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Acting Administrative Director of the Courts


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**Directive # 33-17**

[Supersedes Directive # 06-03  
and all Supplements to that Directive]

**To: Assignment Judges  
Criminal Presiding Judges**

**From: Glenn A. Grant, J.A.D.** 

**Subj: Criminal – (1) Revised Arraignment/ Initial Case Disposition Conference  
Order and (2) Plea Cut-Off Exception Form**

**Date: December 18, 2017**

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This superseding Directive promulgates (1) the revised form Arraignment/Initial Case Disposition Conference Order and (2) the revised form Request to Plead Case off the Trial List as a Plea Cut-Off Exception (Plea Cut-off Exception). The two revised forms supersede the forms as originally promulgated by Directive # 6-03 ("Implementation of Criminal Division Court Event Forms").

Directive # 6-03, issued on July 22, 2003, promulgated an Arraignment/Status Conference Order form and a Plea Cut-Off Exception form. Those forms were issued in response to a series of recommendations regarding the use of standardized statewide forms in the Report of the Conference of Criminal Presiding Judges and Criminal Division Managers on Backlog Reduction (Backlog Report). That Report was approved by the Judicial Council on October 31, 2002.

**(1) Arraignment/Initial Case Disposition Conference Order**

The original Arraignment/Status Conference Order form was promulgated to conform with the requirements for that court proceeding in R. 3:9-1(c). Thereafter, that form order was superseded by the forms issued in the Supplements to Directive # 6-03 dated on August 20, 2010, June 26, 2013, and the May 26, 2016.<sup>1</sup> All prior versions are superseded by the attached

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<sup>1</sup> Paragraph #7 was added in the August 20, 2010 order upon the recommendation of the Conference of Presiding Judges in accordance with State v. Nuñez-Valdez, 200 N.J. 129, 144 (2009), in which the Supreme Court requested that the plea form instruct defendants of their right to seek legal advice regarding their immigration status. The Conference was of the view that the defendant and defense counsel should discuss potential immigration consequences early in the court process. Paragraph # 7 was added to alert defense counsel to discuss with the defendant his/her immigration status, the potential consequences of a guilty plea or conviction and the right to seek legal advice on his/her immigration status.

Arraignment/Initial Case Disposition Conference Order form. This new version includes the following revisions recommended by the Conference of Criminal Presiding Judges: (1) the place of birth question was eliminated in paragraph 7a; and (2) "review of conditions of pretrial release" was added to the list of consequences for a failure to appear in court in paragraph 10.

## (2) Plea Cut-Off Exception Form

The original form Request to Plead Case off the Trial List as a Plea Cut-Off Exception was recommended by the Conference of Presiding Judges in November 2002. It was the view of the Conference, as expressed in the Backlog Report, that the "key to a solid trial list is strict adherence to the policy established by the Supreme Court in the plea cut-off rule." R. 3:9-3(g). Only formatting revisions are being made to this form.

Attached are the revised form Arraignment/Initial Case Disposition Conference Order (Attachment 1) and the Plea Cut-Off Exception form (Attachment 2). Any questions or comments regarding this Directive or the appended forms may be directed to Sue Callaghan, Assistant Director for Criminal Practice, at 609-815-2900 extension 55300 or [sue.callaghan@njcourts.gov](mailto:sue.callaghan@njcourts.gov).

Attachments: Arraignment/Initial Case Disposition Order (Attachment 1)  
Plea Cut-Off Exception Form (Attachment 2)

cc: Chief Justice Stuart Rabner  
Steven D. Bonville, Chief of Staff  
AOC Directors and Assistant Directors  
Melaney S. Payne, Special Assistant  
Ann Marie Fleury, Special Assistant  
Trial Court Administrators  
Criminal Division Managers and Assistants  
Vance D. Hagins, Chief  
Maria Pogue, Assistant Chief

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The June 26, 2013 order added new paragraph #7b advising defense counsel to discuss with the defendant whether he or she may be a candidate for sentencing to drug court.

The May 26, 2016 order included a series of amendments because of Criminal Justice Reform: (1) replaced "arraignment/status" conference with the "arraignment" and initial, final, and discretionary disposition conferences to conform with amendments to R. 3:9-1; (2) updated references to "monetary" bail and "conditions of pretrial release" in the defendant's status options; (3) added place of birth in paragraph 7a; (4) eliminated former paragraph 9, which required cases to be scheduled for trial immediately after disposition of dispositive motions, and designated former paragraph 10 on the plea cutoff date as paragraph 9; and (5) added paragraph 10 to confirm that the defendant was fingerprinted and the case was included in the defendant's criminal history.

## Attachment 1

### Arraignment/Initial Case Disposition Conference Order

(To be executed on day of Arraignment/Initial Case Disposition Conference)

Superior Court of New Jersey  
Law Division, Criminal Part

State of New Jersey

Vicinage

Indictment Number: \_\_\_\_\_

Prosecutor's Number: \_\_\_\_\_

vs.

(Check appropriate event)

☐ Arraignment/ ☐ Initial  
**Case Disposition Conference  
Order**

\_\_\_\_\_  
(Defendant)

Status: ☐ Jail ☐ Monetary Bail ☐ Pretrial Release

Arraignment date: \_\_\_\_\_, 20\_\_\_\_

Initial Case Disposition Conference (ICDC) date: \_\_\_\_\_, 20\_\_\_\_

As a result thereof, it is hereby **ORDERED**:

1. **Plea Offer:** Terms of plea agreement offered by the State:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Discovery:** State: ☐ All Discovery has been provided.  
☐ The following Discovery is to be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Defense:** ☐ No Discovery has been provided.  
☐ All Discovery has been provided.  
☐ The following Discovery is to be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All Discovery shall be completed no later than \_\_\_\_\_, 20\_\_\_\_

3. **Co – Defendant Status:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. **Motion:** With the exception of *Sands/Brunson*, all **Dispositive** motions shall be heard prior to the imposition of the plea cutoff and execution of the **Trial Memo**.

Dispositive Motions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Non-Dispositive  
Motions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original: Court File    Pink: Prosecutor    Gold: Defense Counsel    Copy: Criminal Division

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5. All motions must be filed no later than \_\_\_\_\_, 20

The State's brief must be filed no later than \_\_\_\_\_, 20

The Defense brief must be filed no later than \_\_\_\_\_, 20

6. **Hearings on motions in this case shall be conducted as follows:**

Dispositive Motions – on \_\_\_\_\_, 20 at \_\_\_\_\_ AM or \_\_\_\_\_ PM

Non Dispositive Motions  
immediately before trial on \_\_\_\_\_, 20 at \_\_\_\_\_ AM or \_\_\_\_\_ PM

7a. Did defense counsel discuss with the defendant his/her immigration status, the potential consequences of a guilty plea or conviction and his/her right to seek legal advice on his/her immigration status. (*State v. Nunez-Valdez*, 200 N.J. 129 (2009))? ☐ Yes ☐ No

7b. Did defense counsel discuss with the defendant whether he/she is mandated for sentencing to drug court pursuant to *N.J.S.A. 2C:35-14.2* or wishes to voluntarily apply for drug court pursuant to *N.J.S.A. 2C:35-14*? ☐ Yes ☐ No

8. The parties shall next appear and be ready for the

Initial Case Disposition Conference on: \_\_\_\_\_, 20

Final Case Disposition Conference on: \_\_\_\_\_, 20

Discretionary Case Disposition Conference on: \_\_\_\_\_, 20

9. **Plea Cut Off Date:** \_\_\_\_\_, 20

10. The State confirms that the defendant has been fingerprinted and the case is properly reflected on the defendant's criminal history (CCH). ☐ Yes ☐ No

**A Failure to Appear on the Date and Time Specified Herein Will Result in the Issuance of a Bench Warrant, the Forfeiture of any Monetary Bail, and/or Review of Conditions of Pretrial Release.**

11. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Prosecutor (print name)

\_\_\_\_\_  
Defense Counsel (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Honorable \_\_\_\_\_, J.S.C.

Attachment 2

Plea Cut-off Exception Form

**State of New Jersey**

v

\_\_\_\_\_  
(Defendant)

Judge \_\_\_\_\_  
Defense Attorney \_\_\_\_\_  
Asst. Prosecutor \_\_\_\_\_  
Indictment No: \_\_\_\_\_  
Promis/Gavel Case No. \_\_\_\_\_

**Request to Plead Case off the Trial  
List as a Plea Cut-Off Exception**

Reason for request (check all that apply)

- ☐ Material change of circumstances  
☐ Avoid protracted trial  
☐ Avoid manifest injustice

Explanation (required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by:

\_\_\_\_\_  
Defense Attorney/Asst. Prosecutor

Request consented to:

\_\_\_\_\_  
Defense Attorney/Asst. Prosecutor

Recommended by:

\_\_\_\_\_  
Signature of Trial Judge

Was approval granted for plea cut-off exception? ☐ Yes ☐ No

\_\_\_\_\_  
Criminal Presiding Judge

\_\_\_\_\_  
, J.S.C. (Designee)