

# **Mandatory E-File Guidelines for CCL1**

## **Waivers of Arraignment**

Waivers of Arraignment **MUST** be submitted to the Clerk by no later than **4:00 p.m.** the Thursday prior to the scheduled Arraignment Docket. If the waiver is submitted late, 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 date is not entered on the waiver prior to submission. These dates are located at the top of the posted Arraignment Docket online.

## **Motions for Continuance**

When filing a Motion for Continuance, signatures from **both** the Defense Attorney and the State are required, and an **agreed trial date** must be chosen and entered on the order approving the motion. Motions for Continuance will be due via E-file by no later the **12:00 p.m.** the Monday prior to the scheduled Trial Docket. If the Motion for Continuance is submitted late, then both the Attorney and the Defendant will be required to appear in person at the Trial Docket, and the motion may be urged at that time.

## **Mandatory Appearance**

For Mandatory Appearance, just a friendly reminder that if an agreement has been reached between the parties, the cutoff time to request a plea date or felony hold is **12:00 p.m.** the Thursday prior to the scheduled Mandatory Appearance Docket.

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