

INSTRUCTIONS FOR ARRAIGNMENTS
(Effective July 1, 2017)

To simplify arraignments the judges are utilizing a procedure where the WAIVER OF ARRAIGNMENT AND ORDER SETTING TRIAL DATE Form is taken by the clerk from the defendant, and the public defender or defense counsel.

The following procedures are to be used:

1. AT LEAST SEVEN (7) days prior to your Arraignment date you are REQUIRED to email the judges' court administrators a list of the judges' newly assigned cases. The court administrators will email you back with the dates needed for the form.

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2. Public defenders are to be present at arraignments
3. Defendant is to be present
4. Public defender's name or other defense attorney's name is to be placed into the first blank line.
5. If defendant states that he intends hire an attorney, appoint a public defender at this time to go over the form with the defendant; complete the form if the defendant, after consulting with the public defender, elects to waive arraignment and enter a plea of "not guilty"
6. Insert the charge from the upper right hand corner of the indictment into the blank line in subparagraph "a"
7. Insert trial date and the defendant's next court appearance date
8. If the case is assigned to Judge McDonald, insert his pre-trial conference date
9. If defendant or his attorney refuse to sign form:
 - a. Fill out the form
 - b. Note on the form that defendant and/or attorney refused to sign it
 - c. Notify the judge's court administrator and obtain an arraignment date for defendant to appear before the judge
10. In the Order Appointing Public Defender, insert the name of the public defender appointed to the case
11. Send copies of all completed forms to the respective court administrators