

PART I
ORGANIZATION OF COURT, PERSONNEL
AND RESPONSIBILITIES

RULE 1 ADMINISTRATIVE ORGANIZATION OF THE COURT

The Court shall consist of a Judicial Division, an Administration Division, a Services and Operation Division, and Support Services Division.

RULE 2 JUDICIAL DIVISION

The Judicial Division shall consist of a Presiding Judge, two Associate Judges, and an Acting Judge, who shall be appointed by the Mayor and confirmed by the City Council for a term of two years.

RULE 3 DUTIES AND RESPONSIBILITIES OF JUDGES

- A. The Presiding Judge presides over sessions of Court, promulgates rules of the Court, has general overall administrative responsibility for the proper operation of the Judicial Division, and performs all judicial functions of the Court.
- B. The Associate Judge shall, for purposes of the administrative operation of the Court, be under the supervision of the Presiding Judge. He shall have responsibility for hearing and adjudicating cases pending at those sessions of Court where he presides. The Associate Judge shall have no administrative duties except the signing of writs and processes of the Court.
- C. The Associate Judge shall act as Presiding Judge in the absence of the Presiding Judge from the City of Norman.
- D. Acting Judges are appointed for the purpose of hearing cases pending before the Court and shall have the same duties as the Associate Judge except that an Acting Judge shall not serve as Presiding Judge.

RULE 4 ADMINISTRATION DIVISION

The Administration Division shall consist of a Court Clerk, an Administrative Technician IV, an Administrative Technician III, and a Municipal Court Officer.

RULE 5 DUTIES AND RESPONSIBILITIES OF THE COURT CLERK

- A. The Court Clerk shall be appointed by and serve at the direction of the City Manager.
- B. The Court Clerk shall plan, direct, coordinate and monitor non-judicial personnel and administrative activities of the Court; ensure compliance with Court procedures, laws, and regulations governing the Court; ensure the accountability of Court documents, records, and revenues; and serve as a member of the City of Norman management team. The Court Clerk shall administer oaths required in judicial or other proceedings before the Court.

RULE 6 DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE TECHNICIANS AND MUNICIPAL COURT OFFICER

The Administrative Technician IV shall perform such duties as prescribed by the Court Clerk including, but not limited to, preparation of Court documents and reports, purchasing, budget matters, payroll, personnel functions, and jury docket administrative functions.

The Administrative Technician III shall perform such duties as prescribed by the Court Clerk including, but not limited to, purchasing, correspondence, archiving, court session and pre-arraignment conference check-in, and performing cash handling and accounting functions in the Services and Operation Division.

The Municipal Court Officer shall perform such duties as prescribed by the Court Clerk including, but not limited to, enforcement of security and safety of the Court, serving warrants, acting as warrant control administrator, coordinating warrant service with the Norman Police Department and the Deputy Court Clerks, coordinating with outside agencies to identify and locate individuals with outstanding warrants, testifying in court, and preparing daily activity reports.

RULE 7 SERVICES AND OPERATION DIVISION

- A. The Services and Operation Division shall consist of a Chief Deputy Court Clerk and Deputy Court Clerks.
- B. The Chief Deputy Court Clerk and the Deputy Court Clerks shall perform such duties as may be prescribed by the Court Clerk.
- C. The Chief Deputy Court Clerk shall supervise the Deputy Court Clerks for the Court and be responsible for the overall management of records, finances, data entry, prisoner management, and forms of the Services and Operation Division of the Court, and payroll for Court personnel.

- D. The Chief Deputy Court Clerk shall assume the duties of the Court Clerk when directed by the Court Clerk or Presiding Judge.
- E. The Deputy Court Clerks shall be responsible for day to day operations of the Court, including preparation of Court documents and record keeping of Court proceedings, provide service to the public regarding Court operations, prepare and maintain Court dockets, and perform cash handling and accounting functions.
- F. All Deputy Court Clerks shall familiarize themselves with all phases of the operation of the Services and Operation Division of the Court and perform those duties not specifically assigned to them in cases of emergency or in the absence of other Deputies.

RULE 8 SUPPORT SERVICES DIVISION

- A. The Support Services Division of the Court shall consist of a Hearing Officer/Marshal, a Marshal, and a Deputy Marshal who shall be appointed by the Court Clerk with the concurrence of the Presiding Judge and the Chief of Police of the City of Norman.
- B. The Marshals shall assist the Judges during Court, assist in maintaining decorum in the courtroom, and perform other duties as assigned by the Court Clerk or Presiding Judge. They shall serve all subpoenas and other writs issued by the Court and maintain accurate records of those.
- C. The Community Service Coordinator identifies and schedules community service for juveniles through a program that arranges community service opportunities with various agencies and organizations.

RULE 9 COMPUTATION OF TIME

In computing any period of time under these rules, the day of the act, event, or default shall not be included. The last day of the period shall be included, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

RULE 10 MEDIA

Except as expressly permitted by the Judge, the use of cameras and other broadcasting equipment is prohibited inside the courtroom.

PART II

SECURING APPEARANCE OF ACCUSED

RULE 11 APPEARANCE OF PERSONS TO ANSWER TRAFFIC CITATIONS IN TRAFFIC VIOLATIONS BUREAU

- A. When a citation is issued and the arresting officer is satisfied as to the identity of the person and the person has a valid Oklahoma driver's license or a valid driver's license of another state jurisdiction within the United States or any party jurisdiction of the Nonresident Violators Compact, the arresting officer shall release the person on his personal recognizance based upon a signed promise to appear before the Court Clerk by a certain date to set the time for arraignment. This rule does not apply to the following violations:
1. Driving or being in actual physical control of a motor vehicle while impaired or under the influence of alcohol or other intoxicating substances;
 2. Eluding or attempting to elude a law enforcement officer;
 3. Operating a motor vehicle while the license is under suspension, revocation, denial, or cancellation;
 4. An arrest based upon an outstanding warrant;
 5. An overweight violation or the violation of a special permit exceeding the authorized permit weight;
 6. A violation relating to the transportation of hazardous materials.
- B. If the arrested person is eligible for release on personal recognizance, as provided for in this rule, the arresting officer shall:
1. Designate the traffic charge;
 2. Record information from the arrested person's driver's license on the citation form, including the name, address, date of birth, personal description, type of driver's license, driver's license number, issuing state, and expiration date;
 3. Record the motor vehicle make, model, tag information, and the last four digits of the vehicle identification number;

4. Record the appearance date on the citation for the person to appear before the Court Clerk to set the arraignment date and time; and
 5. Have the arrested person sign a written promise to appear as provided for in the citation.
- C. At the request of the arrested person or his attorney, the Judge, or the Court Clerk as directed by the Judge, may continue or reschedule the date and time of arraignment. If the arraignment is rescheduled, the defendant shall continue on personal recognizance and written promise to appear until the arraignment. If the arraignment is continued more than one (1) time, the Judge shall require it to be held within a reasonable time. It is the duty of the defendant to appear on the new arraignment date unless the citation is satisfied as provided in subsection D of this rule.
- D. A defendant released upon personal recognizance may enter a plea of guilty or nolo contendere to the violation charged in those violations where permitted by ordinance to pay administratively at any time before he is required to appear for arraignment. He shall indicate the plea on the copy of the citation furnished to him or legible copy of the citation, or on a plea form furnished by the Court, with the date of the plea and his signature. The defendant is responsible for full payment of the fine and costs to the Court Clerk. Payment may be made by personal, cashiers, travelers, certified or guaranteed bank check, postal or commercial money order, credit card, or other form of payment approved by the Court in an amount prescribed on the fine schedule for the offense. Personal checks will not be accepted when a warrant has been issued in the case. The defendant shall not use currency for payment by mail. If the defendant has entered a plea of guilty or nolo contendere, as provided for in this subsection, such plea shall be accepted by the Court and the amount of the fine and costs shall be as prescribed by Section 14-310 of the Code of the City of Norman.

RULE 12 FAILURE TO COMPLY NOTICE TO DEFENDANT TO ANSWER TRAFFIC CITATION

- A. A Notice of Failure to Comply with Terms of Citation shall be mailed to any defendant who has failed to answer a traffic citation within the time authorized on the traffic citation. The notice shall be mailed to the address specified on the traffic citation within seven (7) days following the date to appear, Saturdays, Sundays, and Holidays excluded, and shall notify the defendant to answer the traffic citation in the Office of the Clerk within 15 days after the date of the notice. Following the issuance of a Failure To Comply Notice, the defendant shall be required to post an appearance bond in the amount prescribed in these rules for the violation.

- B. The Failure to Comply notice provided for in section A of this Rule shall contain the name of the person charged, their driver's license number, if any, the charge, notification of the time within which the person must appear in the Court Clerk's office to answer the traffic citation, and the amount of bond required. The Notice shall notify the defendant that failing to appear as required in the Notice will result in a new charge of Failure To Appear being filed, a warrant being issued for the arrest of the defendant, and notification to the Department of Public Safety requesting the defendant's driver's license be suspended.

RULE 13 APPEARANCE OF DEFENDANT IN TRAFFIC PROSECUTIONS

- A. Any defendant appearing in the Court Clerk's office to answer a traffic citation, as provided in Rule 11, may continue to be released on his promise to appear at the time and date the case is docketed for Court, provided he has appeared as required. If he fails to appear as required, he shall be required to post bond as required by these Rules.
- B. Upon the arrest of any person under the age of 18, the Court Clerk shall notify the parent or guardian by letter informing the parent or guardian of the charge and the appearance date. If the person is in custody and unable to post bond, the arresting officer, or Court Clerk, shall make reasonable effort to notify the parent or guardian immediately and inform him of the charge and the amount of bond.

RULE 14 NOTIFICATION TO DEPARTMENT OF PUBLIC SAFETY

- A. If, pursuant to the provisions of Rule 11.D, the defendant does not enter a plea of guilty or nolo contendere and fails to appear for arraignment, the Court may issue a warrant for the arrest of the defendant. Within one hundred twenty (120) days from the date the citation was issued, the Court Clerk shall notify the Department of Public Safety that:
 - 1. The defendant was issued a traffic citation and released on personal recognizance after signing a written promise to appear for arraignment as provided for in the citation;
 - 2. The defendant has failed to appear for arraignment without good cause shown;
 - 3. The defendant has not posted bail, paid a fine or made any other arrangement with the Court to satisfy the citation; and
 - 4. The citation has not been satisfied as provided by law.

- B. The Court Clerk shall request the Department of Public Safety to either suspend the defendant's driver's license to operate a motor vehicle in this state or notify the defendant's home state and request suspension of the defendant's driver's license in accordance with the provisions of the Nonresident Violator Compact. Such notice and request shall be on a form approved by the Department of Public Safety.

RULE 15 ISSUANCE OF WARRANT AND MAKING ARREST ON TRAFFIC CITATION FILED

- A. After issuing the traffic citation, it shall be filed as prescribed in Rule 23. If the defendant fails to appear as required, a warrant shall be issued for his arrest. Once taken into custody the defendant shall be required to post an appearance bond as provided in these Rules.
- B. After filing the traffic citation under Rule 23 against a person who has not been served a copy of the citation, a Summons To Answer shall be issued and served on the defendant, giving him five days, Saturdays, Sundays, and Holidays excluded, to appear before the Court Clerk to post bond and answer the citation.
- C. If the defendant fails to answer the Summons, a warrant shall be issued for his arrest. The person shall be arrested and required to post an appearance bond as provided in these Rules.
- D. When the defendant has been personally served a Summons to Answer and fails to appear, a warrant will be issued and a Failure to Appear charge filed.

RULE 16 ISSUANCE OF SUMMONS OR WARRANT AND MAKING ARREST ON NON-TRAFFIC COMPLAINT FILED

- A. After filing the Complaint under Rule 24 against a person who has not been served a copy of the Complaint, a Summons To Answer shall be issued and served on the defendant giving him five days, Saturdays, Sundays, and Holidays excluded, to appear before the Court Clerk to post bond and answer the Complaint.
- B. If the defendant fails to answer the Summons, a warrant shall be issued for his arrest. The person shall be arrested and required to post an appearance bond, as provided in these Rules.
- C. When the defendant has been personally served a Summons to Answer and fails to appear, a warrant will be issued and a Failure to Appear charge filed.
- D. Any person released on his own recognizance or bail on a non-traffic violation prior to arraignment, shall appear before the Court Clerk within five days, Saturdays, Sundays, and Holidays excluded, for the docketing of the case.

PART III

DISPOSITION OF CASES IN THE VIOLATIONS BUREAU

RULE 17 PAYMENT OF FINES IN THE VIOLATIONS BUREAU

- A. Any Norman resident cited for a traffic or non-traffic violation, other than a violation that by ordinance requires a court appearance, may elect to either pay a fine in the Violations Bureau or appear in Court to answer the charge. Any person electing to pay a fine in the Violations Bureau may do so by filing with the Clerk of the Bureau an appearance, a plea of guilty or nolo contendere, a waiver of Court appearance, and paying the full fine and costs prescribed by ordinance.
- B. Any non-resident cited for a traffic or non-traffic violation, may elect to either pay a fine in the Violations Bureau in the amount prescribed by ordinance, or appear in Court to answer the charge.
- C. Court costs, including technology and jail fees, shall be assessed in all traffic and non-traffic cases disposed of in the Violations Bureau.
- D. In all speeding violations where an amendment is made reducing the miles per hour, the administrative fine based on the original speed shall be collected unless a different amount is authorized by the Presiding Judge.

RULE 18 DISPOSITION OF CITATIONS ANSWERED IN VIOLATIONS BUREAU

- A. Where the person answers the citation in the Violations Bureau and pays the fine and costs, a copy of the appearance, the plea of guilty or nolo contendere, and the waiver signed by the defendant shall be attached to the Court copy of the citation and filed.
- B. In all cases other than those specified in section A of this Rule, the citation shall be filed and docketed for prosecution and the defendant shall be assigned a Court date.

RULE 19 VIOLATIONS BUREAU DISPOSITION DOCKET

- A. A Violations Bureau Disposition Docket shall be prepared every week showing the disposition of all Traffic and Non-Traffic cases through the Violations Bureau during the preceding week.

- B. The Violations Bureau Disposition Docket shall contain the period covered; the case number; the complaining officer or witness; the name of the person charged; the offense; and the fine collected. The Clerk shall sign the Docket as a true and accurate summary of the dispositions of traffic and non-traffic cases that week.
- C. Copies of the Violations Bureau Docket shall be provided to the Patrol Division of the Police Department of the City of Norman, and to such other persons or agencies as the Court Clerk shall designate.

RULE 20 REPORTS

- A. A Court report shall be prepared each month. The report shall, by case type, include the total number of cases filed. The report shall show the total number of cases disposed of during the month by administrative payment, Court, or administrative disposition, and shall be categorized by case type, violation and disposition.
- B. A parking disposition report shall be prepared each month. The report shall include the total number of parking citations issued, the total fines collected categorized by the fines paid at the courtesy boxes, by mail, over the Internet, and at the Court Clerk's office, and the total number of parking citations dismissed. The report shall specify the total number of metered, excess of time parking citations, and the total number of all other parking citations in each category.
- C. A summary report shall be prepared each month for inclusion in the City of Norman's monthly departmental reports.
- D. A collections report shall be prepared each month. The report shall detail the total revenue collected for the City and the total fees collected for the collection agency.
- E. A juvenile community service program report shall be prepared each month for inclusion in the City of Norman's monthly departmental reports. The report shall detail the hours of community service worked.
- F. Copies of the report prescribed in section A of this Rule shall be submitted to the Court Clerk and to such other persons or agencies as the Court Clerk shall designate.

Copies of the report prescribed in section B of this Rule shall be provided to the Police Department of the City of Norman and to such other persons or agencies as the Court Clerk shall designate.

Copies of the reports prescribed in sections C, D, and E of this Rule shall be provided to the office of the City Manager.

PART IV

DISPOSITION OF TRAFFIC CITATIONS / VERIFICATION OF VALID DRIVER'S LICENSE AND INSURANCE

RULE 21 ADMINISTRATIVE DISMISSAL OF DRIVER'S LICENSE CITATION

- A. Any person issued a Traffic Citation for Driving a Motor Vehicle without a Valid Driver's License may present his driver's license to a Clerk during regular office hours any time prior to his appearance or arraignment date. If it is determined that the license was valid at the time of the issuance of the traffic citation, the date of expiration, state of issuance, type of license and license number shall be recorded on the citation and the case shall be dismissed as provided in Rule 21.B. If proof is not provided within the time frame set forth above, payment of costs shall be required in order for the case to be dismissed as provided in Rule 21.B.

- B. Each week an Order shall be prepared dismissing the citations disposed of administratively during the preceding week. If satisfied that there was a valid driver's license in each listed case, the Presiding Judge shall sign the Order dismissing the cases, which constitutes a final determination of the cases.

RULE 22 ADMINISTRATIVE DISMISSAL OF FAILURE TO CARRY A VALID SECURITY VERIFICATION FORM CITATION

- A. Any person issued a Traffic Citation for Failure To Carry a Valid Security Verification Form may present his security verification form to a Clerk during regular office hours any time prior to his appearance or arraignment date. If it is determined that the insurance was valid at the time of the issuance of the traffic citation, the date of coverage shall be recorded on the citation, a copy of the verification form shall be attached, and the case shall be dismissed as provided in Rule 22.B. If proof is provided after the time authorized, the case will be dismissed as provided in Rule 22.B. upon payment of costs.

- B. Each week an Order shall be prepared dismissing the citations disposed of administratively during the preceding week. If satisfied that there was a valid security verification form in each listed case, the Presiding Judge shall sign the Order dismissing the cases, which constitutes a final determination of the cases.

PART V

COMMENCEMENT OF TRAFFIC PROSECUTIONS

RULE 23 COMMENCEMENT OF TRAFFIC PROSECUTIONS

- A. A Traffic Citation issued by a Police Officer shall be filed by the Clerk upon the signature of the Police Officer verified by a Judge, the Court Clerk, a Deputy Court Clerk, a City Attorney, or another Police Officer.
- B. On the complaint of any person other than a police officer, the City Attorney may authorize the filing of a Traffic Citation, which shall be filed and verified as provided in Rule 23.A.

PART VI

COMMENCEMENT OF NON-TRAFFIC PROSECUTIONS

RULE 24 COMMENCEMENT OF NON-TRAFFIC PROSECUTIONS

On the complaint of any person against another person for violations other than traffic violations, the City Attorney may authorize the filing of a Complaint, which shall be filed and verified as provided for in Rule 23.A.

PART VII

NON-JURY COURT SESSIONS

RULE 25 PROCEDURE FOR CONVENING NON-JURY SESSIONS

- A. The Court shall be convened for regular sessions and for such special sessions, from time to time, as may be necessary for the disposition of pending matters.
- B. The Presiding Judge, by order, shall designate the day or days and the hour for convening of regular or special sessions of the Court.

RULE 26 DOCKETING OF NON-JURY PROSECUTIONS

- A. All prosecutions of persons taken into custody and not admitted to bail shall be docketed for arraignment at the next session of Court following the arrest. Upon a plea of not guilty, bond shall be set and the case set for trial on the next available non-jury or jury docket.
- B. All cases other than those specified in section A of Rule 26 shall be docketed for purposes of arraignment on the next available Court docket after the filing of the citation.
- C. All cases, where a plea of not guilty is entered at arraignment, shall be docketed for trial on the next available trial docket. If the defendant has a right to a jury trial and requests one, the case shall be docketed on the next jury docket.
- D. All cases involving motions and other preliminary matters shall be docketed in accordance with section C of Rule 26, or at the direction of the Judge assigned the case.
- E. The Court Clerk with the concurrence of the Presiding Judge shall set the number of cases docketed for sessions of Court.

RULE 27 CONTINUANCES OF PROSECUTIONS

- A. The Clerk or the Deputy Court Clerks may continue docketed uncontested cases for two weeks, or as soon as possible thereafter, if the reason for the request is an emergency or hardship. Only a Judge of the Court may approve requests for continuances of contested cases.
- B. Any case docketed in accordance with Rule 13 and thereafter continued shall be reset, if possible, before the Judge to whom the case was originally assigned.

PART VIII

APPEARANCE OF INTERESTED PARTIES IN COURT

RULE 28 APPEARANCE OF THE DEFENDANT

- A. The defendant shall be present in person or by counsel for arraignment, trial and at sentencing in all prosecutions, except when he is permitted to pay and does pay a fine in the Violations Bureau.

- B. The failure of a defendant to appear, either in person or by counsel, to answer a charge at the time the case is docketed, shall result in the immediate forfeiture of any posted appearance bond. The Judge may close the case and order that the forfeited bond satisfies the fine and costs or he may issue a warrant for the arrest of the defendant. When the defendant is arrested, he will be required to post a new appearance bond before being released.

RULE 29 APPEARANCE OF COMPLAINING WITNESS

A complaining witness in any contested case must appear when the case is set for trial. The case will be dismissed if the complaining witness fails to appear unless good cause is shown why the witness is unable to attend.

PART IX

ORDER OF BUSINESS FOR NON-JURY SESSIONS

RULE 30 HEARING OF CASES

- A. Within the limits imposed by these Rules, all cases docketed at a session of the Court shall be disposed of during that session.
- B. At the session of Court, matters will be heard in the following order:
 - 1. Arraignments and disposition of cases on pleas of guilty or nolo contendere;
 - 2. Motions and other preliminary matters;
 - 3. Trial of contested cases.

RULE 31 PROCEDURE ON ARRAIGNMENT

Before accepting a plea to a charge, the Judge shall inform the defendant of the nature of the charge against him, the penalty that may be imposed upon conviction, and at least the following fundamental rights:

- A. That he is not required to make any statement and that anything said by him may be used against him.
- B. That he may have an attorney.

- C. That he may have his case delayed to give him sufficient time to be advised by an attorney.
- D. That he may have an attorney present during any proceedings.
- E. That he may or may not testify in his own behalf.
- F. That he may appeal any final decision rendered by the Court.
- G. That a record of any required conviction in traffic cases will be sent to the Department of Public Safety of Oklahoma to become a part of his permanent driving record.
- H. That he may be admitted to bail in appropriate cases.
- I. That he may have a trial by jury where such right is guaranteed by law.
- J. That he is innocent until proven guilty.
- K. That he may subpoena witnesses, including the complaining witness, and has the right to cross-examine the witnesses.
- L. That he may bring witnesses in his own behalf.

RULE 32 PLEA

On arraignment the defendant shall enter one of the following pleas:

- A. Not Guilty
- B. Guilty
- C. Nolo contendere, subject to the approval of the Court.

The legal effect of such plea shall be the same as that of a plea of guilty, but the plea may not be used against the defendant as an admission in any civil suit based upon or growing out of the act upon which the prosecution is based.

- D. A former judgment of conviction or acquittal of the offense charged, which must be specially pleaded, either with or without the plea of not guilty.

If the defendant refuses to enter a plea, the Court shall enter a plea of not guilty for him and set the case for trial.

RULE 33 RULES OF EVIDENCE

The rules of evidence shall be applicable in the trial of all cases.

RULE 34 JUDGMENT AND SENTENCE

Upon a plea of guilty, nolo contendere, or a finding of guilt, and after announcing the judgment, the Court shall impose sentence. The Court may either:

- A. Impose a fine;
- B. Commit the person to confinement where permitted by ordinance;
- C. Impose a fine and commit the person to confinement where permitted by ordinance;
- D. Suspend the execution of the sentence in whole or in part, with or without probation; or
- E. Continue the execution of the sentence to a date in the future.

Upon a plea of guilty, nolo contendere, or finding of guilt, but before the judgment, the Court may, with the consent of the defendant, defer the proceedings and place the defendant on probation. Conditions and period of time for the probation are to be determined by the Judge.

RULE 35 REASSIGNMENT OF CASES

If a Judge is disqualified or a case needs to be reassigned for any reason, the case shall be referred to the Presiding Judge for reassignment. Upon reassignment, the Presiding Judge shall notify the Court Clerk and the assigned Judge.

RULE 36 CONSOLIDATION OF CASES

All questions of consolidating two or more cases concerning the same defendant, or arising out of the same series of acts, or concerning several defendants arising out of acts shall be determined by the Judge who is hearing the case. If the cases are to be tried separately, the Presiding Judge shall reassign the cases.

PART X

NON-JURY DISPOSITION DOCKET

RULE 37 COURT DISPOSITION DOCKET

- A. Except as otherwise provided in section B below, the Clerk shall prepare a Court Disposition Docket for each regular session of Court at least thirty-six hours prior to the session. Within forty-eight hours following the session, the Clerk shall prepare a Court Disposition Docket recording the disposition of each case.
- B. The Court Disposition Docket shall include the designation of traffic or non-traffic; the day, date, and hour of the Court session; the case number; the complaining police officer or witness; the name and address of the person charged; the charge; the date and time of the offense; the place of the offense; notation of any accident involved; and notation of the disposition of the case. The Docket shall be signed by a clerk as a true and accurate summary of the cases docketed.
- C. A copy of the Court Disposition Docket shall be provided to the Patrol Division of the Police Department of the City of Norman and to such other persons or agencies as the Clerk shall designate.

PART XI

JURY SESSIONS

RULE 38 JURY SESSIONS

- A. The Presiding Judge shall schedule jury sessions at least three times a year. The Clerk shall mail to the defendants or their attorneys, a jury call docket designating the time for them to appear for the calling of the docket.
- B. The Presiding Judge shall, at the calling of the docket, set the cases for jury trial on a day certain.

RULE 39 JURY DISPOSITION DOCKET

The Clerk shall, within one week following the conclusion of the jury session prepare a jury disposition docket setting forth the dispositions of the cases on the docket, copies of which shall be provided to the City Attorney's Office of the City of Norman and to such other persons or agencies as the Clerk shall designate.

PART XII

DISMISSAL OF CASES

RULE 40 DISMISSALS

Any case commenced in accordance with these Rules will not be dismissed except upon motion and order by the Judge. Court costs will be assessed in all cases where a motion to dismiss is granted unless waived by the Judge on good cause shown.

PART XIII

APPEALS

RULE 41 APPEALS

An appeal may be taken from any final judgment of the Municipal Court. The method of an appeal is as follows:

- A. The defendant must file a written notice of appeal in the Municipal Court and the District Court within ten (10) days from the final judgment.
- B. Bond shall be set by the Judge in the amount of not less than One Hundred Dollars (\$100.00) nor more than Two Hundred Dollars (\$200.00), unless only a fine was assessed. In that case the bond shall be set in the amount of twice the fine assessed. The defendant shall post the bond with the Clerk of the Municipal Court.
- C. The Municipal Judge shall within ten (10) days after the appeal is filed certify to the Clerk of the District Court the original papers in the case.

All appeals shall be trial de novo and there shall be a right to a trial by jury if the sentence imposed in Municipal Court was more than Five Hundred Dollars (\$500.00).

Upon a like finding of guilt by the District Court on appeal, the Municipal Court is entitled to the proceeds of the fine assessed.

PART XIV

BAIL REQUIREMENTS

RULE 42 POSTING OF BAIL

- A. If the defendant is not eligible for release upon personal recognizance, as provided in Rule 11, or is eligible but refuses to sign a written promise to appear, the officer shall take the person to the Municipal Judge for arraignment. If no Judge is available, the defendant shall be placed in the custody of the Municipal Court Officer, municipal jailer, or custodian, to be held until a Judge is available or bail is posted by one of the following methods:
 - 1. By providing a guaranteed arrest bond certificate in traffic cases where applicable by law; or
 - 2. By posting a cash or surety bond at the police department or Municipal Court Clerk's office in an amount authorized by Court rule.
- B. If the defendant is arrested for an additional offense where personal recognizance is authorized as provided in Rule 11, the arresting officer may either release the defendant upon such recognizance or require bail as provided in this Rule.
- C. At arraignment on a plea of not guilty the Judge shall set the bail. Bail shall be cash, credit card, or surety. The purpose of bail is to ensure the appearance of the defendant, and in determining the amount, the Judge shall consider the probability of the defendant appearing in Court.
- D. The Judge may release a defendant upon personal recognizance without posting bail when the Judge is satisfied the defendant will appear to answer the charge which has been filed against him.

RULE 43 FORFEITURE OF BAIL AND NOTIFICATION TO DEPARTMENT OF PUBLIC SAFETY UPON FAILURE OF ACCUSED TO APPEAR

- A. If the defendant fails to appear in Court in person or by counsel for arraignment on the charge against him, or fails to arrange with the Court Clerk within the time designated on the traffic ticket for a future appearance, the bond shall be forfeited. If a guaranteed arrest bond certificate or surety bond has been posted, it shall be forfeited and proceedings to collect the sum involved shall be commenced by the Clerk.

- B. If the defendant was released upon personal recognizance after signing a promise to appear for arraignment, as provided in Rule 11, and the defendant does not enter a plea of guilty or nolo contendere and fails to appear for arraignment, the Court may issue a warrant for the arrest of the defendant, and the Clerk, within one hundred twenty (120) days from the date the citation was issued by the arresting officer, shall notify the Department of Public Safety that;
1. The defendant was issued a traffic citation and released upon personal recognizance after signing a written promise to appear for arraignment as provided for in the citation;
 2. The defendant has failed to appear for arraignment without good cause shown;
 3. The defendant has not posted bail, paid a fine or made any other arrangement with the Court to satisfy the citation; and
 4. The citation has not been satisfied as provided by law.

The Court Clerk shall request the Department of Public Safety to either suspend the defendant's driver's license to operate a motor vehicle in this state or notify the defendant's home state and request suspension of the defendant's driver's license in accordance with the provisions of the Nonresident Violator's Compact. Such notice and request shall be on a form approved or furnished by the Department of Public Safety.

- C. Notwithstanding any other provision of law, a juvenile may be held in custody pursuant to the provisions of this Rule but shall be incarcerated separately from any adult offender, provided, however, the arresting officer shall not be required to place a juvenile into custody as provided for in this section; or
- D. The arresting officer is not required to place a traffic offender into custody:
1. Who is injured, disabled or otherwise incapacitated; or
 2. If custodial arrest may require impoundment of a vehicle containing livestock, perishable cargo or items requiring special maintenance or care; or
 3. If extraordinary circumstances exist, which, in the judgment of the arresting officer, custodial arrest should not be made.

RULE 44 CASH BOND IN TRAFFIC CASES NOT RESULTING IN ACCIDENTS

A. The following bonds are established in traffic cases where there was no accident:

		1 st <u>Offense</u>	2 nd <u>Offense</u>	3 rd and Sub. <u>Offense</u>
20-1001	Excessive Speeding.....	\$159.00	\$159.00	\$309.00
20-1002	Clocked Speeding	\$5.00 Per Mile in Excess of Speed Limit (max \$200) plus \$109.00		
20-1004	Too Fast for Conditions	\$159.00	\$159.00	\$309.00
-----	Violations Occurring in School Zone, School Crossing Zone, or Construction Zone	\$309.00	\$309.00	\$309.00
20-502✓	Careless/Failure to Devote	\$209.00	\$209.00	\$309.00
20-509(a)✓	Driving without a License.....	\$159.00	\$159.00	\$309.00
20-510✓	Vehicle Licensing Offenses	\$134.00	\$134.00	\$134.00
20-528✓	Failure to Yield / Emergency Vehicles	\$309.00	\$309.00	\$309.00
20-545	Unlawful Transportation of Children By Day Care Centers.....	\$159.00	\$159.00	\$309.00
20-547✓	Racing on Highway.....	\$309.00	\$309.00	\$309.00
20-548	Improperly Transporting a Firearm.....	\$179.00	\$179.00	\$179.00
20-602	Improper Equipment	\$129.00	\$129.00	\$129.00
	through 20-606			
20-607✓	Child Restraint Violations	\$159.00	\$159.00	\$159.00
20-608✓	Seatbelt Violations	\$20.00	\$20.00	\$20.00
20-810✓	Failure to Stop for Stop Sign	\$209.00	\$209.00	\$309.00
20-1105✓	Disregarding RR Signal	\$209.00	\$209.00	\$309.00
20-509(c)*	DUS, DUR, DUC, DUD	\$309.00	\$359.00	\$859.00
20-519*	Reckless Driving	\$309.00	\$359.00	\$859.00
20-525*	Allowing Unauthorized Driver To Operate A Motor Vehicle.....	\$209.00	\$359.00	\$859.00
20-526*	DUI / DWI / APC.....	\$859.00	N/A	N/A
20-527*	Transporting Open Containers.....	\$259.00	\$359.00	\$859.00
20-531*	Unlawfully Passing A School Bus	\$209.00	\$359.00	\$859.00
20-542*	Fleeing or Attempting To Elude A Police Officer	\$209.00	\$459.00	\$859.00
20-543*✓	No Verification of Insurance Form	\$309.00	\$359.00	\$359.00
-----	ALL OTHER VIOLATIONS.....	\$159.00	\$159.00	\$309.00

B. In addition to the bonds listed, an additional amount shall be added to the bond for expenses associated with incarceration at the rate of \$48.00 a day, plus medical care costs.

* and/or 30-60 days in jail – must appear in Court.

✓ amounts do not change if accident involved

RULE 45 CASH BOND IN TRAFFIC CASES RESULTING IN ACCIDENTS

- A. When required, a cash bond in the amount of \$209.00 shall be posted on all complaints resulting in accidents except as set out in section B below.
- B. The following bonds are required when there has been an accident:

		1 st <u>Offense</u>	2 nd <u>Offense</u>	3 rd and Sub. <u>Offense</u>
20-301*	Leaving The Scene of an Accident	\$259.00	\$459.00	\$859.00
20-509(c)*	DUS, DUR, DUC, DUD	\$409.00	\$459.00	\$859.00
20-519*	Reckless Driving	\$359.00	\$459.00	\$859.00
20-525*	Allowing Unauthorized Person to Operate a Motor Vehicle	\$259.00	\$459.00	\$859.00
20-526*	DUI / DWI / APC.....	N/A	N/A	N/A
20-527*	Transporting Open Container.....	\$359.00	\$459.00	\$859.00
20-531*	Unlawfully Passing A School Bus	\$259.00	\$459.00	\$859.00
20-542*	Fleeing or Attempting to Elude A Police Officer	\$259.00	\$459.00	\$859.00

- C. In addition to the bonds listed, an additional amount shall be added to the bond for expenses associated with incarceration at the rate of \$48.00 a day, plus medical care costs.

*and/or 60 days in jail– must appear in Court

RULE 46 CASH BOND IN NON-TRAFFIC CASES

A. The following bonds are established in non-traffic cases:

	<u>1st</u> <u>Offense</u>	<u>2nd</u> <u>Offense</u>	<u>3rd and Sub.</u> <u>Offense</u>
CHAPTER 3	Animal Control Violations		
3-301*	Cruelty to Animals.....	\$309.00	\$359.00
3-302*	Nuisance Animal.....	\$309.00	\$359.00
3-401(a)*	Animal Abandonment.....	\$309.00	\$359.00
3-406*	Vicious Dog.....	\$309.00	\$359.00
3-407*	Vicious Dog Required To Be Registered.....	\$309.00	\$359.00
3-408*	Viciously Dangerous Dog.....	\$309.00	\$359.00
3-409*	Viciously Dangerous Dogs Required To Be In A Proper Enclosure	\$309.00	\$359.00
-----	All Other Animal Control Violations	\$309.00	\$359.00
CHAPTER 5*	Building Code Violations	\$309.00	\$359.00
CHAPTER 7*	Civil Rights Violations	\$309.00	\$359.00
CHAPTER 9*	Fire Code Violations.....	\$309.00	\$359.00
CHAPTER 10	Health & Safety		
10-200*	Health & Safety Nuisances	\$309.00	\$359.00
10-206*	Sanitation and Sewerage.....	\$309.00	\$359.00
10-300*	Noise Control.....	\$309.00	\$359.00
10-400*	Wastewater Violations.....	\$309.00	\$359.00
10-503	Smoking in Park.....	\$119.00	\$159.00
10-504	Furnishing or Sale of Tobacco.....	\$209.00	
	Second offense within 2 years of first offense.....		\$309.00
	Third and subsequent offenses within 2 years of first offense...		\$409.00
10-600*	International Property Maintenance Code	\$309.00	\$359.00
-----	All Other Health/Safety Violations.....	\$309.00	\$359.00
CHAPTER 13*	Licenses/Occupational Violations	\$309.00	\$359.00
CHAPTER 14*	Contempt of Court	\$309.00	\$359.00
CHAPTER 15	Offenses		
15-201	Aiding and Abetting.....	\$309.00	\$359.00
15-301*	Age Misrepresentation.....	\$259.00	\$359.00
15-302	Public Intoxication.....	\$309.00	\$309.00
15-303	Person Under 21 Entering Establishment Where Alcoholic Beverage Sold/Consumed.....	\$309.00	\$359.00
15-304	Possession of Alcoholic Beverages	\$309.00	\$359.00
15-305*	Furnishing Alcoholic Beverage To Person Under 21	\$359.00	\$409.00
15-307	Attempts by Persons Under 21 to Purchase Alcoholic Beverages.....	\$309.00	\$359.00

*and/or 60 days jail– must appear in Court.

		1 st <u>Offense</u>	2 nd <u>Offense</u>	3 rd and Sub. <u>Offense</u>
15-401	Begging.....	\$309.00	\$359.00	\$859.00
15-402	Curfew Violations.....	\$309.00	\$359.00	\$859.00
15-403	Adults Permitting Curfew.....	\$309.00	\$359.00	\$859.00
15-404*	Harmful Deception.....	\$309.00	\$359.00	\$859.00
15-405*	Consuming Harmful Substance.....	\$309.00	\$359.00	\$859.00
15-406*	Under Influence of Narcotics.....	\$309.00	\$359.00	\$859.00
15-407*	Nudity, Indecent Exposure.....	\$309.00	\$359.00	\$859.00
15-408*	Possession of Marijuana.....	\$314.00	\$364.00	\$864.00
15-409*	Peeping Toms.....	\$309.00	\$359.00	\$859.00
15-410	Truancy Violations.....	\$309.00	\$359.00	\$859.00
15-411	Outraging Public Decency.....	\$309.00	\$359.00	\$859.00
15-412(a)	Furnishing Tobacco.....	\$209.00		
	Second and subsequent offenses within 12 months....		\$309.00	\$309.00
15-412(b)	Possession of Tobacco.....	\$209.00		
	Second and subsequent offenses within 12 months....		\$309.00	\$309.00
15-413*	Drug Paraphernalia.....	\$314.00	\$364.00	\$864.00
15-501*	Assault and Battery.....	\$309.00	\$359.00	\$859.00
15-502*	Discharging Firearms.....	\$309.00	\$359.00	\$859.00
15-503*	Disturbing the Peace.....	\$309.00	\$359.00	\$859.00
15-504*	Possession of Weapons.....	\$309.00	\$359.00	\$859.00
15-505*	Unlawful Assembly.....	\$309.00	\$359.00	\$859.00
15-506*	Nuisance Party.....	\$309.00	\$359.00	\$859.00
15-507*	Person Attending/Contributing to Nuisance Party.....	\$309.00	\$359.00	\$859.00
15-508*	Social Host.....	\$609.00	\$609.00	\$609.00
15-601*	Interference w/Property's Use.....	\$309.00	\$359.00	\$859.00
15-602*	Molesting Property.....	\$309.00	\$359.00	\$859.00
15-603*	Petty Larceny.....	\$309.00	\$359.00	\$859.00
15-604*	Tampering w/Utilities.....	\$309.00	\$359.00	\$859.00
15-605*	Trespassing.....	\$309.00	\$359.00	\$859.00
15-606	Commercial Refuse Containers.....	\$309.00	\$359.00	\$859.00
15-607	Sutton Urban Wilderness.....	\$309.00	\$359.00	\$859.00
15-608	Graffiti.....	\$309.00	\$359.00	\$859.00
15-609*	Pump Pirate.....	\$309.00	\$359.00	\$609.00
15-701*	Assault/Battery on Police Officer.....	\$309.00	\$359.00	\$859.00
15-702*	Interference w/Official Process.....	\$309.00	\$359.00	\$859.00
15-703*	Littering.....	\$309.00	\$359.00	\$859.00
15-704*	Obstructions of the Public Way.....	\$309.00	\$359.00	\$859.00
15-705*	Polluting Water Supply.....	\$309.00	\$359.00	\$859.00
15-706*	Short-wave Radio Violations.....	\$309.00	\$359.00	\$859.00

*and/or 60 days jail– must appear in Court.

15-707*	Strikes	\$309.00	\$359.00	\$859.00
15-708*	Transmission-Radio/Other Frequency	\$309.00	\$359.00	\$859.00
15-709*	Unlawful Use of Operators or Chauffeurs License	\$309.00	\$359.00	\$859.00
15-710*	Adult FTA with Juvenile	\$309.00	\$359.00	\$859.00
15-711*	Parental Responsibility/Juvenile Court Fines	\$309.00	\$359.00	\$859.00
15-712*	Failure to Appear	\$359.00	\$359.00	\$359.00
CHAPTER 16	Public Improvement Violations	\$309.00	\$359.00	\$859.00
CHAPTER 18	Sign Code Violations	\$309.00	\$359.00	\$859.00
CHAPTER 19	Sub-Division Reg Violations	\$309.00	\$359.00	\$859.00
CHAPTER 21*	Utility Service Violations	\$309.00	\$359.00	\$859.00
21-405*	Water Conservation	\$309.00	\$359.00	\$859.00
CHAPTER 22	Zoning Violations			
22-429.4*	Max Westheimer Airport Overlay District	\$309.00	\$359.00	\$859.00
22-431.7	Off-Street Parking	\$309.00	\$309.00	\$309.00
-----	All Other Zoning Violations	\$309.00	\$359.00	\$859.00

B. In addition to the bonds listed, an additional amount shall be added to the bond for expenses associated with incarceration at the rate of \$48 a day, plus medical care costs.

*and/or 60 days jail– must appear in Court.

RULE 47 BAIL REQUIREMENTS ON NON-APPEARANCE TO ANSWER COMPLAINT

Any person who has failed to answer a charge filed against him and which is outstanding and undisposed of because of his non-appearance shall be required to post an appearance bond in the amount prescribed in these Rules on each such offense outstanding against him.

RULE 48 DISCRETION OF CHIEF OF POLICE IN FIXING BOND, NATURE OF BOND REQUIRED, AND NOTIFICATION OF PARENT OR GUARDIAN

- A. Within the limits of the provisions in Rules 44, 45, and 46 of these Rules, for any offense for which bond is not indicated, in the absence of the Judge, the Chief of Police or his delegate shall have discretion to set a bond in an amount not to exceed the maximum fine and costs that can be assessed for the offense. The Chief of Police, or his delegate, shall accept a surety under the same conditions as the cash bond.
- B. Upon the arrest of any person under the age of eighteen, the Clerk, or the Chief of Police or his delegate, shall notify the parent or guardian immediately and inform him of the charge placed against the child or ward and the amount of bond required under these Rules.

RULE 49 NOTIFICATION OF AND CONSULTATION WITH JUDGE IN AGGRAVATED CASES OR WHERE REQUIREMENT OF AN APPEARANCE BOND WOULD BE UNREASONABLE OR IMPOSE A HARDSHIP

In all instances in these Rules where an appearance bond is required, the Judge shall be notified if the limits fixed for the appearance bond are deemed inadequate in relation to the seriousness of the offense, or where the bond required would impose an unreasonable hardship or require unjustifiable detention of the accused until the next session of the Court.

RULE 50 OFFICER ADVISING THE ARRESTED PERSON IN THE FIELD

- A. The arresting officer shall advise the arrested person of the date and time that he is to appear at the Court to answer the offense with which he is charged.
- B. In no case shall an arresting officer of the City of Norman advise the arrested person of the amount of the bond required, any penalties that may be assessed upon a plea of guilty or conviction of the offense with which he is charged, or any options or dispositions that may be afforded to the Defendant.

PART XV

PAYMENT OF FINES IN CASES OF INDIGENCE

RULE 51 PAYMENT OF FINES IN CASES OF INDIGENCE

- A. When the judgment and sentence of the Court, either in whole or in part, includes a fine and/or costs upon a defendant, a judicial hearing shall be conducted and judicial determination made as to the defendant's ability to immediately satisfy the fine and costs.
- B. If the defendant, by judicial finding, is able to immediately satisfy the fine and/or costs, payment of which are not deferred by the Court, and he refuses or neglects to do so, he may be immediately confined. If the defendant does immediately satisfy the fine and/or costs, no further determination need be made.
- C. If the Court judicially determines that the defendant is immediately unable to pay the fine and/or costs, or that in case of a judgment of jail time and fine and/or costs, he is unable to satisfy that part of the judgment relating to fine and costs while in custody, a judicial determination shall be made as to defendant's ability to satisfy fine and/or costs by making payments in installments. In the event jail time is part of the judgment, a determination shall be made as to his ability to make installment payments after completion of the jail term.
- D. After a judicial finding that the defendant may be able to pay the fine and/or costs in installments, the Court may order the defendant to make payment of installments in reasonable amounts and fix the due date of each payment, the defendant to appear before the Court on each due date.
- E. If the defendant fails to make an installment payment when due, he must be given an opportunity to be heard as to his refusal or neglect to pay the installment when due. If no satisfactory explanation is given, the defendant may then be put in jail. If, because of exigent circumstances or misfortune the defendant is unable to make payment of a particular installment when due, he should be given further opportunity to satisfy the fine and/or costs, this being within the discretion of the Court, to be governed by the facts and circumstances of each particular case.
- F. In the event the defendant, because of physical disability or poverty, is unable to pay fine and/or costs either immediately or in installment payments, he must be relieved of the fine and/or costs; or, in the alternative, be required to report back to the Court at a time fixed by the Court to determine if a change of condition has made it possible for the defendant to commence making installment payments toward the satisfaction of fine and/or costs.

- G. At any time set by the Court for the defendant to appear on due date of installment or to appear for examination to determine change of condition set out in subsection F. above, and the defendant fails to appear, he may be put in jail to satisfy the fine and/or costs.

PART XVI

COMMITMENTS AND RELEASES

RULE 52 ORDER OF COMMITMENT AND COMMITMENT

- A. Upon conviction and the entering of judgment and sentence where jail time is imposed, the Judge shall issue an Order of Commitment, which shall be delivered to the Chief of Police, or his delegate; and the person convicted shall then be remanded to the custody of the Chief of Police, or his delegate, for the purpose of carrying out the judgment and sentence.
- B. The Order of Commitment shall be directed to the Chief of Police, or his delegate, and shall specify the terms of the commitment and have an endorsement that he has complied with the terms of the Order of Commitment.

RULE 53 ORDER OF RELEASE REQUIRED ON ALL COMMITMENTS

- A. No person placed in jail under Rule 52 shall be released from custody except upon an Order of Release, authorized by the Judge.
- B. The Order of Release shall be directed to the Chief of Police, or his delegate, shall state that judgment and sentence have been satisfied, the terms upon which the judgment and sentence have been satisfied, and by endorsement of the Chief of Police, or his delegate, that he has complied with the terms of the release by releasing the convicted person from custody.

PART XVII

RECORDS

RULE 54 THE MAKING AND PRESERVATION OF RECORDS

The Court shall make and preserve, as hereinafter provided, records of all cases brought before the Court.

RULE 55 RETENTION AND PRESERVATION OF RECORDS

- A. All original records of the Court, other than parking records, shall be kept in the Service and Operations Division, and, on a regular basis, the records shall be scanned for storage in digital format, and the original records destroyed as provided by the statutes of the State of Oklahoma.
- B. Parking records shall be retained in the Service and Operations Division for a period of one year. After one year they may be destroyed as provided in Title 11, § 22-131 of the Oklahoma Statutes.

RULE 56 COURT RECORDS AS PUBLIC RECORDS

All records of the Court are public records except when they are otherwise required by law to be treated as confidential records. Copies, either certified or not certified, may be obtained upon request to the Clerk and the payment of costs of research and reproduction.

PART XVIII

CONTEMPT POWER

RULE 57 CONTEMPT POWER

The Court has the power to punish any contempt in order to protect the rights of the parties and the interests of the public by assuring that the administration of justice shall not be thwarted.

PART XIX

WITHDRAWAL OF COUNSEL

RULE 58 WITHDRAWAL OF COUNSEL

When counsel has entered an appearance for the defendant and subsequently desires to withdraw as counsel, he shall file an application and present it to the Judge. If the case is regularly set for trial, the motion shall be filed at least five (5) days before the trial date, unless good cause can be shown why it could not have been filed.

PART XX

RELEASE OF DEFENDANT UPON ATTORNEY'S AFFIDAVIT

RULE 59 RELEASE OF DEFENDANT UPON ATTORNEY'S AFFIDAVIT OF RESPONSIBILITY FOR COURT APPEARANCE OF CLIENT

The privilege of having defendants released upon their attorney's affidavit of responsibility for Court appearance is given to all attorneys who are members of the Cleveland County Bar Association, under the following terms and conditions:

- A. The defendant is a resident of the State of Oklahoma.
- B. The attorney involved signs an affidavit that he will personally hold himself responsible to the Court for the appearance of the defendant at all proceedings until final disposition has been made of the case to the satisfaction of the Court, which affidavit shall be filed with the Court Clerk.
- C. No attorney shall be allowed affidavit privileges who has previously executed an attorney's affidavit of responsibility for Court appearance of client when that client did not appear at any required proceedings and a warrant for the arrest of the defendant is outstanding, unless upon hearing for good cause shown, the Judge reinstates the attorney.
- D. The Clerk shall give written notice to attorneys of revocation of their affidavit privileges.
- E. The Clerk shall keep a list of all Cleveland County Bar Association members who have filed an affidavit with the Court and a list of those attorneys whose affidavit privileges have been suspended.