



**The Superior Court of California,  
County of Yolo**

725 Court Street, Room 308 • Woodland, California 95695 • Telephone 530-406-6838 • Fax 530-406-6835

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**Amended ADMINISTRATIVE ORDER  
No. 2012-23**

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<b>DATE</b>	September 10, 2012	<b>FROM</b>	Steven M. Basha, Presiding Judge
<b>TO</b>	Judicial Officers; Jeff Reisig, District Attorney; Tracie Olson, Public Defender; J. Toney, Conflict Counsel	<b>SUBJECT</b>	Criminal Calendar Request Policy
		<b>EFFECTIVE</b>	September 15, 2012

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All criminal calendaring requests must conform to Local Rule 16.11 and this policy.

1. Once a case has been assigned to a judge, all calendaring requests shall be made for the assigned judge.
2. If a defendant fails to appear, and counsel wants to set a warrant surrender, it shall be set in the department where the defendant failed to appear.
  - a. In cases where the issuing judge is not available for an extended period of time the clerk will check with the "buddy" department and may schedule the warrant surrender in that department upon approval of the "buddy" department judge.
3. Only one warrant surrender request will be granted. If the defendant fails to appear on the date set, the case will be dropped from calendar and no further surrender requests will be granted. The defendant must thereafter surrender at the jail.
4. Calendar requests to short set or advance a matter shall be made in writing and submitted to the calendar clerk. The clerk will take the request and case file to the appropriate judge for approval or denial. If denied, the clerk will notify the requesting party.
5. The calendar clerk will give you the date you request unless the court is dark, the calendar is full, or the matter must go to a particular judge.
6. If the calendar clerk receives a calendaring request that does not meet the criteria as set forth in Local Rule 16.11 or this policy the request will be denied and the clerk will notify the requesting party.

Signed this 17<sup>th</sup> Day of September 2012

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Steven M. Basha, Presiding Judge