



Calendaring Requests

1. Attorney's, or parties in pro per, may submit a Calendaring Request for Warrant arraignment, Change of Plea/Disposition and Conflict of Counsel as provided below. All other ex parte requests will follow ex parte rules.
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The guidelines below are to be followed for any calendaring requests.

- Use of the calendaring request CR-17 is mandatory.
- Out of custody defendant
 - Calendaring request must be filed with the criminal Clerks Office no later than noon (12:00 PM) on the court day prior to the date requested for appearance. Any request received after noon will be calendared for the next available day.
- In custody defendant
 - If the defendant is in custody this must be noted on the form along with the location where the defendant is being housed. The form must be filed by noon at least two (2) court days before the requested hearing dated to allow time for transportation of the defendant.
- The party requesting the hearing must provide notice to the opposing party by noon on the court day prior to the date requested for out of custody defendants and two (2) court days for in custody defendants. The court will not notify any parties.
- Upon receipt of Conflict of Counsel request - clerk will notify the next available attorney and the attorney is to be advised to be present at the hearing.