



## Criminal

1. Formal arraignments will be waived at the preliminary hearing on a form to be provided at the MDJ office. A date of arraignment (8 weeks from the date of preliminary hearing) for purposes of the timelines under the criminal rules and for the filing of the criminal information will be contained in the waiver, together with a date for appearance for ARD, Guilty Plea or with the month the case is generally set for trial, whichever applies.
2. ARD and Plea hearings will be conducted in person for those not in custody in a manner to comply with social distancing requirements. Sign up information will be given in writing at the time of the ARD/Plea hearing to counsel or to the Defendant by the Probation Department.
3. Pre-trial conferences will no longer be automatically scheduled, but will instead be scheduled, if necessary, by each assigned judge upon motion of either party. Conferences may be held using ACT or in person and on the record, but without the defendant's presence.
4. Any party whose case has been generally listed for trial and who wishes to move their case forward with a plea or other disposition, shall file a motion for same to be scheduled by the individual judge.
5. A minimum of 30 days prior to the trial term for which a case is listed, any party requesting trial shall file a motion which shall include the number of days necessary and any other special requirements for consideration by the Court and a certification that all pretrial criminal rules requirements have been met and that the opposing party has been notified and concurs or does not concur in the listing. If the opposing party concurs, the assigned Judge will schedule a date certain for trial and may upon request of either party or on the Judge's own motion schedule a pretrial conference. If the opposing party does not concur, the Judge will schedule a pretrial conference and, if a trial is ordered, a date certain for the trial.
6. Non-emergency motions for trial term continuances must be filed at least 30 days prior to the term for which the case is listed.
7. Any cases generally listed for a monthly trial term that have not been disposed of or for which counsel have not filed a motion as described in paragraph 5 above will be listed for trial at a date and time determined by the Court.
8. Jury trials may be held commencing September 2020 in accordance with the parameters set by this Court and Jury Management. Cases currently listed on Final Call dates through the remainder of 2020 will be continued to dates selected by the assigned judge for disposition or trial in accordance with the procedures contained in this document. No further final call days will be scheduled.

\*Please note that these procedures may be modified on a regular basis as the safety parameters and pandemic evolve. Not all processes will be ready for implementation on May 1<sup>st</sup> and will be on a rolling basis as noted specifically herein.

9. Defendants in custody will appear in person only for trials. **ALL** hearings involving incarcerated Defendants will be conducted using ACT unless specifically ordered by the presiding judge.
10. Grand Jury proceedings are cancelled and the Grand Jury dismissed.
11. Adult probation officers will have no in person contact with Defendants unless specifically authorized by the Chief Probation Officer. 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.
12. 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.
13. ACT will be used in all areas of Probation including Court appearances, if feasible, in accordance with the terms of this document.
14. 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:

Phone - (570) 517-3098

Email - [rangradi@monroepacourts.us](mailto:rangradi@monroepacourts.us) or  
[grose@monroepacourts.us](mailto:grose@monroepacourts.us)

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