

PLAINFIELD TOWN COURT

1075 W. MAIN STREET
PLAINFIELD, IN 46168
(317) 838-3710

JAMES D. SPENCER
JUDGE

BRENDA LYNCH
COURT ADMINISTRATOR

PLAINFIELD TOWN COURT **TRIAL PROCEDURES**

You have entered a Not Guilty plea for your case before this Court. A Bench Trial has been set. The following is an explanation of procedures for a Bench Trial.

- 1 If you have witnesses who need to be sent a subpoena to appear, you must notify the Court 30 days prior to your trial date as these are sent by certified mail. A complete list of names and addresses of your witness/witnesses must be provided to the Court in order for a subpoena to be sent.
- 2 **Appear for your trial prepared to present your case!** A trial is not a debate.
- 3 At trial the State will present their witness/witnesses and their evidence.
- 4 You will have an opportunity to question the State's witness/witnesses regarding their testimony.
- 5 When the State is done, you will have an opportunity to present your witness/witnesses and your evidence.
- 6 The State will have an opportunity to question your witness/witnesses on their testimony.
- 7 You will then have an opportunity to give your testimony to the Judge.
- 8 The State will be given an opportunity to question you on your testimony.
- 9 The Judge may ask questions of you and/or the State's witnesses.
- 10 At the conclusion, the Judge will render his verdict.
- 11 **Please appear for your trial prepared to present your case.**
- 12 If you wish to request a continuance of your trial, each side is given one continuance. You must request this continuance at least five (5) days prior to your trial date. If you call to request a continuance the day of your trial, your request will be denied unless it is an emergency situation.

Neither the Judge, nor the Court staff, may give you legal advice on the preparation of your case.
If you come to trial representing yourself, you need to be prepared to present your case.