5-03/115.40 - Court Deputy's Responsibility

The court deputy shall attach the original (green) of the notice to appear to the arrest report and file it directly with the clerk of the court.

Should the defendant plead "Not Guilty" and, upon request of the district attorney, the court deputy shall procure a copy of the arrest report, attach a photocopy of the notice to appear and furnish both to the district attorney for trial purposes.

The court deputy shall report dispositions of misdemeanor prisoners on Case Activity Report Form (SH-CR-529). See Case Assignment and Reporting Volume.

On receipt of warrants from the courts for failure to appear, the court deputy shall handle the warrants according to existing procedures.

On a private person's arrest, the court deputy shall deliver the report and cite form to the district attorney for complaint to be signed by the citizen.