

Rule Three: Appearance, Bonds and Pleas

3.1 Appearance

An Attorney must make an appearance in a case in writing filed with the Clerk of the Court via regular mail, electronic mail, or in person at the Clerk window.

3.2 Bond Required

For anyone with an active arrest warrant, the Attorney shall be required to post a surety bond and a Prose Defendant shall be required to post a personal appearance bond before further action can be taken in the case.

3.3 Plea by Defendant

An appearance in writing or in person must be made with the Clerk of the Court within eleven (11) days following the issuance of the citation. Payment in full of a case shall constitute a guilty/no contest plea. No partial payments shall be accepted without a plea entered in person. A timely plea of not guilty by a Pro se Defendant will result in a pre-trial setting at which time the Defendant shall inform the court whether he/she desires a jury trial or a bench trial (a trial without a jury). The date of the postmark shall be deemed the date of filing of any appearance/plea received by mail. The date of receipt of a FAX by the Clerk's office shall be the date of filing of such an appearance/plea.

3.4 Requests for Assistance

A party desiring the services of an interpreter should make the request as soon as possible. The request for an interpreter should be made in writing in the case of a written appearance/plea, at the court window, or in open court when appearing in person. Requests for assistance from persons with disabilities should be made at the time the plea is entered.