

MISDEMEANOR WARRANT PROCESS

- Misdemeanor warrants are issued on Tuesday & Thursday from 8:00 a.m.-11:30 a.m. An Incident/Offense report **MUST** be filed with the Sheriff's Office or Police Dept., prior to applying for a warrant. You **MUST** bring a copy of the report with you when applying for a warrant. The report will be returned to you after the warrant screening process is complete & you **MUST** bring the report to court with you.
- If a warrant is issued by the Clerk's Office, it will be sent to the Sheriff's Office to be served. **The Clerk's office does not control how long the service process takes.**
- The case will be put on a First Appearance Docket **after** the Defendant (person committing the crime) is arrested. **ONLY THE DEFENDANT** is required to appear on this court date. They will enter a plea of guilty or not guilty on this date. The case will be set for trial if they enter a plea of not guilty. You will receive a subpoena from the Clerk's Office for the scheduled trial date and you **MUST** appear on the trial date.
- Any supporting documents or records (medicals, estimates, etc.) must be filed with the Clerk's Office before the Defendant's first court appearance. Bring **copies** to the Clerk's Office and they will be scanned into the court case file. (The Clerk's office cannot scan or store photos, CDs or audio/video tapes.) **Keep the original documents for your own file. Bring these to court with you on the date of the scheduled trial.**
- A Restitution Affidavit form must be completed and filed with the Clerk's Office before the Defendant's first court appearance. (Restitution is money owed to you as a result of this crime.) The court cannot consider repayment to you if an affidavit has not been filed.
- It is **YOUR** responsibility to keep the Clerk's Office informed of any changes in your contact information (address, phone #etc.). Subpoenas are mailed out based on the information **YOU** provided when the warrant was issued.
- **ON THE SCHEDULED TRIAL DATE: THE COURT MAY DISMISS YOUR CASE IF YOU FAIL TO PROVIDE DOCUMENTS AND/OR EVIDENCE TO SUPPORT YOUR COMPLAINT.**
- **IF YOU FAIL TO SHOW UP ON TRIAL DATE or IF YOU FILE A REQUEST TO DISMISS YOUR CASE: THE COURT MAY DISMISS YOUR CASE AND YOU COULD BE ORDERED TO PAY COURT COST IN THE CASE!**