

GUIDELINES FOR PRETRIAL CONFERENCES IN DIVISION M4

- 1) Please complete, sign and send the Fastrack form by **EMAIL ONLY** to ASA Esteban Santana esantana@sao10.com or ASA Beth Peterson bpeterson@sao10.com and copy their assistant, Jessica Witmer jwitmer@sao10.com by deadline indicated on the form. Upon signature of the Assistant State Attorney, the form will be forwarded to this office.
- 2) Upon receipt of the form from the SAO, both parties will receive an acknowledgement that the form has been given to the Clerk of Court. If the instructions are followed, you and your client will not need to appear for the PTC. Please use one form per defendant. Please check the docket prior to the scheduled PTC to confirm the case been removed from the docket. The clerk will send notice of the new court date(s).
- 3) Fastrack forms may not be used in court.
- 4) The pretrial docket is an in court proceeding unless specifically ordered otherwise pursuant to Administrative Order 1-60.
- 5) Mandatory Docketing/Jury Selection dates are scheduled in court, not by Fastrack form.
- 6) Each attorney is responsible for knowing the client's name as it appears on the docket. (This can be found in PRO.) There are many cases scheduled for Pretrial and it is not reasonable to place this responsibility upon the Judge or trial clerk. If the attorney does not know the styling of the case as it appears on the docket, the matter will be passed. Please do not ask the trial clerk for assistance.
- 7) First and second continuances may be handled with the trial clerk prior to 9:00 am. Please make certain that you notify your client of the continuance. We have had both inmates and street clients wait hours just to find out the case had been continued prior to court; for inmates this could result in missing lunch. If a person is on the docket, the jail will have them wait for the calling of the case. Please advise the in custody client through the bailiffs at central or south county by use of teams if their case has been so continued.
- 8) Please be courteous and stay away from the Assistant State Attorney after you have concluded your business with him or her. Please also stay away from the trial clerk station unless you are conducting business for your case or placing your name on the sign-up sheet. The noise and distraction affect their ability to do their work.