MISDEMEANOR COURT PROTOCOL

* TIMING OF THE DOCKET
	+ During arraignment, Judge McCray will stagger the times for the defendants to return for disposition by case number.

Schedule:

* + - * Cases ending in 0, 1, 2 = 8am
			* Cases ending in 3, 4, 5 = 9am
			* Cases ending in 6, 7, 8 = 10am
			* Cases ending in 9 = 11am
	+ Court will recess at 12:00 and begin the afternoon docket at 1:30 for blind pleas.
	+ There will be at least one ADA present in the courtroom at 1:30 pm on Wednesday and Thursday for blind pleas. The ADA will be designated by Mr. Stephenson.
	+ The attorneys and defendants shall wait outside the courtroom until their blind plea case is called by the bailiff.
	+ Inmates will be brought over in the morning to allow time to go over paperwork with their attorneys. All in custody cases will be heard in the afternoon so they may be conducted via video, unless the judge requests the defendant be brought to the courtroom.
* COURTROOM CONDUCT
	+ The judge will announce that no one other than the defendant and their attorney shall be in the courtroom. The judge will excuse extra individuals. The judge will announce that should she find out that this is not heeded, the individual(s) can be held in contempt of court.
	+ Appropriate social distancing in the courtroom, including sitting in the benches, will be observed and respected.
	+ The wearing of masks will be strongly encouraged but not required of the defendants. Regardless, all attorneys, including private attorneys, are required to wear masks (covering mouth AND nose) at all times.
* PUBLIC DEFENDERS
	+ New public defender clients will be escorted from the jury room, by an investigator for the public defender’s office, to an assigned courtroom to fill initial representation paperwork. The investigator will determine the number of individuals in each group.
	+ The request for representation paperwork will be brought to the judge for review.
	+ The defendant will receive one continuance whether they are approved for public defender representation or not.
* PRIVATE ATTORNEYS
* Private attorneys shall sit in the benches until their case is called. They shall not gather in groups nor around the DA’s area.
* Should a private attorney be granted a continuance, he/she must state which time slot (see Schedule under Timing of dockets) they can commit to attend.
* Private attorneys shall inform their clients NOT to appear in the courtroom until their designated time.

\*\*\* NOTE – The defendant’s case number will only be used to establish a time at arraignment for the 1st disposition hearing. Further court hearings will be scheduled at the time requested by counsel. EX: 8,9,10 or 11 a.m.

* CONTINUANCES
	+ Continuances will not be signed on the bench, but will be put in a basket. The continuances will then all be signed in chambers and copies distributed back to the attorneys in the judge’s outbox.
* NEGOTIATIONS
* Pursuant to Administrative Order 2020-21, there will be no negotiating of cases in the courtroom.
* Pursuant to Administrative Order 2020-21, negotiations and paperwork shall be completed prior to the court setting.
* The ADAs will continue to conduct discussions at their convenience prior to the Wednesday and Thursday disposition dockets.
* If the matter is still unresolved, the ADA’s will be available from 1:00-2:30 PM on Wednesdays and Thursdays for further discussions and/or signing paperwork.  Priority will be given to in-custody cases during the 1:00-2:30 timeframe.
* MARSY’S LAW
	+ Pursuant to Administrative Order 2020-21, victims coming to make a victim impact statement may have **one** support person accompany them. The victim will receive instructions from the District Attorney’s office regarding the hearing.