PRIOR PLEA AGREEMENT

Alderman's Court 40 — 220 South Main Street
City of Newark Municipal Building — Newark, DE 19711

PLEASE READ THIS FORM CAREFULLY AND FOLLOW ALL INSTRUCTIONS. IF YOU HAVE QUESTIONS ABOUT THIS FORM, PLEASE CALL THE ALDERMAN'S COURT AT 302-366-7100.

The purpose of this form is to provide a convenient way of entering a **NOT GUILTY** plea to the charge(s) in the Alderman's Court without having to appear for **Arraignment** (the first appearance in the Court). If you wish to enter a **NOT GUILTY** plea **without** appearing in the Court, please **read** and **complete** the following:

1. I waive (give up) my right to appear in the Alderman's Court for Arraignment, the reading of the charge against me, and a formal inquiry in open Court as to whether I understand the nature of the charge(s).

2. I **enter** a plea of **NOT GUILTY** to the charge (s) and I request a Trial.

3. I understanding the following:

   a) I will receive a letter from the Clerk of the Alderman's Court with the mandatory date and time I must appear for Trial.

   b) At Trial, I have the right to introduce evidence and have witness(es) testify on my behalf.

   c) I am responsible for having my witness(es) and evidence with me on the day of Trial. If I want the Court to send notice(s) to my witness(es), I must notify the Clerks' Office in writing **at least 20 working days before Trial.** Requests for all subpoenas must be made in writing to the Clerk's Office **at least 20 calendar days before the Trial date**.

   d) I can represent myself at Trial or I can choose to be represented by a lawyer.

4. In order to process this request, I have completed the following (**PLEASE PRINT**):

_____ _____ _____
Name **Case # or Arrest #** **Arraignment Date**

_____
Street Address

_____ ( ) Check here if this a new address
City State Zip Code

_____ _____
Day Telephone Number Evening Telephone Number

_____ _____
Your Signature Date

_____ _____
Lawyer's Signature DE Bar #

5. Please complete this agreement and mail to the Alderman's Court at 220 South Main Street, Newark, DE 19711 or fax to 302-366-7062. **THE COURT MUST RECEIVE THIS AGREEMENT AT LEAST 10 DAYS PRIOR TO YOUR ARRAIGNMENT DATE.**