

IN THE MUNICIPAL COURT OF THE CITY OF OXFORD, MISSISSIPPI

SPECIAL ORDER

In order to more efficiently address matters, effective immediately, the following procedure will be utilized in the City of Oxford Municipal Court upon any attorney filing an entry of appearance for a defendant.

- 1) The court will email the charging documents that it receives from the Oxford Police Department to the attorney of record, as well as a Discovery Request Form for the Police Department.
- 2) The arraignment date will automatically be continued at the filing of the entry.
- 3) The clerk's office will contact the attorney of record via phone or email to set the date for the pretrial conference.
- 4) The pretrial conference may be set on any Wednesday within 4 weeks of the original arraignment date as long as a court session is scheduled.
- 5) On the pretrial conference date, the attorney of record will meet with a prosecutor. The attorney of record or his/her designee will be required to be present. However, the defendant is not required to be present.
- 6) At the pretrial conference, the attorney of record and prosecutor may reach an agreement for the disposition of the defendant's charge(s). The court will allow the defendant, with counsel, to enter a plea at the 9 a.m. court session.
- 7) Should a plea not be agreed upon at the pretrial conference, a trial date will be set by the clerk's office and it will notify the attorney of record of the trial date. It will be incumbent on the attorney of record to coordinate all discovery and subpoena requests with the prosecutor at that time.
- 8) It shall be the responsibility of the attorney of record to notice the defendant of the trial date.

SO ORDERED, this the 19<sup>th</sup> day of November, 2024.

  
Marc Boutwell, Municipal Court Judge