

CRIMINAL CASES

Division Four is currently on a special assignment, Drug Docket 'O'. Because of the high volume of cases and lack of support staff available to assist the court with the volume, no pretrial conferences will be held.

ARRAIGNMENT:

- Cases will be given a trial date at arraignment.
- Defense attorneys shall contact the assigned prosecutor in the case and obtain discovery immediately after the case is arraigned and a trial date is given.
- Suppression hearings or other pretrial hearings shall be set in advance of trial. Counsel shall contact the division to obtain a hearing date.
- Applications for continuance shall be timely filed and in compliance with Supreme Court Rules 24.08, 24.09, 24.10 and Local Rules 34.2 and 34.4.

TRIAL:

- **Motions in limine** shall be filed no later than the Friday before trial.
- The State shall provide the court with a marked and unmarked set of **jury instructions** on the morning of trial. The instructions shall be doubled-spaced and in 14 point font.
- All parties shall provide the court reporter with a **witness and exhibit list** in the format provided on this website on the morning of trial. The parties shall contact the court reporter the week before trial to discuss numbering the exhibits. (see 'Forms' section)
- **Guilty pleas** may be scheduled prior to trial by contacting the division.
- The parties shall dress appropriately for court. (Local Rule 9.4)