

TO: ALL DEFENDANTS SET FOR NON-JURY TRIAL

FROM: SHARON HATTEN, PRESIDING JUDGE

RE: Municipal Court Non-Jury Trial Procedures

You have requested a non-jury trial on the charges brought against you. The following procedures are in effect for non-jury trials:

1. ALL DEFENDANTS ARE REQUIRED TO BE PRESENT FOR DOCKET CALL AT THE TIME SHOWN ON YOUR TRIAL NOTICE.

2. Docket will be called promptly on time. All defendants absent without previously disposing of their cases will have their bonds forfeited and/or have warrants issued for failure to appear.

3. You have also been given a pre-trial hearing date. It is unnecessary to appear for your pre-trial hearing unless you or your attorney file pre-trial motions.

The following local rules are also in effect:

1. All request for continuance must be filed by eight (8) days preceding the trial date.

2. All request for subpoenas must be filed by noon on the 15th day preceding the trial date.

3. All pre-trial motions must be filed at least seven (7) days before the pre-trial hearing date and in accordance with the Code of Criminal Procedure, Article 28.01.

4. All defendants (whether represented by an attorney or not) are encouraged to contact the **City Attorney's office at 685-7305**, if they wish to discuss the case with a prosecutor or wish to negotiate a plea agreement.

5. All plea agreements with the prosecutor's office are required to be completed by the Friday preceding the trial date.

All Motions and Requests must be filed in writing before the above deadlines. ***YOU MAY NOT REQUEST A CONTINUANCE OR SUBPOENAS ON THE TELEPHONE.***

Defendants, attorneys and attorney staff may use their own laptop computers, tablets and other electronic devices with permission of the court during trial for purposes of presenting evidence, such evidence, to be submitted in DVD or similar format.

Any party intending to use a laptop or electronic device during trial must be capable of doing so in a manner so as not to unduly delay or disrupt court proceedings. The court does not provide technical assistance.

These rules will be strictly followed. Any deviations will require judicial approval.

If you have any questions regarding these or any of the Court procedures, please contact the Court at 685-7300.