

INSTRUCTIONS FOR ATTORNEYS

Entry of Appearance

- _ Entries of Appearance need to be received by the court.
- _ Entries need to include:
 - o Attorney's full name
 - o Attorney's bar number
 - o Attorney's complete mailing address (Street address and PO Box if applicable)
 - o Attorney's Phone and Fax numbers
 - o Defendants full name as it appears on their citation
 - o Docket number if available or citation number
- _ Additional information regarding "Entry of Appearance" that is helpful
 - o Entry of Plea
 - o Request for hearing (Please specify what type of hearing is being requested)
 - o Change of address information if the defendants address on their citation is different from their current address
- _ After the court has received your entry of appearance, the clerk will:
 - o Contact your office to schedule a hearing
 - o The Court Clerk will mail notice to:
 - _ Defense Counsel
 - _ Defendant (At the address listed on their citation)
 - _ Prosecutor (If the hearing scheduled requires their appearance)
 - _ Bondsman (If applicable)

Motions

All motions must be filed with the court in a "Timely Manner".

- _ All motion's filed by Defense Counsel must include the following:
 - o Attorney's full name
 - o Attorney's bar number
 - o Attorney's complete mailing address (Street address and PO Box if applicable)
 - o Attorney's Phone and Fax numbers
 - o Defendants full name as it appears on their Docket
 - o Docket number
 - o Reason for Motion (In the Heading and in the body of the motion)
 - o Stipulation from Prosecutor (This is required for all motions on Pre-Trials, Trials, Suppression Hearing, Disposition Hearings or any hearing that the Prosecutor has been ordered to present for.)
 - o Order from granting the motion for the Judges signature