

September 26, 2005

To: All Nassau County 18B District Court Panelists

From: Patrick L. McCloskey

Re: **Arraignment B - Change in Procedure**

It has long been our rule that no retained cases can be handled by the 18B attorney of the day when serving in Arraignment B. The reason for this rule is that the presence of the 18B attorney in Arraignment B is indispensable to the efficient operation of the court. For this same reason, our rules require you to be present in Arraignment B by 9:15 AM so that meaningful client contact can occur before the judge takes the bench.

In a recent meeting I had with the District Court Judges, I was dismayed to learn that the Arraignment B calendar is frequently hampered either because the 18B attorney shows up late or because he/she leaves during the morning to attend to other matters. The lateness is purely and simply unacceptable. If you take an assignment in Arraignment B, be prepared to be there by 9:15 AM or do not take the assignment. As for leaving during the morning to attend to other business, it is possible that this occurs because the attorney of the day is attending to other 18B cases (as opposed to retained ones.) In such an instance, the letter of our rule would not have been violated. The spirit, however, surely would. Thus to make matters clear, I am changing the rule to read as follows:

No cases of any kind are to be handled by you on the date you serve as attorney of the day in Arraignment B, other than those Arraignment B cases handled by you in your capacity as 18B attorney of the day.

If you have any case of any kind in any courtroom on the same day you are scheduled to serve as 18B attorney of the day in Arraignment B, you must have that case covered by someone else or you must cancel your attorney of the day assignment in advance of that date, so that I can assign someone else to cover the Arraignment B Calendar.

Thank you for your cooperation.