

The Supreme Court of South Carolina

ORDER


The Chief Judge for Administrative Purposes for the Ninth Judicial Circuit (Criminal) has submitted for approval the attached Amended Administrative Order establishing certain rules for the processing of criminal cases in Charleston County.

Pursuant to S.C. Const. Art. V, Section 4, the Administrative Order is hereby approved for use in Charleston County.

AND IT IS SO ORDERED!



DONALD W. BEATTY
Chief Justice

, 2018

Charleston, South Carolina

STATE OF SOUTH CAROLINA)
)
COUNTY OF CHARLESTON) IN THE COURT OF GENERAL SESSIONS
) FOR THE NINTH JUDICIAL CIRCUIT
)

AMENDED ADMINISTRATIVE ORDER

Pursuant to the authority vested in this Court by the attached Administrative Order (Attachment "A"), signed by the Honorable Chief Justice of the Supreme Court of the State of South Carolina, Donald W. Beatty, the following Administrative Order is hereby adopted by the Court of General Sessions for the Ninth Judicial Circuit in Charleston County.

The Administrative Order dated October 26, 2006, which has managed General Sessions charges moving through the system since October 1, 2006, is hereby modified to address additional changes to the system. As of March 31, 2017, the Solicitor is no longer responsible for determining the General Sessions Docket. At the direction of Chief Justice Beatty, this authority was transferred to the Chief Administrative Judge for General Sessions (hereinafter, "the Chief Judge") for an indefinite period of time as part of a pilot program in Charleston County. In the future, the Chief Judge may expand this pilot program to Berkeley County.

The Court hereby declares and orders that all General Sessions cases will be processed through the Court under the principles set forth in this Order as well as the South Carolina Rules of Criminal Procedure. In accordance with the requirements of this docket management system, the rules explained in this Order are hereby adopted.

The Court further directs that in each General Sessions case arising before the various Magistrates and Municipal Courts of Charleston County, the following procedure is to be followed:

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A. BOND HEARING

1. All defendants charged with a bailable offense shall appear before a Magistrate or Municipal Judge, who shall consider bond on all charges, except those for which possible punishment is life imprisonment or death, and may deny or set bond as provided by statute.
 - a. A defendant will be given written notice of the conditions and requirements of the bond and shall be advised of all rights pertaining to the arrest and bond at his or her bond hearing.
 - b. A defendant will be served with a Notice of Initial Appearance at his or her bond hearing. The date of the Initial Appearance will be assigned in accordance with the schedule prepared and distributed by the Chief Judge. A defendant's attendance at the Initial Appearance will be made a condition of his or her bond, and noted under section III of a Personal Recognizance Bond Form or section D of a Surety Bond Form, unless the defendant is excused pursuant to section F of this Order.
 - c. As required by Rule 2(a), SCRCrimP, "Any defendant charged with a crime not triable by a magistrate shall be brought before a magistrate and shall be given notice of his right to a preliminary hearing solely to determine whether sufficient evidence exists to warrant the defendant's detention and trial. In the case of bailable offenses, the notice shall be given at the bond hearing. . . . Notice shall be given orally and also by means of a simple form providing the defendant an opportunity to request a preliminary hearing by signing the form and returning it to the advising magistrate. In all cases, the request for a preliminary hearing shall be made within ten days after the notice."
2. All defendants charged with offenses in the exclusive jurisdiction of the Court of General Sessions shall also make an appearance before a Magistrate or Municipal Judge.
 - a. A defendant will be served with a Notice of Initial Appearance at his or her appearance. The date of the Initial Appearance will be assigned in accordance with the schedule prepared and distributed by the Chief Judge.
 - b. A defendant charged with offenses in the exclusive jurisdiction of the Court of General Sessions shall be screened by the Magistrate or Municipal Judge to determine if he or she qualifies for the appointment of counsel.
 - c. Pursuant to Rule 2(a), SCRCrimP, "Any defendant charged with a crime not triable by a magistrate shall be brought before a magistrate and shall be given notice of his right to a preliminary hearing solely to determine whether sufficient evidence exists to warrant the defendant's detention and trial. . . . In the case of non-bailable offenses, the notice shall be given no later than would

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be required if the offense were bailable. Notice shall be given orally and also by means of a simple form providing the defendant an opportunity to request a preliminary hearing by signing the form and returning it to the advising magistrate. In all cases, the request for a preliminary hearing shall be made within ten days after the notice."

- d. Following a defendant's appearance before the Magistrate or Municipal Judge, the Solicitor's Office shall notify the Chief Judge of the necessity of a bond hearing, which will be conducted not later than thirty (30) days after the defendant's arrest, unless such hearing is waived in writing by the defendant or defense counsel.
3. As required by Rule 3(a), SCRCrimP, "Magistrates, municipal judges, and other officials authorized to issue warrants shall, in all cases within the jurisdiction of the Court of General Sessions, forward to the Clerk of the Court of General Sessions all documents pertaining to the case including, but not limited to, the arrest warrant and bond, within fifteen (15) days from the date of arrest in the case of an arrest warrant and date of issuance in the case of other documents. Transmittal shall be pursuant to procedures now or hereafter promulgated by the Office of South Carolina Court Administration."

B. NOTICE OF REPRESENTATION OR APPEARANCE

1. Upon assignment, appointment, or retention, all criminal defense attorneys shall promptly file a general notice of representation or appearance with the Clerk of Court and serve notice upon all other counsel of record. All notices of representation must specify the warrant number(s) or, in the alternative, indictment number(s), if the defendant has already been indicted.
2. Once a notice of representation or appearance has been filed, the assigned, appointed, or retained attorney may, upon a written motion, be relieved as counsel for good cause only by order of the Court.

C. ASSIGNED CASE TRACKS

1. The Court will utilize three (3) case tracks to establish timelines for transferring cases to the Jury Trial Roster as set forth hereinafter in section K. The standard disposition timetable for at least eighty (80%) percent of the cases is 365 days from the arrest date of the defendant.
2. Track A shall consist of all Class E and F felonies as defined by section 16-1-90(E) and (F) of the South Carolina Code of Laws and any other felony with a maximum term up to ten (10) years. Also all misdemeanors as defined by section 16-1-100 of the South Carolina Code of Laws.

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3. Track B shall consist of all Class C and D felonies as defined by section 16-1-90(C) and (D) of the South Carolina Code of Laws and any other felony with a maximum term up to twenty (20) years.
4. Track C shall consist of all Class A and B felonies as defined by section 16-1-90(A) and (B) of the 1976 South Carolina Code of Laws and any other felony with a maximum term up to twenty-five (25) years.
5. Any attorney of record, who believes a case involves unusually complex, logistical, or factual issues, may move for an order from the Chief Judge to transfer a case to another Track.

D. DISCOVERY

1. All law enforcement agencies shall provide copies of General Sessions case reports, together with all witness statements, video and audio recordings, photographs, diagrams, and any other materials included in the law enforcement case file to the Solicitor's Office within thirty (30) days of a defendant's arrest. If the case file remains incomplete thirty (30) days after the defendant's arrest, law enforcement shall provide the Solicitor's Office that portion of the report that is complete, together with a list of those items to be provided when compiled.
2. The Solicitors Office shall prepare and provide discovery packets within sixty (60) days from the filing and service of a Rule 5, request by an attorney who has filed and served a general notice of representation or appearance in accordance with section B of this Order.
3. If after sixty (60) days of issuing an arrest warrant, the law enforcement agency or agencies involved with the arrest or investigation have not forwarded to the Solicitor's Office all existing case reports, investigative reports, and incident reports, as well as any other discovery, a defendant may file a motion to have the warrant(s) dismissed without prejudice by the Chief Judge or a designated Judicial Representative.
4. Upon the dismissal of a defendant's warrant or warrants, the Solicitor's Office shall notify either the defendant or his or her attorney of record and his or her bondsman that the defendant is not required to appear at the Initial Appearance. If a warrant is dismissed for law enforcement's failure to provide discovery, that agency must petition the Chief Judge for authority to reinstate charges with a new warrant. Failure to establish good and sufficient legal cause for its initial failure to timely transmit discovery may result in the Court's refusal to issue a second warrant.
5. It is the intent of this Administrative Order that the Solicitor's Office and criminal defense attorneys exchange discovery as early in the process as possible. Accordingly, when feasible, defense counsel and the solicitor assigned to prosecute the case will enter into negotiations concerning pleas or other means of resolving the pending matter(s). This process should be initiated prior to a Status Conference.

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6. As required by Rule 5(c), SCRCrimP, "If, prior to or during trial, a party discovers additional evidence or material previously requested or ordered, which is subject to discovery or inspection under this rule, he shall promptly notify the other party or his attorney or the court of the existence of the additional evidence or material."

E. PRELIMINARY HEARING

1. A Preliminary Hearing, if desired, must be requested in writing on or before indictment.
2. A Preliminary Hearing, if timely requested, will be held at the appropriate Court issuing the charge(s) against the defendant.
3. The Solicitor's Office will represent the State at all preliminary hearings.
4. The defendant or his or her attorney must attend the Preliminary Hearing if one is requested. Failure to attend a requested hearing will be deemed a waiver of the defendant's right to a Preliminary Hearing unless the defendant establishes good and sufficient legal cause for his or her failure to attend.
5. If a defendant requests a Preliminary Hearing in a case involving an individual affiant, the failure of that affiant to appear and testify may result in the dismissal of the warrant if the defendant or his or her attorney appear and make the appropriate motion.

F. INDICTMENTS

1. As required by Rule 3(c), SCRCrimP, "Within ninety (90) days after receipt of an arrest warrant from the Clerk of Court, the solicitor shall take action on the warrant by (1) preparing an indictment for presentment to the grand jury, which indictment shall be filed with the Clerk of Court, assigned a criminal case number, and presented to the Grand Jury; (2) formally dismissing the warrant, noting on the face of the warrant the action taken; or (3) making other affirmative disposition in writing and filing such action with the Clerk of Court."
2. However, this Court recognizes that due to their nature or type, certain cases may not be prepared to go to the Grand Jury within ninety (90) days. Therefore, the Solicitor's Office will have the right to delay the presentment of an indictment in such cases. However, an indictment shall be presented to the Charleston County Grand Jury within 180 days of the receipt of the arrest warrant unless a further extension is granted by the Chief Judge.

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G. INITIAL APPEARANCE

1. Initial Appearances will be held at the Charleston County Judicial Center. The Clerk of Court will conduct Roll Call as necessary to ensure attendance.
2. In order to be properly excused from an Initial Appearance, a defendant must be represented by counsel, who has filed a general notice of representation or appearance with the Clerk of Court as provided for in section B of this Order.
3. Unless excused from an Initial Appearance pursuant to section G(2) of this Order, a defendant's appearance is mandatory. The Clerk is authorized to issue a Bench Warrant for any defendant who fails to appear and has not been excused from his or her Initial Appearance by the Chief Judge. The Court will notify the Solicitor's Office) that a Bench Warrant has been issued.
4. The Clerk of Court will address the following issues regarding representation:
 - a. If a defendant qualifies for Court appointed counsel and has not retained private counsel before his or her Initial Appearance, the Public Defender's Office will continue to represent the defendant.
 - b. If a defendant qualifies for Court appointed counsel but has retained private counsel prior to his or her Initial Appearance, that attorney must file a general notice of representation or appearance with the Clerk of Court and serve a copy on the Solicitor's Office and the Public Defender's Office, which will be relieved of representation at that time.
 - c. If a defendant does not qualify for Court appointed counsel and has retained private counsel prior to his or her Initial Appearance, that attorney must file a notice of representation or appearance with the Clerk of Court and serve a copy on the Solicitor's Office.
 - d. An unrepresented defendant may apply for Court appointed counsel at his or her Initial Appearance. The Public Defender's Office will take applications at that time, and if a defendant is approved, he or she will be assigned a public defender that day.
 - e. A defendant who remains unrepresented at his or her Initial Appearance must appear at the Second Appearance, which will be scheduled by the Clerk of Court and the date for which will be provided to the defendant at his or her Initial Appearance.
5. In all cases where a defendant is represented by Court appointed counsel, the Public Defender's Office will assess the case for possible conflicts of interest and resolve those conflicts which are readily identifiable. Upon determination of a conflict of interest, the Public Defender shall prepare an order appointing the next attorney on

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the conflict list maintained by the Public Defender's Office. The proposed order shall be transmitted to the Chief Judge. Upon receipt of the order, the Clerk of Court shall serve the newly appointed counsel with notice of the appointment and advise the defendant of his or her newly appointed attorney.

H. SECOND APPEARANCE

1. The Chief Judge or a Judicial Representative will conduct Second Appearances at the Charleston County Judicial Center approximately ninety (90) days from the date of arrest, unless the case has been previously scheduled for a guilty plea or a Scheduling Order, as provided for in section L of this Order, has been duly signed by the Chief Judge and filed with the Clerk of Court.
2. The Clerk of Court, who shall provide notice of the time and place for the Second Appearance to all defendants in active cases and to the Solicitor's Office approximately ninety (90) days from the date of arrest, unless the case has been previously scheduled for a guilty plea or a Scheduling Order, as provided for in section K of this Order, has been duly signed by the Chief Judge and filed with the Clerk.
3. The Clerk of Court shall send notice of the time and place for the Second Appearance to all unrepresented defendants at the last address provided by the defendant. It is the sole responsibility of an unrepresented defendant to provide the Clerk of Court his or her current address. The defendant must appear unless he or she obtains an attorney who files a general notice of representation or appearance with the Clerk and serves notice upon all other counsel of record. The Clerk of Court is authorized to issue a Bench Warrant for any defendant who fails to appear and has not been excused by the Chief Judge.
4. If a defendant advises the court at the Second Appearance that he or she intends to proceed *pro se*, the Court will schedule a *Faretta* hearing¹ to be held at a later date.

I. PLEA OFFERS

1. Prompt evaluation of cases and early plea negotiations assist the Court, and the parties resolving cases, in preparing the Jury Trial Roster efficiently and accurately.
2. The Solicitor's Office should endeavor to extend plea offers and should do so not later than 150 days of the receipt of the arrest warrant. Plea offers shall be in writing and delivered to defense counsel or *pro se* defendants.
3. Likewise, if the Solicitor's Office decides not to negotiate or extend a plea offer, confirmation of such shall be communicated to the defense counsel or *pro se* defendants in writing not later than 150 days of the receipt of the arrest warrant.

¹ *Faretta v. California*, 422 U.S. 806 (1975).

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4. Criminal defense attorneys have a duty to promptly communicate plea offers to their clients. If a defendant accepts a plea offer, a written acceptance signed by the defendant and his or her attorney shall be served on the solicitor assigned to prosecute the case within sixty (60) days from the receipt of the offer unless the assigned solicitor has agreed to an extension.
5. Defense counsel must affirm in the response to any plea offer that he or she has complied in every respect with the tenets of *Missouri v. Fry*, 566 U.S.133 (2012) and *Lafler v. Cooper*, 566 U.S. 156 (2102). If an attorney has not been able to comply with *Fry* and *Lafler* before the offer expires, that attorney shall outline in writing, to the Chief Judge and the Solicitor's Office, the reasons why he or she is not in compliance.
6. If a defendant or his or her attorney fails to timely respond to the plea offer, the offer shall be deemed rejected. There will be no further requirement to make any subsequent plea offers; however, the solicitor assigned to prosecute the case may elect to do so at any time.
7. Nothing in this section prohibits plea negotiations or other negotiations from taking place prior to the deadlines for plea offers to be extended to a defendant.

J. MEDIATION CONFERENCE

1. Any party may request a Mediation Conference at any time during the pendency of an action. The Chief Judge or a Judicial Representative will conduct the conference at the Charleston County Judicial Center.
2. Notice of the time and place for Mediation Conference will be sent to all defendants and attorneys of record.
3. If a defendant is unrepresented and the solicitor assigned to prosecute the case requests a Mediation Conference, the defendant must appear, and the notice herein provided will be sent to the last address provided by the defendant. It is the sole responsibility of an unrepresented defendant to provide the Clerk of Court his or her current address.
4. Parties shall be prepared to discuss the following matters at Mediation Conferences:
 - a. The possible simplification of the issues;
 - b. The possibility of obtaining admissions of fact and other documents, which will avoid unnecessary proof;

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- c. The need for expert witnesses and any time constraints associated therewith;
 - d. Any discovery issues and whether both sides have fully complied with disclosure requirements of *Brady v. Maryland*, 373 U.S. 83 (1963) and Rule 5, SCRCrimP;
 - e. Pending motions and the scheduling of them for disposition;
 - f. The possibility of a resolution of the case without the assistance of a jury; and
 - g. Such other matters as may aid in the disposition of the case.
5. If necessary, additional Mediation Conferences may be requested by either party at any time thereafter to aid in the resolution of a case.

K. GENERAL DOCKET, JURY TRIAL ROSTER, AND NONJURY ROSTER

1. The Clerk of Court shall maintain:
 - a. A list of all pending General Sessions cases filed in the Circuit Court;
 - b. A Jury Trial Roster for each of the three Tracks set forth in section C of this Order; and
 - c. A Nonjury Roster of all nonjury matters including all motions filed in the Circuit Court.
2. A case may not be called for trial until it has been transferred from the list of pending cases to a Jury Trial Roster. Cases shall be called for trial in the order in which they are placed on the Jury Trial Roster, unless the Court in a Scheduling Order has set a date certain for the trial, or, after the case has been set on the Jury Trial Roster, the Court, upon motion, grants a continuance. A case may be moved to the Jury Trial Roster at any time by agreement of all parties. If an agreement is reached, the solicitor assigned to prosecute the case shall notify the Clerk of Court in writing, and the Clerk shall immediately transfer the case to the respective Jury Trial Roster.
3. When a case is moved to a Jury Trial Roster, the Clerk of Court shall send an email notice to all counsel of record, or a written notice to the last known address to any *pro se* defendants via U.S. Mail. However, making the Jury Trial Roster available online at CourtPlus shall effect publication. It is the responsibility of all criminal defense attorneys to track the progression of their cases on the Jury Trial Roster and to notify their clients when their case is scheduled for disposition.

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4. Any party may file a motion requesting a Scheduling Order to delay transferring a case to a Jury Trial Roster. If a party request a Scheduling Order, that party and all other parties, within ten (10) days thereafter, shall file and serve a Response to the Request for a Scheduling Order, which shall include:
 - a. All matters deemed relevant by counsel that may be raised in a Status Conference;
 - b. When all remaining discovery will be completed;
 - c. Any other matter affecting the trial date; and
 - d. The date on which all pretrial matters shall be completed and the case ready for trial.
5. Unless the proposed Scheduling Order is consented to by all parties, the Clerk of Court shall promptly set the request for a Scheduling Conference before the Chief Judge to review the matter and, in the Court's discretion, set a date on which the case is to be transferred to the Jury Trial Roster. Additionally, the Court may set a date before which the case may not be called for trial or a date certain for trial. The Scheduling Order may be amended by a subsequent Chief Judge.
6. Any pretrial motions filed in any case shall be immediately placed on the Nonjury Roster. Parties desiring a hearing on such motions shall serve and file a written motion stating with particularity the grounds therefor and setting forth the relief or order sought in accordance with Rule 4(a), SCRCrimP. The Chief Judge, in cooperation with the General Sessions Court Coordinator, shall set the pretrial motions on the Nonjury Roster for disposition. Motions may be scheduled for a hearing at any time after the period for notice of the motion required by these rules.
7. The Clerk of Court shall review the list of all pending General Sessions cases and prepare a Jury Trial Roster for each Track. Track A shall consist of all cases which have been pending for eight (8) months; Track B shall consist of all cases pending for ten (10) months; and Track C transfer shall consist of all cases which have been pending for one year. The Clerk shall notify counsel of record of the transfer, but publication of the Jury Trial Roster also shall be deemed notice of the automatic transfer.
8. At least forty-five (45) days before each term of court, the General Sessions Court Coordinator for the Clerk of Court will prepare and publish a Jury Trial Docket consisting of cases subject to call during the upcoming court term for that week's designated Track. Making the Jury Trial Roster available in the Clerk of Court's Office or on the Clerk's website shall effect publication. It is the responsibility of all criminal defense attorneys representing defendants on the Jury Trial Roster to notify their clients that their case is scheduled for disposition.

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9. The Jury Trial Docket shall consist of at least thirty (30) cases per judge for each term of court. However, when multiple judges are assigned to a term of court, the Chief Judge may adjust the Jury Trial Roster accordingly.
10. The cases shall be called for trial in the order in which they are placed on the Jury Trial Roster, unless the Chief Judge or the trial judge directs otherwise or the Court, upon motion, grants a continuance pursuant to Rule 7, SCRCrimP.² Ordinarily, such continuances shall be only until the next term of court. Each scheduled calendar week of circuit court shall constitute a separate term of court.
11. The Chief Judge or a Judicial Representative will conduct a pretrial conference approximately thirty days (30) before the term of court. The solicitors and criminal defense attorneys handling the first fifteen (15) cases that are set for trial at the pre-trial conference shall be prepared to discuss or present the following to the Court:
 - a. The facts in controversy;
 - b. The issues involved and the applicable law;
 - c. A list of exhibits, indicating those to which there is an objection;
 - d. A list of potential witnesses;
 - e. Any unusual problems relating to the evidence sought to be introduced; and
 - f. Any other matters that should be brought to the attention of the Court.

L. PRETRIAL MOTION PRACTICE

1. The Court shall utilize nonjury terms of court to hear and resolve dispositive pretrial motions which are not matters to be resolved by a trial judge. Such motions shall include, but not be limited to, the following: speedy trial motions; motions for severance; discovery motions; motions to relieve, appoint or substitute counsel; motions to proceed *pro se*; motions regarding bond matters; motions regarding any mental health issues; motions to suppress evidence, identification, statements, etc.; and any other necessary motion that is not in limine.

² "The chief administrative judge for General Sessions in each circuit shall have exclusive authority to grant continuances of cases scheduled for trial or expected to be called for trial. Continuances may be granted by a presiding judge during a term of court at which he presides only upon written request by counsel, and any order granting a continuance shall be in writing, shall be made only upon a showing of good and sufficient legal cause and shall be filed forthwith with the clerk of court. A continuance granted by a presiding judge cannot extend beyond the next term of court without the approval of the chief administrative judge." Rule 7, SCRCrimP.

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2. Parties wishing to have such motions heard prior to trial shall serve and file a written motion, which "shall state with particularity the grounds therefor, and shall set forth the relief or order sought." SCRCrimP 4(a). Notice shall be served upon the opposing party not later than ten (10) days before the time specified for the hearing unless otherwise permitted by the court.

M. FAILURE TO APPEAR

1. Ninety (90) days after a Bench Warrant is issued for a defendant who fails to appear, the Solicitor's Office may file a change of status form with the Clerk of Court. Once the requisite form has been filed, the case may be administratively transferred to Failure to Appear status and removed from the Jury Trial Roster. The Clerk shall transmit this information to the South Carolina Judicial Department, which shall remove the case from its list of active cases.
2. In all cases where a defendant is arrested pursuant to a Bench Warrant for failure to appear, the case may be transferred from the Failure to Appear status to the General Docket, upon written request of the Solicitor's Office to the Clerk of Court, who shall restore the case to pending status and transmit this information to the South Carolina Judicial Department, which shall restore the case to its list of active cases.
3. Once restored, the General Sessions Court Coordinator for the Clerk of Court shall schedule the case for a Status Conference. The case will not be transferred from the General Docket to the Jury Trial Roster until the Status Conference is conducted.
4. After a case is restored to the Jury Trial Roster, either the solicitors assigned to prosecute the case or defense counsel may request a Status Conference with the Chief Judge to discuss scheduling the case for trial.

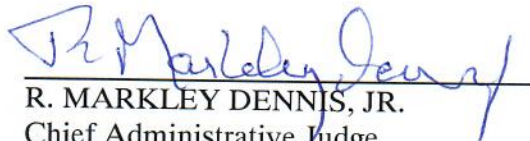
N. COURT PRACTICE

1. Trial Judges will be available from 9:00 a.m. until 9:30 a.m. on Tuesday through Friday of each term of court to hold pretrial conferences with the Solicitor's Office and the criminal defense attorneys. Either party may request a conference with the presiding judge.
2. During a term of plea court, all solicitors and public defenders handling cases set to plea shall be present in the designated courtroom(s) no later than thirty (30) minutes prior to the start time scheduled for the morning and afternoon sessions unless excused by the presiding judge.
3. During a term of plea court, all solicitors and public defenders handling cases set to plea shall be present in the designated courtroom(s) no later than thirty (30) minutes prior to the start time scheduled for the morning and afternoon sessions unless excused by the presiding judge.

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4. The Clerk of Court will create the position(s) necessary to help facilitate the implementation of this Administrative Order, including but not limited to the General Sessions Court Coordinator.
5. The Chief Judge may schedule certain matters to be conducted by video conferencing including but not limited to probation revocations, bonds, and bond modifications.
6. The Chief Judge will have the right to require Status Conferences on all cases that have passed the deadline for disposition on such forms as may be required by the Court.
7. The Chief Judge may direct the Clerk of Court to issue Bench Warrants for all defendants who fail to appear for either the Initial or Second Appearance. If the defendant obtains representation and that attorney has filed the requisite notice of representation with the Clerk, the Bench Warrant will be rescinded. If the defendant wishes to proceed *pro se*, the Court will conduct a hearing after the defendant has filed the necessary motion to rescind the Bench Warrant.
8. The Clerk of Court shall send an email notice to all counsel of record or written notice via U.S. Mail to the last known address to *pro se* defendants for all court proceedings scheduled through the General Sessions Court Coordinator with the exception of Initial Appearances.

AND IT IS SO ORDERED!


R. MARKLEY DENNIS, JR.

Chief Administrative Judge
Ninth Judicial Circuit Court of General Sessions

Charleston, South Carolina

~~July~~ 24, 2018

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