

# Courtroom Procedures

Sign in— First and last name, current address and contact information. Turn OFF cell phones. Turn off all cell phones and pagers and remove hats. Remain quiet while Court is in session.

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

You have the right to enter a plea of either Guilty, Not Guilty, or No Contest. You may ask procedural questions after you enter a plea.

Guilty: This is an admission of the charge(s) against you. You will be able to explain any circumstances that you wish to the Court to consider when imposing the sentence.

No Contest: This is similar to a plea of guilty and will be treated as a guilty plea. However, your plea cannot be used against you in any other Court proceeding to prove civil liability if personal injury or property damage is involved.

Not Guilty: This plea means that you wish to contest or deny the charge. You will first have the opportunity to possibly reach an acceptable agreement with the municipal prosecutor in a pre-trial conference. If an agreement is not reached, your case will proceed to trial.

If you enter a plea of No Contest or Guilty, the matter will be resolved at this time. The Court will review the record and impose a penalty in accordance with the law. Explain any circumstance that you wish the Court to consider when imposing the sentence.

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.