



**SUHRE** &  
ASSOCIATES, LLC

---

ATTORNEYS AT LAW

# NAVIGATING YOUR CASE:

**KEY INFORMATION,  
FAQS, AND STAYING  
CONNECTED**

**We're committed to providing exceptional service  
and look forward to assisting you every step of the way!**

## **MEET OUR CASE MANAGERS**



**HENRI HEYWOOD**

513-230-9625

[hheywood@suhrelaw.com](mailto:hheywood@suhrelaw.com)

Cincinnati & Northern KY Offices



**ADRIAN WELCH**

513-286-3655

[awelch@suhrelaw.com](mailto:awelch@suhrelaw.com)

Cincinnati, Northern KY, Dayton,  
& Indianapolis Offices



**CLAYTON KUTE**

502-461-9066

[ckute@suhrelaw.com](mailto:ckute@suhrelaw.com)

Louisville Office



**CASSANDRA (CASSI) THEIS-VOGL**

859-919-1222

[cvogl@suhrelaw.com](mailto:cvogl@suhrelaw.com)

Lexington Office

We're excited to have you with **Suhre & Associates LLC!**  
To ensure a smooth start, follow this checklist:

# MYCASE GUIDELINES

## • GETTING STARTED WITH THE MYCASE PORTAL

- **Log into the MyCase portal** for secure communication, document uploads, and calendar events.
- Bookmark the portal link and log in frequently to stay updated on your case progress.
- Watch this tutorial video to learn about all the MyCase features: **[Watch the Tutorial Video HERE]**.

## • ENABLING NOTIFICATIONS

- Activate MyCase alerts on your phone and/or email to stay informed about updates and deadlines.
- Once set up, email will no longer be used except for electronic signatures on documents like engagement letters, fee agreements, and records releases.
- All communications with the firm will be through MyCase messages or the secure MyCase texting number—**NOT via email**.

## • COMMUNICATING WITH THE FIRM

- Save our secure MyCase text number: **(513) 457-6081**.
- Send SMS messages to this number—both the lawyer and case manager will receive them.
- Use **MyCase messages** for secure communication. Avoid emailing directly.
- Using MyCase texting and messaging ensures secure communication and links messages to your file for optimal service.

## • USING MYCASE CALENDAR AND COMMUNICATION TOOLS

- Check the **MyCase calendar** tool regularly for court-scheduled hearings and important dates.
- Use **MyCase Messages** to send messages and communicate securely with the firm.
- All communication through MyCase—whether messaging or texting—is directly linked to your case file for better organization and tracking.
- Please remember, email is not used for communication other than electronic signature requests.

## • STAYING INFORMED AND CONNECTED

- **Log in to MyCase** often and explore all the features available to stay engaged with your case.
- Use the portal to review documents, send messages, and track progress to ensure smooth communication and case management.
- Familiarize yourself with MyCase tools, including notifications, calendar features, and secure texting, to stay proactive throughout your case.

**Reach out anytime, we're here to help!**

Contact us if you need assistance accessing the portal or have any questions.

# DRESS CODE FOR COURT: WHAT IS APPROPRIATE?

- **FOR MEN:**

- o Wear a button-down or collared shirt with slacks or nice pants.
- o Avoid graphic t-shirts, shorts, sneakers, or casual attire.

- **FOR WOMEN:**

- o Wear a blouse or conservative top with nice pants or a skirt.
- o Avoid revealing, casual clothing like tank tops, shorts, or flip-flops.

- **GENERAL GUIDELINES:**

- o Ensure clothing is clean and wrinkle-free.
- o Avoid excessive accessories or flashy attire.
- o Closed-toe shoes are preferred.

A respectful appearance conveys seriousness and respect for court proceedings. Judges notice how you come dressed for court. If unsure, consult your attorney.



At Suhre & Associates, we believe that every individual deserves to be heard. When the weight of legal challenges feels overwhelming, we stand as your voice, advocating for your rights with unwavering commitment. We understand that behind every case is a person, and our mission is to ensure your story is told with strength and clarity. No matter the complexity, we are here to guide you, fight for you, and secure the justice you deserve. With us by your side, you're never alone. Together, we will navigate the path to a brighter future. Your voice is our priority.

## **WHAT HAPPENS AT AN ARRAIGNMENT?**

An arraignment, also called an initial hearing or initial appearance, is the first step in a court case. During this hearing, the defendant formally enters a plea of not guilty. The court may also address the issue of bond, which could be set depending on the nature of the case. For example, bonds are typically set for felonies and serious misdemeanors, but not all cases involve bond decisions.

## **WHAT IS A 'CASE NUMBER' OR 'CAUSE NUMBER'?**

A case number (or cause number) is a unique identifier assigned by the Clerk of Court to track your case. It typically consists of a combination of letters and numbers, such as 24/TRC/34241 or 15D02-2501-CM-004012. In addition to the Clerk's number, our office assigns its own case number, which is a five-digit sequential number (e.g., 13223).

## **WHAT HAPPENS AT A PRETRIAL?**

The term "pretrial" can be misleading—it doesn't always refer to the hearing just before a trial. Most of the time, a pretrial is a status conference or a chance to update the court on the case's progress. During this hearing, the prosecutor may share evidence with us, or we might schedule future hearings, such as a motion to suppress evidence or the trial itself.

## **WHAT IS AN ENTRY OF APPEARANCE/DESIGNATION/ NOTICE OF APPEARANCE?**

These terms all refer to the same thing: the attorney's written notice to the court stating that they are representing you in the case.

## **WILL THE ATTORNEY BE THERE WITH ME?**

Yes, your attorney will attend every court appearance. If they are unable to attend due to illness or an emergency, another attorney may cover for them, or the case may be rescheduled.

## **WILL I HAVE TO SAY ANYTHING?**

There are typically two situations where clients need to speak: if the case goes to trial and the client testifies, or if there is a plea. During a plea, the judge will ask the client questions to ensure they understand there won't be a trial and what rights they are giving up by entering the plea.

Additionally, during the sentencing phase, the client may have the opportunity to make a statement. We will know well in advance if you need to speak, and we'll work with you to ensure you are fully prepared.

## **WHEN WILL WE GET THE EVIDENCE?**

After the arraignment, we will file a formal request, known as a discovery request or discovery demand. This starts the prosecutor's obligation to provide us with the evidence they plan to use, as well as any evidence that could be favorable to the defense.

Typically, it takes about three weeks to receive a response, but in some cases, it can take longer. For example, in a DUI case with a blood test, it may take two months or more to receive the results. In felony cases involving DNA testing, it's not uncommon for the results to take several months.

**SUHRE &  
ASSOCIATES, LLC**

---

**A T T O R N E Y S   A T   L A W**