

ATTORNEY PROCEDURES

- There are NO walk in procedures at this time. All attorneys must attend Court in order to speak with the prosecutor. The prosecutor does NOT have access to cases outside of Court sessions and will not make plea agreements outside of scheduled Court Sessions.
- Police reports are located at the Police Department and are \$10, payable by cash, check or credit cards. Please avoid purchasing these the night of Court.
- If your defendant has NOT been fingerprinted, bring them with you. This will be done during Court. Fingerprinting is ordered by state guidelines and goes off of the initial arrest, it does not matter if the charge was or is going to be amended.

Court Evening Procedure for Attorneys:

- When you check in with the file clerk, you will be given an attorney docket sheet, this sheet should list all defendants set on the docket for the individual attorneys that evening. If you enter on a defendant that evening, you will go to the Check in File Clerk, have them pull the file, and add the name of that defendant to the docket sheet, they will then give to the files to the Courtroom Clerk.
- You will take the docket sheet, get in line in the first two rows on the left side of the room and wait to speak with the prosecutor. NO files will be given to attorneys or the prosecutor any further.
- Make sure you have your police report, copy of citations or anything else you think you will need PRIOR to Court evening.
 - Police reports are located at the Police Department and are \$10, payable by cash, check or credit cards. Please avoid purchasing these the night of Court.
- Provide the prosecutor with the docket sheet provided to you, he will be using this to reference cases while making plea agreements.
- Once you have spoken with the prosecutor, you bring the docket sheet and plea agreements to the Courtroom Clerk, they will pull the files for the Judge, place the plea agreements in the according files and give them to the Bailiff for the Judge or will allow you to take the files to the Payment Clerk downstairs. (Dependent upon the charges)
 - BE SURE TO HAVE ALL PARTIES SIGN THE PLEA AGREEMENTS PRIOR TO GIVING IT TO THE CLERK.
- Plea agreements on NON-MINOR Charges and those with a FINGERPRINT order MUST go in front of the Judge prior to seeing the payment clerk.
- Plea agreements on MINOR Charges may go directly to the payment clerk after the prosecutor, attorney and defendant (if applicable) have signed the plea agreement sheet.