

**HONORABLE RUBEN B. BROOKS
U.S. MAGISTRATE JUDGE
CRIMINAL PRETRIAL PROCEDURES**

Please Note: The Court provides this information for general guidance to counsel. The Court may, however, vary these procedures as appropriate in any case.

CRIMINAL CALENDAR:

Judge Brooks's Courtroom Deputy ("CRD"), Vicky Lee, handles all criminal inquiries on criminal matters. Her telephone number is (619) 557-7143.

PRESENTMENT OF BAIL DOCUMENTS:

The bail documents, in the format approved by the Court, shall be presented to Judge Brooks's Courtroom Deputy for review prior to being accepted in chambers. The bail documents must include a copy of the Order of Conditions of Release as applicable to the defendant in the case.

Material witness bonds must include a notation in the upper right hand corner of the arraignment date of the material witness.

BAIL HEARINGS:

Bail Hearings, including Bail Modification Hearings, will not be heard unless calendared in advance and with at least 24 hours notice to the opposing party, Pretrial Services, and any sureties.

NEBBIA HEARINGS:

Nebbia hearings will only be held if calendared in advance with no less than 24 hours notice to all parties and the assigned Pretrial Services officer.

ARRAIGNMENT ON INFORMATIONS:

Counsel shall have the written Waiver of Indictment signed by their client prior to the scheduled hearing.

CHANGE OF PLEA:

Changes of plea will only be heard if calendared no less than 24 hours in advance. Counsel shall have the written consent to Rule 11 Plea form signed by their client prior to the scheduled hearing.

MISDEMEANOR SENTENCINGS:

Counsel shall file a sentencing summary chart and/or sentencing memorandum no later than one (1) day before the sentencing hearing or change of plea hearing (if requesting immediate sentencing).