

## **JUDGE REGISTER'S CRIMINAL DIVISION POLICIES AND PROCEDURES**

The Rules of Judicial Administration require the trial court to monitor and manage its docket to achieve the goals of a speedy, just, and inexpensive resolution of criminal cases. In furtherance of these goals, this information is provided for the benefit of attorneys and parties appearing before Judge Register. The following policies and procedures are implemented for that purpose.

### **PRESENCE OF DEFENDANTS**

A defendant's presence is required at **ALL HEARINGS** unless previously waived by the Court or by court order. However, counsel is authorized to waive the appearance of their clients for routine pretrial conferences in cases where the defendant is out of custody under most circumstances.

Defendants who are court ordered to undergo random urinalysis testing as a condition of their bond **MAY NOT** have their presence waived by counsel unless approved by the Court. The Court will consider requests on a case-by-case basis.

### **PRETRIAL CONFERENCES**

Counsel for both the State and Defense shall have communicated with one another prior to pretrial court dates with an in person visit, phone call, or email. As has historically been the practice in this circuit, Defense counsel should initiate this communication unless previously initiated by the State. This communication should not occur on the eve of court and should occur no later than one week prior to the pretrial date. Counsel for both the State and Defense should be prepared for pretrial when the Court takes the bench and should refrain from using this time to discuss matters that should have been previously discussed as outlined above. During pretrial dates counsel shall update the Court as to the status of the case which includes but is not limited to the following:

1. Any plea offers that have been made by the State and relayed to the Defendant.
2. The status of discovery.
3. Any motions anticipated at the time of the pretrial.
4. Whether depositions are required and when they are set. The parties shall have coordinated or attempted to coordinate a set date for these depositions and inform the Court as to this date. If no firm date as to depositions has been set by the second pretrial date, the parties will be required to bring their calendars to court to coordinate a date certain when depositions will be completed.
5. Any other matters that the Court should consider to encourage the resolution of the case.

The Court will consider motions to continue pretrials prior to the established pretrial date on a case-by-case basis.