

MICHAEL J. WALTON
SCOTT COUNTY ATTORNEY
Scott County Courthouse
400 West Fourth Street
Davenport, Iowa 52801-1104
Telephone: (563) 326-8600
Facsimile Transmission (563) 326-8763
rbradfield@scottcountyiowa.com
WEB SITE - www.scottcountyiowa.com

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Robert C. Bradfield, Assistant County Attorney (563) 326-8230

MEMO

TO: All Defense Attorneys

RE: Associate Court Indictable Misdemeanors

As a result of the Judicial Department's reduction of staff, the Associate Court does not have access to Court Reporters on a full time basis. Consequently, Pleas and Sentencings for all indictable misdemeanors, both Serious and Aggravated will be in writing.

1. The plea form has been **changed to include a section for Defendants to provide a factual basis for the plea. You must include all the elements of the Offense.**
2. Only this new form is Acceptable.

Also Unsupervised Probation Hearings have been increasing in numbers where the Defendant has made no payments after four months. The Court Compliance Office has agreed to help get the fines and costs paid more quickly. As a result the following new policy is in effect:

1. At the time of Sentencing on all Indictable Misdemeanors, the Defendant's Attorney will fill out an **Order to Report to Court Compliance.** (The blank order will be in the Court file.)
2. There will be a sign up sheet to pick the day and time for the Defendant to meet with Court Compliance.
3. This Order will be presented to the Court along with the Sentencing documents.
4. **Judgment will not be entered without this Additional Order.**

These new procedures are effective immediately