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**Lycoming County**  
Twenty-ninth Judicial District of Pennsylvania  
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TO: District Attorney Office  
Public Defender Office  
Criminal Defense Attorneys

FR: Honorable Nancy L. Butts   
Honorable Dudley N. Anderson 

RE: Continuance Requests for Criminal Monitoring

DT: July 23, 2002

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The following procedure has been instituted for filing continuance requests for cases on the Criminal Monitoring List.

- All requests are to be sent to Eileen Grimes, Deputy Court Administrator, one week prior to the scheduled monitoring date. She will forward the requests to the District Attorney's Office and then to the assigned Judge for decision. She will notify you whether or not the request has been granted.

- Please do not assume that your request will be granted if opposing counsel has no objection to the request—all decisions are rendered by the Court.

If a continuance request is received the day of monitoring, it will be argued before the Court at that time. Defendants must be present for this argument.

Failure to abide by the above procedures may result in unnecessary bench warrants being issued for Defendants.

C: District Court Administrator  
Deputy Court Administrator