

**Rule 2**  
**COURT SESSIONS**

(A) Court is in session daily, Monday through Friday, from 8:30 a.m. to 4:30 p.m. Court will be in session at 8:30 a.m. on Saturday mornings when there is a legal holiday on either the Friday preceding or on the Monday following, and as otherwise ordered by the court.

(B) Custody misdemeanor arraignments and arraignments for defendants charged with repeat OVIs and vehicular or negligent homicides will be held in courtroom #4 at 9:00 a.m., Monday through Friday. Arraignments for persons summoned or released on personal recognizance or monetary bonds and traffic court will be held in courtroom #4 at 1:00 p.m., Monday through Friday. Proceedings in aid of execution will be held in courtroom #4 at 1:45 p.m. and 2:15 p.m. on Tuesday, Wednesday and Thursday of each week. Miscellaneous civil matters relating to garnishments, replevins and other attachments will be heard in courtroom #9, Monday through Friday at 8:30 a.m. First offense license forfeiture hearings and Bureau of Motor Vehicle administrative hearings will be heard in courtroom #4 at 1:30 p.m. Second offense license forfeiture hearings will be scheduled on the docket of the assigned judge. Small claims proceedings will be heard in courtroom #9 at 9:00 a.m. Monday through Friday. Felony arraignments and preliminary hearings will be heard in courtroom #3 at 9:00 a.m., Monday through Friday. When a regularly-scheduled court day falls on a holiday weekend, felony cases will be merged with misdemeanor arraignments in courtroom #4, except that no preliminary examinations will be held on Saturdays.

(C) Housing court will be held on Wednesdays and Thursdays for criminal cases with full day sessions on four out of seven weeks in courtroom #2 at 9:00 a.m. The remaining Wednesday and Thursday sessions will begin at 1:30 p.m. The housing court magistrate will hear forcible entry and detainer (FED) cases in courtroom #9 at 1:30 p.m., Monday through Friday. Rent escrow cases will be heard by the magistrate in courtroom #9 at 1:00 p.m., Monday through Friday.

(D) The seven judges in Toledo Municipal Court hear cases on a rotation basis, except that all cases involving housing matters will be assigned to the housing judge. The seven week rotation is as follows: one week in courtroom #4 misdemeanor arraignments; one week in criminal and civil trials; one week as duty judge; one week in criminal and civil trials; one week in courtroom #3 felony arraignments; and two weeks in criminal and civil trials. Court and jury trials will be scheduled on the dockets of the individual judges by the court services department.