

---

## **CONDITIONS OF BOND**

**SCRAM** If you have been ordered to have the SCRAM device as part of your condition of bond, you must contact **Ohio AMS at 216-525-3112 Ext. 1**. You will need to make financial arrangements with them. Once the arrangements have been made, they will schedule a technician to come and install the device. There is a fee of \$131.00.

**GPS** If you have been ordered to have the GPS device as part of your condition of bond, you must contact **Ultimate Protection Inc. at 1-800-654-9210**. You will need to make financial arrangements with them. Once the arrangements have been made, they will schedule a technician to come and install the device. There is a fee of \$150.00.

**SMARTSTART** If you have been ordered to have the IN-HOM device as part of your condition of bond, you will need to complete a contract with a Community Control Officer and you will need to contact **Snappy's Automotive at 320 London Rd. Suite 108 Delaware Ohio 740-917-7100** to schedule an appointment and make the financial arrangements. There is a fee of \$ 155.00.

## **Delaware Municipal Court**

**Web site: [www.municipalcourt.org](http://www.municipalcourt.org)**

You can look up public records.

You can pay your fines & court cost.

You can get court forms.

### **Important Numbers you may need:**

<b>Clerk of Court</b>	<b>740-203-1570</b>
<b>Office of Community Control</b>	<b>740-203-1525</b>
<b>Delaware County Prosecutors</b>	<b>740-203-1175</b>
<b>Public Defenders Office</b>	<b>740-833-2780</b>
<b>Delaware County Jail</b>	<b>740-833-2848</b>
<b>D &amp; B Immobilization</b>	<b>440-882-6223</b>

---

## **The Delaware Municipal Court Resource Guide:**

- Scram
- GPS
- Smart Start
- Restitution
- Expungment
- Driving Privileges
- More time to pay
- To pay public defender fees

**Justice Center**

**70 N. Union St.**

**Delaware, Ohio 43015**

---

## Do you need more time to pay?

If you need to request more time to pay your fines and court cost, you will need to appear on the due date (**ALWAYS ON A TUESDAY**) at 10:00 a.m. and go to court to ask for more time, **or** you can file a motion by writing a letter to the Judge and file your request at the Clerk of Courts. Keep in mind that any additional time requested there will be additional court cost added to your balance. You can also ask the court permission to preform community service to go towards your fines and court cost if you are indigent.

## Do you need to pay your Public Defender fees?

If you need to reimburse your Public Defender fees from your case, you will need to contact the Delaware County Auditors Office at 140 S. Sandusky Street, 740-833-2920 and they will tell you how much you owe. You will **not** receive any additional information from the court telling you how much they are. It is your responsibility to follow up. Once you get your fees paid in full, please bring your receipt to the Office of Community Control at 70 N. Union St. 740-203-1525. If you fail to do so, you may be found in Contempt of Court.

## Do you need to file for driving privileges?

You must get an application from our website, at [www.municipalcourt.org](http://www.municipalcourt.org), or a copy from the Clerk of Courts office. You must complete that document, provide proof of insurance, and any additional documents that show your work/school schedule. There is a \$30.00 filing fee that will need to be paid when you go to file for them.

**Any modifications to your driving privileges will require that you file a new application with the updated information at the Clerk of Courts office.**

If your Driving Privileges have been approved and you are ordered to have your vehicle equipped with the **Guardian Interlock** device, you will need to report to the Office of Community Control to go over a contract with them. Please stop by their office or contact them at 740-203-1525 to

## Do you owe restitution?

If you owe restitution in your case you will need to bring a money order made payable to the victim (s) in your case. If you have more than one victim, you will need a money order for each victim, **NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED**. You will bring the payment and a postage stamp to the Office of Community Control at 70 N. Union St. They will make a copy of the payment and envelope and give you a copy as your receipt. We will then mail out the money order directly to the victim and send a copy to the Clerks office for your court file.

## How to file for an Expungment?

If you want to file for an expungment, you may get a copy of the application from the Clerk of Court, or you can download it from our website [www.municipalcourt.org](http://www.municipalcourt.org), it is listed under court forms. Once you have completed the application please return it to the Clerks office with the filing fee. Once your application has been reviewed you will receive a court date in the mail to appear for a hearing.