

## G. CRIMINAL

1. **Criminal Jury Trials have resumed as of May 2021 as specially scheduled and listed. Commencing with the final call of the criminal list on July 2, 2021 and thereafter all counsel shall appear in person in the designated courtroom and defendants shall appear and await their counsels' instruction outside the court facility. The Court will dispose of all cases on the list in some fashion and those without disposition are attached for trial in the associated month. Counsel shall appear for Jury Selection as indicated on the Court Calendar (2X per month) and the cases will be called for selection in the order designated by the Court after the Call of the list.**
2. Formal arraignment date will be generated at the time of preliminary hearing and an order to appear will be given to the Defendant and counsel. A date of arraignment (8 weeks from the date of preliminary hearing) will be contained in the order and counsel and the Defendant must appear in person unless a waiver is filed in the form attached to this document (see Waiver of Arraignment form attached).
3. Dispositional hearings may be taken at the time of formal arraignment if counsel have reached an agreement. Formal arraignment and dispositional hearings will be conducted in person or by ACT in the discretion of the presiding Judge. Counsel/pro se Defendants must provide an email address and telephone number to the MDJ Court at the time of preliminary hearing or to the Office of Court Administration thereafter. Sign up information for Probation will be given in writing at the time of the dispositional hearing to counsel or to the Defendant by the Probation Department.
4. All ARDs will be adjudicated upon motion of the DA with the appropriate signatures of the Defendant and counsel on the forms, unless in extenuating circumstances scheduled by the presiding Judge.
5. Upon formal arraignment or waiver, a Pre-trial conference will be automatically scheduled, together with a date for final call and jury selection. Counsel and the non-incarcerated Defendants shall be present and adhere to masking and physical distancing requirements and any other applicable protocols. Incarcerated Defendants shall appear using ACT. Pretrial conferences will be staggered by time. **The Court may conduct all formal arraignments, pretrial**

**conferences and the call of the criminal list using ACT at its discretion and will provide a calendar invitation to counsel for their participation.**

6. **ALL** hearings involving incarcerated Defendants will be conducted using ACT in accordance with State Procedural Rules, unless otherwise ordered by the presiding judge.
7. Adult Probation Officers will have contact with Defendants via ACT and in-person contact as deemed appropriate by the Adult Probation Supervisor, Deputy Chief or Chief. This includes, but is not limited to, sign-up, PSI interviews and reporting. All group sign-ups will be modified to comply with the terms of this document.
8. If a Defendant is not physically present for sentencing and the sentence does not involve incarceration, they will be given a specific date and time to report to Probation to comply with DNA and fingerprinting requirements (Probation will provide the Court with dates and times at the time of sentencing). Probation will prepare paperwork prior to the Defendant's arrival to limit the time spent in the Probation Office. PPE will be worn by any Probation Officer taking fingerprints and DNA. Appointments will be staggered such that only one person is in the office for Act 185 registration.
  - a. In instances where an immediate plea and sentence is occurring (such as at Final Call), a defendant may be instructed to call into the Probation Department to get their sign-up date and time immediately following their proceeding.
9. ACT will be used in all areas of Probation including Court appearances, if practicable, in accordance with the terms of this document.
10. Offenders will be directed to make payments toward fines, costs and restitution online at: <https://ujportal.pacourts.us/ePay/Default.aspx>.

#### CONTACT INFORMATION

Adult Probation:

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