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

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