

**HONORABLE JAN M. ADLER
U.S. MAGISTRATE JUDGE
CRIMINAL PRETRIAL PROCEDURES**

Please Note: The Court provides this information for general guidance to counsel. However, the Court may vary these procedures as appropriate in any case.

CRIMINAL CALENDAR:

Judge Adlers' Courtroom Deputy ("CRD"), Rhea Rhone, handles all criminal inquiries on criminal matters. Her telephone number is (619) 557-6412.

Criminal calendars are heard on Tuesdays and Thursdays at 2:00p.m., unless otherwise scheduled by the Court. Criminal Arraignments will be held during duty week at 10:30a.m. and 2:00p.m. as scheduled by the Court. For Tuesday and Thursday calendars, counsel shall check in with the Court's CRD no later than 1:45pm. Counsel are expected to be punctual and to advise the Court's CRD of any scheduling conflicts in advance of their hearing.

PRESENTMENT OF BAIL DOCUMENTS:

The bail documents, in the format approved by the Court, shall be presented to the Judge's Courtroom Deputy for review prior to being accepted in chambers. The bail documents must include a copy of the Order of Conditions of Release as applicable to the defendant in the case.

Material witness bonds must include a notation in the upper right hand corner of the arraignment date of the material witness.

BAIL MODIFICATION HEARINGS:

Bail Modifications will not be heard unless calendared in advance and with at least 24 hours notice to the opposing party, Pretrial Services, and the sureties.

NEBBIA HEARINGS:

Nebbia hearings will only be held if calendared in advance with no less than 24 hours notice to all parties and the assigned Pretrial Services officer. Defense counsel must provide the Court and the United States Attorney's Office a copy of the proposed bail package, including appraisals, title documents, and other relevant materials at least 24 hours in advance of the hearing.

ARRAIGNMENT ON INFORMATIONS:

Counsel shall have the written Waiver of Indictment signed by their client prior to the scheduled hearing.

CHANGE OF PLEA:

Changes of plea will only be heard if calendared in advance. Counsel shall have the written consent to Rule 11 Plea form signed by their client prior to the scheduled hearing.

MISDEMEANOR SENTENCINGS:

Counsel shall file a sentencing summary chart and/or sentencing memorandum no later than two (2) days before the sentencing hearing or change of plea hearing (if requesting immediate sentencing).