUILTY to the charges in the above referenced case. Please have this matter set for a pretrial and notify me at the address below. I waive my right to have this set within the time provided by law.

☐ Defendant hereby waives the statutory time limits of ORC section 2945.71

Signature of Defendant

Address

Phone Number

City, State & Zip

Date

Email Address

You can email, fax, or mail this form to the Portage County Clerk of Courts. This form must be *received* by the Clerk's office prior to your hearing date to waive your appearance.

Ravenna Branch

Mail: Portage County Clerk of Courts
203 West Main Street
Ravenna, Ohio 44226

Email: ravennacriminalcoc@portageco.com

Fax: 330-297-5867

Kent Branch

Portage County Clerk of Courts
303 East Main Street
Kent, Ohio 44240

kentcriminalcoc@portageco.com

330-677-9944