

**POLICIES, PROCEDURES AND EXPECTATIONS FOR COUNTY CRIMINAL DIVISION**  
**CC-F**  
**Courtroom 401**  
**Judge JAMES A. RUTH**

1. **Calendar Calls:** The morning calendar starts at 9:30 a.m. All Defendants must be seated in the courtroom at start of Court to be sworn in and to receive further instructions from the Court if needed.
2. **Calling of cases on the Calendar:** The assigned ASA is generally responsible for calling cases on the calendar. Defense counsel should let the ASA know when counsel is ready to have the case called.
3. **Priority to private counsel and Interpreters:** The Court gives priority to cases involving private counsel and cases involving the need for an interpreter. If private counsel has a case needing an interpreter or cases involving victim/witness testimony, counsel should arrive at the courtroom as close to 9:30 as possible. Court interpreters have multiple courtrooms requiring their assistance, and they should not be left waiting for defense counsel in any one courtroom.
4. **Inmates:** If counsel has an incarcerated defendant, counsel should notify the uniformed bailiff of the name of the inmate and the need to have that inmate ready for his appearance before the case is called.
5. **Communication between counsel during Calendar Call:** The Court will permit only a brief discussion with the assigned ASA before a case is called.  
  
The Court does not permit protracted conversations with the ASA during the calendar call.
6. **Cell Phones muted:** All cell phones must be on mute while in the courtroom.
7. **Conference Rooms:** Conference rooms are available just outside the entrance to CR 401 for attorneys to use for discussions with clients and/or opposing counsel. The Court will not permit protracted conversations in the courtroom between counsel or their clients during calendar call.
8. **Remaining at Podium:** Because County courtrooms typically use digital court reporters, it is important for counsel to remain at the podium and speak into the microphone during calendar calls and hearings.
9. **Side Bar Conferences:** The court does allow side bar conferences during calendar call but asks that these be kept to a minimum. Typical reasons for a sidebar during calendar call would be to (a) discuss the status of plea negotiations; (b) discuss mental health issues involving the defendant; (c) discuss scheduling conflicts due to personal reasons; (d) discuss disposition of VOP cases.
10. **Arraignments:** At arraignment, the State should be prepared to advise the Court and Defendant of: (a) the State's offer, if one is to be made, b) the speedy trial date; and c) whether discovery has

already been provided, and if not, the reason why it has not already been provided. After Arraignment, the Court shall pass the case for 1 Pre-Trial (PT) conference, approximately 2-4 weeks later, and then at that first PT conference, the Court shall set the matter for trial sometime within the 3rd month after arrest, unless circumstances dictate otherwise. Intervening PT conferences or hearing or hearings on any motions may be scheduled, if needed.

11. **Final Pre-Trial Conferences:** In the event the Court schedules a final pre-trial on a case, that date represents the deadline for plea negotiations between the parties. Absent unusual circumstances, no plea agreements will be accepted by the Court after the Final-Pretrial Conference or assignment of Jury Selection date. The Defendant must be physically present for the final pre-trial conference.

12. **Plea Forms:** Pleas to driving Under the Influence and Petit Theft charges must be accompanied by a completed plea form.

13. **Motions for Authorization to take Depositions:** Should defense counsel wish to undertake depositions in a case, a motion requesting authorization should be filed as early in the case as possible. Delays in filing deposition motions may decrease the likelihood of the motion being granted.

14. If an attorney wishes to effectuate an "in court add-on" of another case not on the docket, the attorney shall notify the Deputy Clerk of Court before the Judge takes the bench or prior to the case being called, to allow sufficient time for the necessary paperwork to be prepared by the clerk. "In court add-ons" should not occur with frequency and shall be kept to a minimum.