

Rule 600. SESSIONS OF CRIMINAL COURT, TRIAL LIST AND OTHER PROCEDURES.

(1) Sessions of Criminal Court

- (a) Regular sessions of Criminal Term of Court shall be held during the months of January, March, May, June, September and November of each year as designated on the court calendar published annually by the Court. Such sessions may be extended or other special sessions may be held at such times as will conform most conveniently to the business of the Court and the state and local criminal rules so long as at least 30 days notice of any extension of a criminal term or any addition of a term beyond a regular session of court is given. The notice shall be given by the Court Administrator to the District Attorney's Office; the Public Defender's Office; members of the Crawford County criminal defense bar; out-of-county defense attorneys known to the Court Administrator's Office to recently practice in Crawford County and to all magisterial district judges. Further, the Court Administrator shall promptly post such notice on the Crawford County website at www.crawfordcountypa.net.
- (b) Sentence Court and any other hearings shall be scheduled from time to time by the Court Administrator as the Court may direct and in compliance with the Pennsylvania Rules of Criminal Procedure as well as these Local Rules.
- (c) Whenever Plea Court is scheduled pursuant to Cra.R.Crim.P. 590(1), the District Attorney shall notify the Court Administrator of the defendants who are scheduled to plead on a particular plea date. The Court Administrator shall keep a plea list with the pleas scheduled for specific plea dates. The list shall be available in the Court Administrator's Office and the Clerk of Courts Office at least twenty-four (24) hours prior to the scheduled plea date. The District Attorney shall not be required to comply with this provision for pleas scheduled following the Call of Criminal Trial List.

(2) Trial List and Other Procedures

- (a) (1) The Court Administrator shall maintain a master list of criminal cases chronologically as the Court Administrator receives a copy of the Criminal Case Scheduling Form required to be provided by the Issuing Authority pursuant to Rule 552 of these rules. This list shall be known as the "Master Criminal List." Each entry on this list shall include information deemed pertinent by the Court Administrator in consultation with the Court, but shall at least contain the name of the defendant, the number docketed for the case in the Clerk of Courts Office, the pertinent date pursuant to Pa.R.Crim.P. 600 and the name of any attorney who has appeared on behalf of the defendant.
- (2) The Court Administrator shall prepare the Criminal Trial List for each session of the Criminal Term of Court and shall arrange the cases in chronological order based on the current status of the "Master Criminal List" beginning with case number one on said list and continuing through the last case in which a defendant has been notified by the Criminal Case Scheduling Form provided that that defendant's case may be tried during the term for which the list was prepared.
- (3) All cases continued to a new trial term or not reached during the trial term due to the unavailability of the Court, shall appear chronologically on the "Master Criminal List" in the order in which they had previously appeared ahead of those cases chronologically listed for the next trial term so that the oldest cases will appear first on any list.

- (4) The “Master Criminal List” shall be available for counsel and other interested persons to view in the Court Administrator’s Office during normal business hours and copies of the Criminal Trial List based on that “Master Criminal List” for each Criminal Term of Court shall be available free of charge in the Court Administrator’s Office and in the Clerk of Courts Office at least one week prior to the call of the trial list for that designated Criminal Term of Court. That Criminal Trial List shall also be placed, by the Court Administrator’s Office, on the Crawford County website at www.crawfordcountypa.net at least one week prior to the Call of the Criminal Trial List for that designated Criminal Term of Court.
- (a) (1) Cases for each criminal term shall be tried in the order in which they chronologically appear on the criminal trial list for that trial term unless otherwise adjusted by the Court Administrator for proper reasons.
- (2) Any party upon good cause shown may move the Court to advance a case forward from its chronological location on the Criminal Trial List or have the case moved down further on the list to be tried either within the same term of Criminal Court or to be continued to the next term of Criminal Court. Any such motion must be filed in compliance with Pa.R.Crim.P. 106 and Cra.R.Crim.P. 106. The Court in its discretion may continue a case after that deadline if the motion to continue is consented to by the opposing party and/or the Court finds that good cause to continue the case has arisen after the Call of the Criminal Trial List.
- (3) Upon granting a motion under Crawford County Rule of Criminal Procedure 600(2)(b)(2), the Court will designate as part of its order where such case shall be placed on the chronological criminal list for that particular term of court or what date certain the case will commence. If the Court allows the case to be continued to the next Criminal Term of Court, it shall be placed by the Court Administrator on the “Master Criminal List” pursuant to Cra.R.Crim.P. 600(2)(a)(3).
- (4) If a case involves complex issues so that it is not amenable to the normal schedule, any party may, after formal arraignment occurs or is waived, move the Court to remove said case from the “Master Criminal List” so that the flow of the case through the system is handled independently of that procedure.
- (5) In the event a case is removed from its designated scheduling cycle originally established on the Criminal Case Scheduling Form [i.e. ARD consideration, omnibus pretrial motion, continuance, cases not reached during a trial term] and is returned to a scheduling sequence, the Court Administrator shall prepare a new Criminal Case Scheduling Form setting the remaining appropriate dates for the defendant to appear with said assigned dates to be based on a reasonable effort to return the case into the sequence of the system at the point where the case was removed from the sequence or if the case is to be placed in a subsequent term of court, to a normal sequence for that term of court.

The Court Administrator shall distribute copies of the new Criminal Case Scheduling Form to the District Attorney’s Office and defense counsel as well as to unrepresented defendants in a manner consistent with the Pennsylvania Rules of Criminal Procedure and the Crawford County Rules of Criminal Procedure.

(3) Call of the Criminal Trial List.

The Call of the Criminal Trial List for a particular Criminal Term of Court shall be held by the Court on the date and time scheduled by the Court Administrator's Office pursuant to Cra.R.Crim.P. 552.

- (a) In order to facilitate an organized Call of the Criminal Trial List, defense counsel shall notify the Court Administrator's Office, by noon on the last day the Courthouse is open prior to the Call of Criminal Trial List, of all defendants who are anticipated to enter guilty or nolo contendere pleas at the Call of the Criminal Trial List.
- (b) All defendants and all attorneys representing defendants for cases on the schedule for that term of criminal court must attend the Call of the Criminal Trial List unless:
 - (1) A Motion For Continuance has been previously properly presented and granted; or
 - (2) An Order has been entered by the Court prior to the Call of the Criminal Trial List excusing such appearance.
- (c) Failure to comply with the requirements of this Rule may result in the imposition of sanctions by the Court, including the issuance of a bench warrant and revocation of bail bond. Additionally, the District Attorney's Office may file a charge of Default in Required Appearance.
- (d) In open court, prior to calling all the names of individuals on the Criminal Trial List, the Court shall announce the day criminal trials begin and that the Thursday before criminal trials begin is the last day to enter a negotiated plea (plea bargain) and the last day to request a trial before a judge, rather than a jury.

The Court Administrator's Office shall, no later than the close of business on the day after the Call of the Trial List, notify the Population Control Manager at the Crawford County Correctional Facility of the names of all defendants whose cases were called at the Call of the Criminal Trial List who are incarcerated in the Crawford County Correctional Facility and did not enter a guilty or nolo contendere plea on the day of the Call of the Criminal Trial List. The Population Control Manager at the Crawford County Correctional Facility, or such designated person at that facility, shall show a brief video, provided by the Court, to those incarcerated defendants, which video shall explain to those defendants the negotiated plea and jury trial waiver deadlines as set forth in Cra.R.Crim.P. 552(4).

The person at the Correctional Facility who shows that video to the incarcerated defendants shall have each of those defendants sign "Form 600", acknowledging that they have viewed that video.

The Court Administrator's Office shall provide the necessary prepared acknowledgement forms to the Crawford County Correctional Facility or, alternatively, will provide the deadline date to be inserted in to those forms to the Crawford County Correctional Facility if the forms are already available at that facility.