

## **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.

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