

# PRETRIAL FORM

## E-FILE COMPLETED FORM

**Completed form and any accompanying documents MUST be filed no later than Friday prior to PTC.**

**In person appearance is required if the Pretrial Form is not filed by the Friday prior to PTC. If Pretrial Form is received, then counsel is not required to attend PTC, but is welcome to attend.**

Case Number: \_\_\_\_\_ Defendant Name: \_\_\_\_\_

Defense Attorney of Record: \_\_\_\_\_

Defense Attorney Email: \_\_\_\_\_

Defendant Email: \_\_\_\_\_

Assistant State Attorney Assigned to the Case: \_\_\_\_\_

ASA Email: \_\_\_\_\_

Is Defendant in Custody (check one) \_\_\_\_\_ YES \_\_\_\_\_ NO

What is Defendant Seeking (Check all Applicable):

Defense Continuance: File a motion with State's position included. If speedy has not been previously waived, waiver of speedy signed by Defendant is required. Submit motion and proposed Order (in Word Format) to chambers with this completed form. If State objects, Defense Counsel will need to appear at PTC to argue the Motion to Continue.

State Continuance: File motion with Defense's position. Indicate whether speedy has been previously waived. Submit Motion and proposed Order (in Word Format) to chambers with this completed form. If Defense objects, Defense Counsel will need to appear at PTC to argue the Motion to Continue.

Motion previously filed but hearing needs to be set. If also seeking continuance, mark section above and follow instructions:

Name of Motion: \_\_\_\_\_

Date filed: \_\_\_\_\_

Amount of time requested for hearing: \_\_\_\_\_

\*\*\*Judicial Assistant will contact you with proposed hearing dates.

Plea date (plea negotiated with State) (provide the terms of the plea in an email from the State)

\*\*\* If filing a plea in absentia, Counsel must file a signed/notarized plea form and fingerprints. Counsel must have a money order or firm check for any assessed fees at the time the Court accepts the plea in absentia.

Trial – Estimated time needed for trial: \_\_\_\_\_