

## Criminal Cases

### PRETRIAL CONFERENCE

- Attorneys designated as lead counsel and Defendants released on bond shall appear for pretrial conferences.
- Failure to appear for a pretrial conference will result in the matter being set for trial without attorney participation.
- All motions shall be prepared in compliance with local and Supreme Court rules.
- The parties shall be prepared to set the matter for trial.
- All trial dates are specially set and any application for continuances shall be timely filed. Those filed out of time without a motion for leave to file out of time will be denied.
- Bond and suppression hearings shall be set on a date other than the pretrial conference and before the trial, at counsel's request.

### TRIAL

- **Motions in limine** shall be emailed no later than the Thursday before trial.
- On the morning of trial, the State shall email the division law clerk with copies of **marked and unmarked jury instructions**; said instructions shall be in Word format, double-spaced with a 14 point font.
- On or before the second business day of trial, the defense shall provide the Court with copies of **marked and unmarked converse and lesser included instructions**; said instructions shall be emailed to the division law clerk in Word format, double-spaced and with a 14 point font.
- The parties shall provide the court reporter with two copies of **witness and exhibit lists** in the format listed on the Division 4 web page for the 16<sup>th</sup> Judicial Circuit (See, "Forms" section). The parties shall mark exhibits in numerical order (e.g. Plaintiff's 1-50; Defendant's 51-100).
- Guilty pleas may be scheduled prior to trial by contacting the division. If Division 4 is on vacation the week before trial, please contact the presiding judge.
- Please contact the division to arrange a time to set up audio-video equipment in the courtroom.