

**Rule 3**  
**DUTY JUDGE**

(A) The duty judge is available from 8:30 to 4:30 each business day and 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) The duty judge will perform scheduled marriage ceremonies. The duty judge will also hear bench warrants, as well as miscellaneous civil matters of an exigent nature.