



ASHLAND COUNTY COMMON PLEAS COURT  
General and Domestic Relations Divisions  
142 West Second Street, Ashland, Ohio 44805  
Website: www.ashlandcommonpleas.com

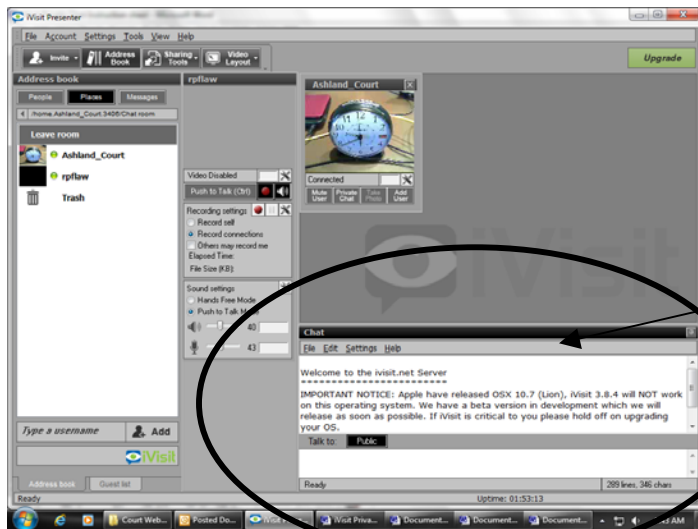
Phone: 419-282-4291

Facsimile: 419-281-8315

## ***iVisit* “Private Chat”**

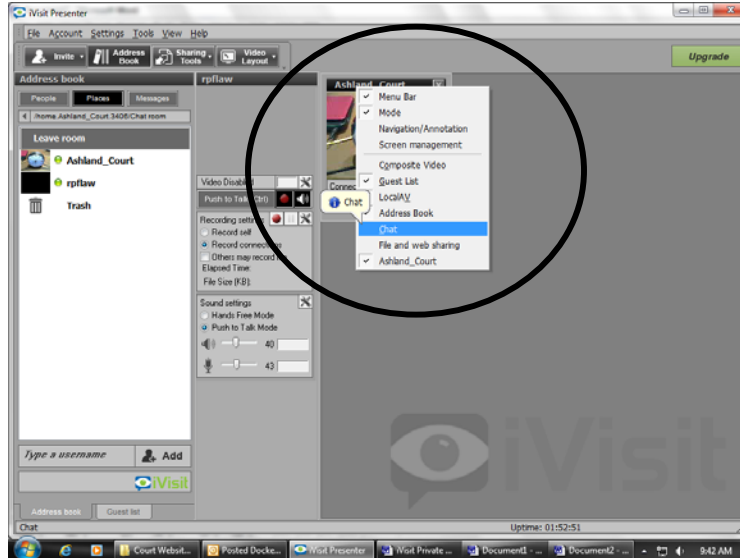
During a Defendant’s *iVisit* hearing where an attorney is participating on his behalf (most likely at an arraignment), he/she has the right (Crim. R. 43) to privately communicate with his/her attorney. To facilitate that right, “Private Chat” through *iVisit* will be used in the following manner:

1. When logged on to *iVisit*, make sure the “Chat” window is open:



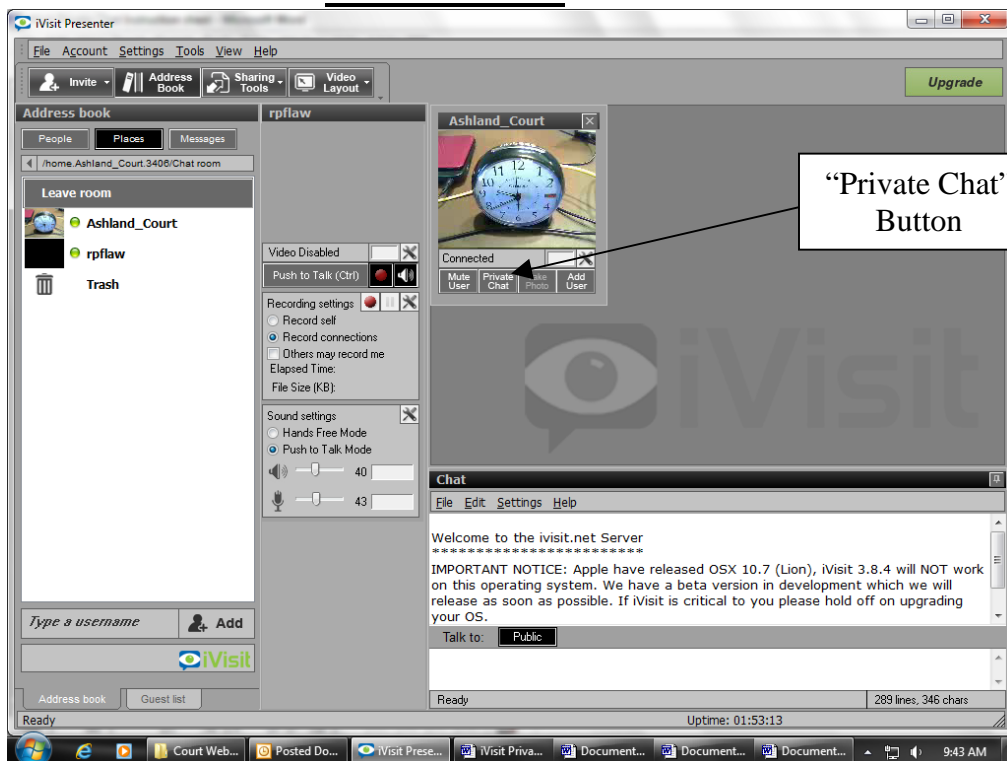
Chat  
Window

2. If the “Chat” window is not already open, it can be opened by **RIGHT** clicking on the window of your own video feed, so that a menu opens as follows:

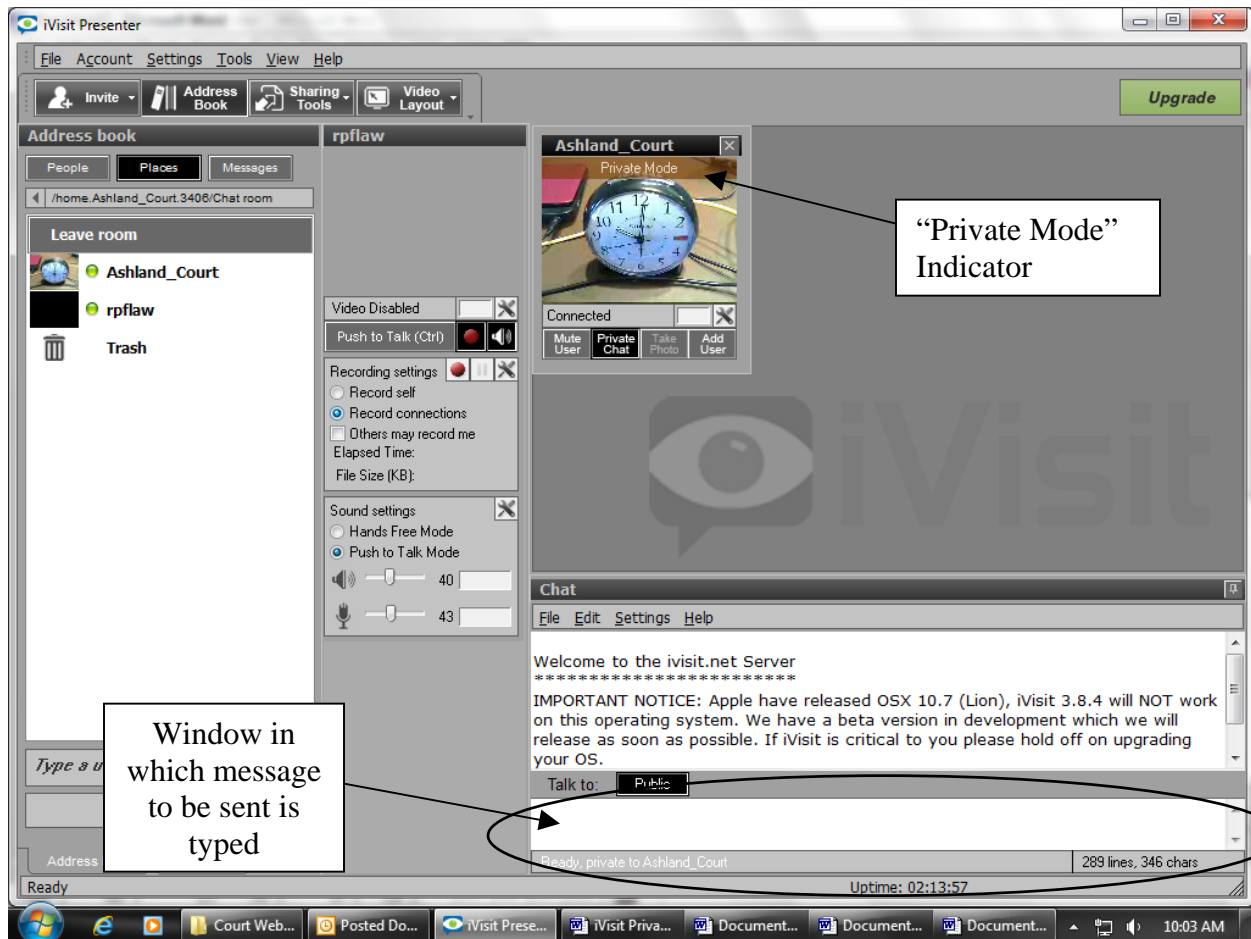


3. When this window opens, LEFT Click on “Chat” and the chat window should open.

4. ONCE THE CHAT WINDOW IS OPEN, FOR THE DEFENDANT TO COMMUNICATE PRIVATELY WITH HIS/HER ATTORNEY THROUGH TEXT MESSAGING, CLICK ON THE “PRIVATE CHAT” BUTTON ON THE **ATTORNEY’S** VIDEO FEED:



5. If the Private Chat is ACTIVE, you will see a “Private Mode” indicator appear on the Attorney’s video feed window:



6. Once in “Private Mode”, private messages can be typed and sent to the Attorney by using the chat box identified in the above graphic – message is typed and sent by hitting the “Enter” key.
7. IF the Attorney wants to communicate **privately** with his/her client, the Attorney must also communicate by “Private Chat” using the same methodology. For that reason, **private texting using this chat window should ONLY be viewed by those participating in the “Private Chat.” Any Deputy assisting the Defendant should NOT view the private text exchange since this could violate the Defendant’s rights.**
8. **CAUTION !!!! – REMIND THE DEFENDANT THAT ALL AUDIO (VOICE) CONVERSATION IS STILL HEARD AND RECORDED.**