

Rule 3
DUTY JUDGE

(A) The duty judge hears matters not assigned to a particular judge, including consideration of prosecutor recommendations, acting on magistrate decisions, exclusive of housing matters, and additional stays of execution. The duty judge may sentence in unassigned cases or in assigned cases only when the assigned judge is unavailable. Defendants appearing on an open warrant shall be taken to the felony or misdemeanor arraignment court, as appropriate, if that court is still in session. A defendant appearing on an open warrant after the conclusion of the appropriate arraignment docket shall be taken to duties.

(B) Except for matters assigned to the housing court judge, in the absence of the trial judge, motions for new trial and relief from judgment will be heard by the duty judge. The assignment commissioner shall be notified of any change in the trial date.

(C) The duty judge will also hear bench warrants, proceedings in aid of execution, matters relating to default judgments, as well as miscellaneous civil matters relating to garnishments and replevins.

(D) The duty courtroom shall be open and staff shall be available from 8:30 a.m. to 4:30 p.m., except for a lunch break from noon to 1:00 p.m. The court, in consultation with the clerk of court, shall establish cut-off times for routine matters to be forwarded to the court. The duty judge will perform marriage ceremonies between 1:30 p.m. and 3:00 p.m. upon payment of the prescribed fee to the clerk of court.

[Table of Contents](#)