

**Division CR-G Procedures**  
**Honorable Kevin A. Blazs**  
**Courtroom 508**

Attorneys are expected to bring their calendars to court to facilitate the scheduling of court dates and hearings. Please be aware that the judicial assistant has no authority to pass cases administratively without authorization from the judge. While the Court will consider a continuance of a scheduled proceeding, the request shall be made in writing within 48 hours of the set event. However, please be prepared to appear in court to pass matters on the record.

Defendants shall be present unless a written plea has been entered and written Waiver of Appearance is in the court file. It is strongly preferred that defendants are present at arraignment. Attorneys shall be physically present at arraignment.

Defendants and attorneys shall be present in person at the Final Pre-trial.

All witnesses for any evidentiary hearing shall appear "live" where the court is the fact finder, including bond hearings.

All Defendants and attorneys shall appear "live" for any hearing.

Only attorneys with full, unlimited authority to act on behalf of, and bind, the respective parties shall appear before the court for any proceeding.

Court will begin promptly at 9:00 a.m., unless otherwise notified.

If you are seeking to have a Motion granted by Order without a hearing, please confer with opposing counsel prior to emailing the Court and include their position in the Motion. Opposing counsel shall be copied in the email conveying the Motion and proposed Order to the Court.

Attorneys, please make sure that you and your staff copy opposing counsel in emails to the court. Defense counsel, if you are not sure who the assigned Assistant State Attorney is, it is acceptable to copy the Division Chief.