

**IN THE CIRCUIT COURT OF HINDS COUNTY, MISSISSIPPI  
FIRST JUDICIAL DISTRICT**

**STATE OF MISSISSIPPI**

**VS.**

**CAUSE NO.:** \_\_\_\_\_

**DEFENDANT**

**CRIMINAL SCHEDULING ORDER**

COMES NOW, BEFORE THE COURT, the need for a scheduling order in the above cause, and to efficiently advance this case, the Court hereby Orders:

1. The District Attorney shall provide the defendant with all discovery and a list of outstanding discovery and the expected arrival date of said outstanding discovery within sixty (60) days of the entry of this order. Said discovery shall include an initial witness list with complete contact information.
2. The Defense shall provide reciprocal discovery to the District Attorney along with an initial witness list, and any alibi information within ninety (90) days of this order. Said disclosure shall include any insanity defense.
3. The Parties shall appear on \_\_\_\_\_ day for a discovery status. However, the parties are excused if they file a joint status report with the court signed by all counsel and the defendant stating that discovery is completed.
4. The Defense counsel shall file any motions for mental health evaluation within 45 days of this order. Upon filing of said motion, Defense Counsel should immediately contact the Court Administrator for a hearing date. Should an Order for a mental health evaluation be granted, this scheduling Order shall automatically be stayed until such time as the mental health evaluation is

completed, and the mental health report is prepared. Within seven days of receiving the report from Mississippi State Hospital, Defense Counsel shall contact the court administrator to schedule a hearing.

5. Within one-hundred (100) days of this Order, for all non-violent offenses, the District Attorney shall submit to the Defendant a written plea offer or written notice that the District Attorney will not make a sentencing recommendation in this cause. Within one hundred-fifty (150) days of this Order, for all violent offenses, the District Attorney shall submit to the Defendant a written plea offer or written notice that the District Attorney will not make a sentencing recommendation in this cause.
6. For any defendant incarcerated, once the parties have exhausted plea discussions, and the parties are certain this matter will be resolved only through a jury trial, the parties may notify the Court and request the first available trial date, and the matter will be placed as a back-up trial for any trial weeks that become available prior to the original trial setting.
7. The Defendant shall have one-hundred fifty (150) days from the entry of this Order to file a Pre-Trial Intervention Application, Drug Court Application, or file on MEC a fully completed plea petition with a recommendation letter from the District Attorney that includes **NO ADDITIONAL** time in the Mississippi Department of Corrections that must be served (non-adjudication, probation, suspended sentence, or time served recommendations). No plea recommendation that involves a non-adjudication, probation, suspended sentence, or time served recommendations will be considered if the plea

petition with the attached recommendation letter from the District Attorney is not timely filed on MEC. Additionally, the plea recommendation letter from the District Attorney must be signed by the Defendant and each page of the plea petition must be signed by the Defendant. Once the plea petition is filed on MEC, Defense counsel should email the Court Administrator with a filed copy of the plea petition with the recommendation letter, and a guilty plea hearing will be scheduled.

8. The defendant shall have two hundred (200) days from the entry of this order to enter a plea agreement if the recommendation includes a sentence of incarceration that must be served. The plea petition along with the sentencing recommendation must be filed on MEC two hundred (200) days from the entry of this order. The Defendant may enter his/her guilty plea at the pretrial motion hearing or contact the court and request an earlier plea date, if desired.
9. Pursuant to MS Rule of Criminal Procedure 15.4, the Court will not consider any plea recommendation that is not timely filed based on the deadlines established in this Order, unless the parties can show good cause.
10. Any pretrial motions are due within 205 days of this Order. Response shall be filed within 214 days of this Order. Rebuttals are due within 221 days of this Order. If there is an issue needing the immediate attention of the Court such as a Motion to Compel Discovery, the party seeking relief should file a motion seeking the necessary relief, and then notify the Court Administrator, who will place the matter on the first available docket when all parties can be present. Parties are not required to wait until the pretrial motion hearing to

address an issue that may prevent the trial from proceeding at the scheduled time. Parties are encouraged to bring any issue that could cause a delay in a trial setting to the Court's attention immediately so that the Court can address the issue in a timely manner with the goal of preserving the original trial setting.

11. The        pretrial        motion        hearing        shall        be        on  
\_\_\_\_\_.

12. The Court will entertain any pending motions at the pretrial motion hearing as the Court will not hear pretrial motions on the morning of trial unless an emergency issue that was not previously known arises. In any case involving a violent offense, seven (7) days prior to the pretrial conference, the parties must exchange a witness and exhibit list. Any objections to witness or exhibit list will be heard at the pretrial conference. Parties should ensure any necessary witness for the Court to properly address any pending motions are present at the pretrial conference. The goal of the Court is to address as many issues as possible at the pretrial conference in order for the trial to move efficiently as possible once the jury is seated.

13. Trials starting on Monday will start promptly at 1:00 p.m. Trials starting on days other than Mondays will start at 8:30. a.m. Once the jury is seated, the parties should be prepared to immediately start opening statements and witness testimony. During trials, the Court will generally take a one-hour lunch break, a fifteen-minute morning break, and a fifteen-minute evening break. The Court will generally recess around 5:00 p.m. but may end later if needed to finish a witness or if the jury is out deliberating.

14. Jury instructions must be filed on MEC by noon on Friday prior to trial and a file-stamped copy, along with a Microsoft Word version should be emailed to the Court Administrator and all attorneys of record in the case. In all cases involving non-violent offenses, the parties shall exchange witness and exhibit lists by noon on the Friday prior to trial.

15. The trial in this matter shall occur on \_\_\_\_\_.

SO ORDERED AND ADJUDGED this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Judge Damon R. Stevenson  
Hinds County Circuit Court

Acknowledged:

Agreed:

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Defense Counsel

Agreed:

\_\_\_\_\_  
Assistant District Attorney

**CRIMINAL SCHEDULING ORDER ADDENDUM**

District Attorney deadline for initial discovery \_\_\_\_\_

Defense deadline for reciprocal discovery \_\_\_\_\_

**Discovery status conference** \_\_\_\_\_

Deadline to request mental health evaluation \_\_\_\_\_

District Attorney to provide plea recommendation by \_\_\_\_\_

Deadline to file PTI, Drug Court or plea agreement with no incarceration: \_\_\_\_\_

Deadline to file plea petition if sentence of incarceration required: \_\_\_\_\_

Deadline for plea-trial motions: \_\_\_\_\_

Responses: \_\_\_\_\_

Rebuttals: \_\_\_\_\_

Deadline to submit exhibit and witness lists: \_\_\_\_\_

**Plea Date/Pre-Trial Motion Hearing:** \_\_\_\_\_

Deadline to file Jury Instructions: \_\_\_\_\_

**Trial Date:** \_\_\_\_\_

- Only dates in bold require the appearance of the defendant and defense counsel in court. The other dates are deadlines.