5-03/135.15 - Court Deputies

Upon receipt of the release and nonappearance list, court deputies will:

- Establish priority on those complaints to be issued for the current day's arraignment and those scheduled for later appearance;
- Prepare "Notification of Court Appearance" (SH-CR-405) and attach to complaints of defendants on bail; and
- Notify court clerk of nonappearance of defendants.

Court deputies shall be responsible for placing a defendant on a future court list when case is continued for nonappearance of defendant.