

# Defendant Responsibilities

1. You must personally appear at all scheduled hearings.
2. You must immediately advise the Court Administrator of any change in your mailing address.
3. If you hire an attorney, you must have your attorney send a letter of representation to the Court Administrator.
4. If you plan to call witnesses, you must provide the Court Administrator with the name(s) and address(s) at least seven (7) days prior to your hearing date.