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To: Thomas Pardy, Chief Judge of the 13th Judicial District; David Carter, Justice of the Peace; Terry Halpin, Clerk of the District Court, Christopher Belback, District Court Administrator; Mandi Gould, Office of the Public Defender; Heather Edwards, Department of Corrections

From: Scott Twito, County Attorney

Re: Incorporation of Warrant Court into Arraignment Court starting July 18, 2025

Date: July 9, 2025

As was outlined at a recent District Court Judges' meeting as well as a Justice Court led stakeholder review of Arraignment Court, we would like to try and incorporate the Warrant Court into the Arraignment Court. We hopefully can be prepared to begin next Friday. This would include the cancellation of Judge Pardy's scheduled warrant court on Wednesday, July 16. The new proposed dates for Warrant Court for the next 3 months would be as follows: **July 18, July 25, August 15, August 22, September 12 and September 19.** We will have more dates once we see how the incorporation works.

Warrant Court sign-ups would begin at 3 pm. And those persons signed up would be handled by the judge covering Arraignment Court that day at the conclusion of Arraignment Court. (Arraignment Court starts at 2 pm).

Warrant court would set up similar to how it has been for the last several years. Warrant Court dates would be advertised by postings in public areas of the Courthouse to include the elevators and lobby. Additionally, supervising probation officers and defense attorneys should be given the dates above to alert clients that need to address warrants. Warrant Court will always be held in a courtroom on the 6th floor. A table would be set up outside the elevators staffed by District Court judicial assistants or other personnel. They would check in persons wanting to be seen by the Warrant Court and provide identifying information. That information would then be emailed to the court, the prosecution, and defense attorneys staffing Arraignment Court that day. The prosecution will have a printer to print out any necessary documents, including a new release order issued by the court for the Defendant.

Starting out we will limit Warrant Court sign ups to the first 5 persons present at 3 pm. If more than 5 people show they will be notified of the next Warrant Court date and asked to return. The number of people seen at Warrant Court date may increase but only after we work out any issues. Remember a full Arraignment Court calendar must be addressed before Warrant Court can start.

Please let me know any questions or concerns. Thank you for agreeing to try this as we work to make our criminal justice system as efficient and effective as possible.