

Mandatory E-File Guidelines for CCL1

Waivers of Arraignment **MUST** be submitted to the clerk before 4:00 p.m. on Thursday prior to the next day's Arraignment Docket: If not, the Defendant will be required to appear. **NO** hand delivered waivers or late waivers will be accepted. Also, please note: Waivers will be rejected from the clerk's office if the Mandatory Appearance and Trial date, are not entered on the waiver prior to submitting. These dates are located on the top of the posted Arraignment Docket online.

When filing a Motion for Continuance for a Trial Docket, signatures from both the defense attorney and State are required, and an agreed trial date must be chosen and already entered on the order approving the motion. The cutoff time for the motion to be considered is now 2:00 p.m. on the Friday prior to the Monday Trial Docket. If the motion is submitted late, then both the attorney and defendant will be required to appear in person at the Trial Docket, and the motion will be urged then.

For Mandatory Appearance, just a friendly reminder that if an agreement has been made between the parties, the cutoff time is noon on Thursday prior to Mandatory Appearance to set a plea.

If you have any questions or concerns, please feel free to contact the court.