

IN THE MUNICIPAL COURT OF OXFORD, MISSISSIPPI

SPECIAL ORDER



In order to more efficiently address matters, effective immediately, the following procedure shall be utilized in the City of Oxford Municipal Court upon the filing of an Entry of Appearance by an attorney for a defendant:

1. The Court will email the charging documents it receives from the Oxford Police Department to the attorney of record, along with a Discovery Request Form for the Police Department.
2. The arraignment date will be automatically continued upon the filing of the Entry of Appearance.
3. The Clerk's Office will contact the attorney of record via email to set the date for the pretrial conference.
4. The pretrial conference may be scheduled on any Wednesday within eight (8) weeks of the filing of the Entry of Appearance, provided a court session is scheduled.
5. On the pretrial conference date, the attorney of record shall meet with a prosecutor. The attorney of record or his/her designee is required to attend. The defendant is not required to be present.
6. At the pretrial conference, the attorney of record and prosecutor may reach an agreement regarding the disposition of the defendant's charge(s). If an agreement is reached, the defendant, with counsel, may enter a plea during the 9:00 a.m. court session.
7. If no plea agreement is reached at the pretrial conference, the Clerk's Office will set a trial date and notify the attorney of record. At that time, it shall be the responsibility of the attorney of record to coordinate all discovery and subpoena requests with the prosecutor.
8. It shall be the responsibility of the attorney of record to notify the defendant of the trial date.

SO ORDERED, this the 21 day of August, 2025.

A handwritten signature in blue ink, appearing to read "H. G. Smith", written over a horizontal line.

MUNICIPAL COURT JUDGE