

Court Room Procedures

Sign in– First and last name, current address and contact information.

Turn OFF cell phones.

Remove caps.

When your name is called, approach the bench and stand with your hands at your side. The Judge will verify your address and read the charges against you.

You have a right to enter a plea of either **GUILTY, NOT GUILTY, or NO CONTEST** to the charge. **NO CONTEST** means exactly what it says: you are not contesting the charge and the Court must adjudge you guilty.

If you are involved in the type of arrest where you may be sued civilly (for example, an accident) the fact that you plead **NO CONTEST** in this court may not be used against you in any other action or in any other Court. If you plead **GUILTY**, that is what is called an admission against interest which can and may be used against you civilly. It is very important that you understand the difference. You may plead **NO CONTEST** to any charge in this Court.

If you plead **NOT GUILTY**, the Judge may ask you to wait until all other cases are heard, at which time he will explain your options for a pretrial conference and/or trial procedures.

You have the right to request a **continuance**. If you are granted a continuance, you will be informed of the date for your next Court appearance.

You have the right to request a **different Judge** – this must be done before entering a plea of no contest or guilty. You must notify this court in writing that you are making a request for a new Judge stating reasons for the request. If you decide you want to request a new judge at your initial appearance (before making a plea), the Court will reschedule your initial appearance allowing you time to make a formal request in writing.