

CRITERIA FOR OUT-OF-STATE DEFENDANTS

New Citations - Not in Warrant

→ Mail letter to Judge VanLandschoot, to be received in Court on or before IA Date, Attn: Susie. *** **We Do Not Accept Faxes – Do Not Give Out My Fax Number** ***

→ Letters **must** include the following:

- Citation and/or Case Number
- **A plea** (guilty, nolo, or not guilty) *** **EXTREMELY IMPORTANT**
- An original signature
- Their current residence address
- If their charges are Registration/Insurance/DL, they must include proof for consideration

→ For pleas of Guilty or Nolo, the Defendant's presence will be waived; the Judge and City Attorney will consider their request.

→ For a plea of Not Guilty, a Trial will be set approximately 2 to 3 months out from the date the letter is received/reviewed, at which time the Defendant must appear. A letter will be sent indicating their Trial Date, together with a Trial Information Sheet, via Certified Mail. We do not accept pleas of "Not Guilty, with an explanation". Defendants think they can do this and not appear for Trial. Approximate response time, 2 to 4 weeks.

Cases in Warrant

→ If the case already has a plea, send Judge VanLandschoot a letter, Attn: Susie, (follow letter guidelines above, excluding plea) giving extremely short explanation of why the case went into Warrant and request consideration to be removed from Warrant.

→ If no plea, follow letter guidelines above.

→ If the Defendant wishes to enter a Not Guilty plea, they must include the Full Bail Amount, no exceptions. A Trial Date will then be set (see Trial guidelines above). No cases in Warrant will be set for Trial unless the full Bail Amount is received.

*** In all events except Trial Settings, the Courtroom Clerks will mail the Defendant a letter indicating the Judge's decision. Total response time from when letter is first received is approximately 3 to 6 weeks.***