

Rule Four: Notice

4.1 Responsibility

It is the responsibility of all persons with business before the Court to: a. determine the date, time, location, and nature of each set of the case(s) and, b. update or notify the Court of any changes of address of the Defendant or of Counsel for the Defendant.

4.2 Notice Notice of the date, time, location, and nature of each setting shall be given by the Court to a Prose Defendant in person or by mail at the last known address. Notice of the date, time, location, and nature of each setting shall be given by the Court to Counsel for Defendants in person, by mail, by email, or report directed to the last known address of the Attorney.

4.3 Verbal Representations

Reliance by any party upon verbal representations from any court staff or a police officer concerning any matters shall not be binding as grounds for continuance, setting aside a warrant or judgment, dismissal of any case, or any other relief.

4.4 Complaint

A copy of the Complaint will be made available to the Defendant or Counsel at the pre-trial hearing, or upon request.