



PRETRIAL CHAT INSTRUCTIONS

Questions? Call Magistrate Barbara Porzio at (330) 764-8736

Pretrial chat home page: <http://www.medinacommonpleas.com/dialog/>

Upon visiting the pretrial chat home page, you will be presented with a listing of open chats. In the left-hand box, click on the chat you would like to enter. Make sure the button next to "Guest" is filled in on the right-hand area (as shown). Click the "LOG IN" button at the lower right-hand portion of the screen.

Currently Active OPEN Chats:

AN OPEN DIALOG DOES NOT UTILIZE AN INVITATION LIST. ANYONE CAN LOG INTO THE DIALOG AND PARTICIPATE.

The screenshot shows a web interface for pretrial chat. On the left, a box lists two active chats: "07:00 AM-11:00 PM - Frederick v. Vehicare" and "07:00 AM-11:00 PM - Pearson v. Shiloh Industries". On the right, there are two radio button options: "Guest" (selected) and "Chat Moderator". The "Guest" option is highlighted in a pink box and includes the text: "Most site visitors will use this option to log into a chat. Guests in Open chats have full chat privileges." The "Chat Moderator" option is in a grey box and includes the text: "Chat moderators are the 'supervisors' of the chat. They have the power to ban users at their discretion." Below these options is a blue "LOG IN" button.

You will then be presented with a login area. Type your name into the first text. Hit TAB or click on the second box, and type in the handle you would like to be referred to as in the chat. **For your handle, please tell us if you are representing the Plaintiff or the Defendant (Defendant1, Defendant2, if multiple parties).** Hit TAB or click on the third text box and type in your email address. Click the "LOG IN" button.

Guest Log In: Frederick v. Vehicare

Field names in **this color** are required fields.

The screenshot shows a login form with four fields: "Name:" (yellow background, containing "Joe Smith"), "Handle:" (white background, containing "Plaintiff", with a note "Handle may be no more than 10 characters."), "Email:" (yellow background, containing "joesmith@hotmail.com"), and "Icon:" (dropdown menu, containing "Guest"). A blue "LOG IN" button is located below the form.

After a successful login, you will arrive at the DiaLOG main chat page. Your first step is to click on the "here" link at the upper right hand of the page. This will popup your message input window. **IMPORTANT:** If you click on another window of your desktop, your message input window may get "hidden" underneath. If this happens, do not despair, simply click the "here" again, and it will reappear.

The image shows two screenshots of the DiaLOG chat interface. The left screenshot shows the main chat window with two messages: "No Messages." and "diaLOG is now online." Below the messages is the "diaLOG v2.0 online chat" logo and the text "Medina Court of Common Pleas Frederick v. Vehicare". The right screenshot shows the message input window, which is a popup window titled "Message Input - Microsoft Internet Exp...". It contains buttons for "LOG OUT" and "PRINT DIALOG", a text input field, a "SEND MESSAGE" button, and a checkbox for "Send message to moderator only". Below the input window is the chat history showing the date and time "Frederick v. Vehicare - 07/19/2004 21:29:32" and the user "Guest".

After popping up your message input window, you can resize it and drag it to the unused space at the upper right hand of the chat window.

The image shows a screenshot of the DiaLOG chat interface with the message input window being dragged to the upper right corner. The main chat window is visible in the background, showing the same messages and logo as in the previous screenshot. The message input window is now positioned in the upper right corner of the chat window, partially overlapping the chat history. Red arrows indicate the movement of the window from its original position to the new position.

At this point, you are ready for your chat.

 **diaLOG:** No Messages.


 **diaLOG:** diaLOG is now online.

 **Medina Court of Common Pleas**
Frederick v. Vehicare

diaLOG Online Chat Version 2 © 2003 Website Design & Development, Ltd.


Frederick v. Vehicare - 07/19/2004
21:29:32


Guest


 **Plaintiff** [Joe Smith](#)


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The left-hand area is for message display. The messages from all chat participants will show up in this window as they are typed.

 **Plaintiff:** 21:42:44 When you type in the message input box and hit enter, your text appears here for all to see

 **Plaintiff:** 21:42:21 This is the message window


 **diaLOG:** diaLOG is now online.

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21:29:32


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 **Plaintiff** [Joe Smith](#)

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The lower right-hand area shows a listing of people who are currently in the chat, and shows (in gray type) the names of participants who have logged out as well.

 **Plaintiff:** 21:42:44 When you type in the message input box and hit enter, your text appears here for all to see

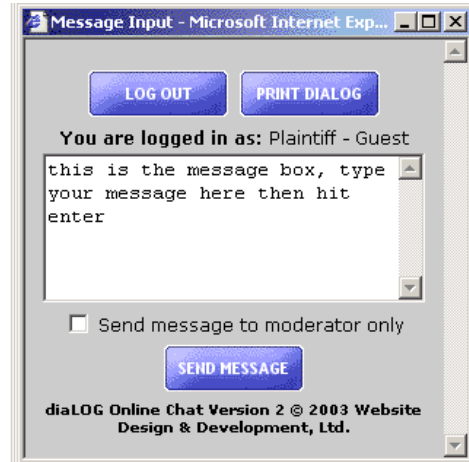
 **Plaintiff:** 21:42:21 This is the message window

 **diaLOG:** diaLOG is now online.

diaLOG v2.0
online chat

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21:29:32**

Guest

 **Plaintiff** [Joe Smith](#)

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Use the "PRINT DIALOG" button to print out a copy of the entire pretrial chat.

 **Plaintiff:** 21:42:44 When you type in the message input box and hit enter, your text appears here for all to see

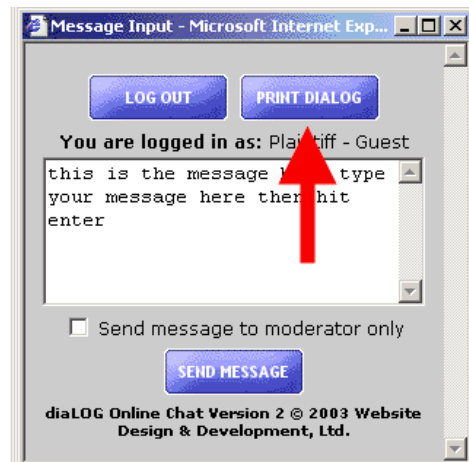
 **Plaintiff:** 21:42:21 This is the message window

 **diaLOG:** diaLOG is now online.

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online chat

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21:29:32**

Guest

 **Plaintiff** [Joe Smith](#)

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Click the "LOG OUT" button when you are finished with the chat.

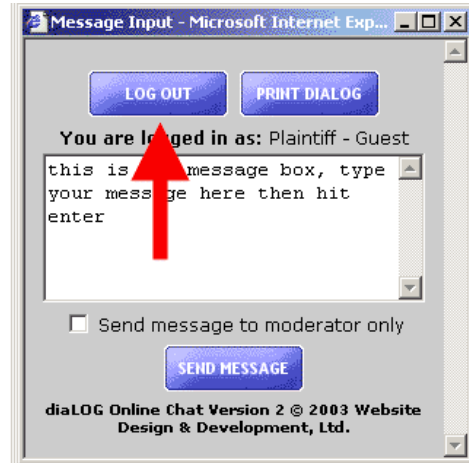
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 **diaLOG:** diaLOG is now online.

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