

THE COURT OF COMMON PLEAS OF LEBANON COUNTY
NOTICE
CRIMINAL SCHEDULING FORM FOR DEFENDANT/DEFENSE COUNSEL

COMMONWEALTH OF PENNSYLVANIA : CP-38-____-____-____
v. : ACTION NO. CP-38-____-____-____
____ : CP-38-____-____-____

Writ Information:

Writ of Habeas Corpus (15 days prior): _____

Location of Prisoner: _____

Defendant Address: _____

Scheduling Information:

Event: ARD RAP
 Entry of Guilty/Nolo Contendere Plea Sentencing
 ARD Violation Parole Violation
 Probation Violation Motions/Hearings: _____

Previous Event Scheduled: _____

Previous Date Scheduled: _____

Requested Date: _____

Reason for Request: New Scheduling Event
 Defendant Not ready
 Other: _____

Ordered to be before this Jurist: _____

Opposing Counsel Concurrence: _____

Court Administration Staff Approval: _____ **Date Confirmed:** _____

Moving Party Signature: _____

Print Moving Party Name: _____

Attorney Supreme Court Number: _____

Procedures for submitting:

- * This form must be submitted by Moving Party to Clerk of Court Office no fewer than 15 days from requested date
- * If requested date does not adhere to 15 day policy a Formal Motion must be submitted to a Judge for approval
- * Additions/deletions to the Misc. List will not be accepted after 1:00 P.M. on the Thursday before Misc. Court without a Formal Motion being submitted to a Judge for approval (excludes Extraditions)
- * Defendant location must be listed on each form submitted regardless of whether a writ needs to be prepared
- * Submit additional copies for the Clerk of Court if the notice lists more than one Action Number
- * Submit addressed stamped envelope(s) for Defendant/Counsel
- * Opposing Counsel must initial showing concurrence on any request for a change in the event and/or date

COURT ADMINISTRATION WILL CONFIRM ALL DATES

IF YOU FAIL TO APPEAR FOR THE ABOVE DATE, THE COURT MAY ISSUE A BENCH WARRANT FOR YOUR ARREST AND YOU MAY BE IMPRISONED ON THAT WARRANT.

Cc: Court Administration District Attorney Defense Counsel Defendant Probation