

TDN/READINESS PROCEDURES

1. Do not arraign defendant
2. Do not vacate guilty judgment (except for Traffic School as in 4 below)
3. If Defendant provides new proof of correction which was not provided at trial by declaration, you can dismiss that charge and assess the \$25 dismissal fee.
4. At Readiness hearing, see if defendant qualifies for Traffic School and offer school if appropriate. If defendant wants Traffic School state that guilty finding is set aside and ask the defendant to plead either guilty or no contest and order Traffic School court fees per schedule.
5. If defendant does not want Traffic School do not take a plea
6. State the following:
“The Court hereby stays the proceedings to the next court date. The matter will be set for Arraignment/Trial. If you appear on the next court date, the prior judgment of guilty will be set aside and you will have your arraignment and trial. If you do not appear on the next court date, the judgment of guilty will remain in effect.”
7. Clerk will give you trial date.
8. If you are calling the Arraignment/Trial calendar and the Defendant does appear, set aside the prior finding of guilt before you proceed with the trial.
9. If you are calling the Arraignment/Trial calendar and the Defendant does not appear, announce that the prior finding of guilt remains.