

# MAGISTRATE COURT (#10)

## INSTRUCTION SHEET

Magistrate Court Location	2014 Main, 2 <sup>nd</sup> Floor Municipal Building Doors Open at 7:00 a.m. Magistrate Court Processing at Window #1
Cases Processed	<b><u>First 130 Defendants daily, Maximum of 6 cases per citizen, per day – Processing begins at 7:15 am</u></b> 65 defendants scheduled for the morning session and 65 defendants scheduled for the afternoon session (Monday – Thursday only) 65 defendants scheduled for the morning session (Friday only)

### Procedure

1. Official picture identification is required
2. Proceed to Magistrate Court processing area, within the blue ropes.
  - a. **Monday – Friday** - All citizens with a citation will have their paperwork processed at the Court Clerk windows, window #1 and then be directed to take their paperwork to the 2<sup>nd</sup> floor, Court Room # 10.
3. The following documents will be provided by the Court Clerk and are required for each case before proceeding to Magistrate Court
  - a) Cover Sheet
  - b) Case history screen print-out (2 pages)
  - c) Plea sheet
  - d) Judgment sheet
  - e) Two (2) Off- Docket motion forms filled out by the defendant for resets only
4. During the session, proceed to Magistrate Court, provide paperwork to Bailiff and wait for Prosecutor to call your name.
5. After speaking to the Prosecutor a ruling of your case(s) will be recommended for judicial disposition.
6. After judicial ruling return to Windows 5-17 for any additional processing

### Examples of cases handled in Magistrate Court

- **Scheduling or re-setting a case for trial**
- **Payment plan, work-release/community service requests**
- **Plea Bargain Agreement (no-contest or guilty)** – Agreement between defendant and Prosecutor to recommend to the Court a disposition of the case(s) such as a reduced fine, probation, or consent to complete a driver safety course
- **Dismissal** - i.e. violations such as registration/inspection law; FMFR (no insurance); evidence of driver safety course compliance
- **Time Served** – satisfaction of fine/costs may be given by the Judge due to time spent in jail
- **Alias/Capias Warrant Cases**