

Phoenix Municipal Court  
Criminal Case Pre-Trial Procedures  
Effective June 22, 2020

**From ARRAIGNMENT, the case will be set for a PRE-TRIAL DISPOSITION CONFERENCE (PDC).**

- Defendants are required to attend the PDC in-person whether represented by counsel or representing themselves.
- Any case not resolved at the PDC may be set for TRIAL or a PROGRESS CONFERENCE (PC).
- The PROGRESS CONFERENCE will be scheduled approximately eight weeks after the PDC, or two weeks after the PDC for in-custody defendants not being held on felony charges.
- The Court's expectation is that the parties will diligently work towards an appropriate resolution of the case between settings. All discovery issues, including witness interviews, that cannot be satisfactorily and timely resolved between the parties should be brought to the Court's attention immediately by motion so that the matter may be resolved prior to the PROGRESS CONFERENCE.

**The PROGRESS CONFERENCE will be conducted telephonically.**

- Defendants who are not represented by counsel are encouraged to appear telephonically but may appear in person. If a defendant fails to appear telephonically or in person, an arrest warrant may issue.
- Defendants who are represented by counsel need not appear at the PROGRESS CONFERENCE but must be in direct contact with their attorney within one week prior. If a defendant fails to appear in person or by telephone at the PROGRESS CONFERENCE and has not been in direct contact with their attorney within one week prior, an arrest warrant may issue.

**At the PROGRESS CONFERENCE, the case may be set for TRIAL or for a CHANGE OF PLEA (COP).**

- With prior notice to the Court and the prosecutor, the defendant may appear in-person and enter a change of plea at the PROGRESS CONFERENCE.
- When setting a case to TRIAL, the parties must avow they have a good faith belief that all necessary witnesses are available and will appear for trial on the date and time scheduled.
- If a case is set to TRIAL from the PROGRESS CONFERENCE without the appearance of the defendant, defense counsel will notify the defendant of the trial date and endeavor to secure the defendant's signature on the trial date notice. The Court will mail a trial date notice to the defendant and document the mailing. If the defendant fails to appear for trial, an arrest warrant may issue.
- Any motion to continue the PROGRESS CONFERENCE must be accompanied by a joint progress report submitted by the parties. In ruling on the motion to continue, the Court will make specific inquiries regarding all outstanding issues and may continue the PROGRESS CONFERENCE as appropriate. If a motion to continue is denied, the case will be set to TRIAL.