**ARRAIGNMENT CHECKLIST**

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| [ ]  | Held in open court |
| [ ]  | Verify defendant able to speak, read, and understand English |
| [ ]  | Verify legal name (first, middle, last) |
| [ ]  | Confirm contact information (address, phone, email) |
| [ ]  | Verify defendant isn’t under an impairment or disability preventing him/her from understanding the court hearing |
| [ ]  | Give charges and possible penalties. Verify defendant understands |
|  | [ ]  | Tell defendant that there may be enhanced penalties if he/she is convicted of the same or similar offense in the future, the penalties may be more severe |
|  | [ ]  | Tell defendant of collateral consequences[ ]  Loss of firearms[ ]  Immigration consequences |
| [ ]  | Give rights. Verify defendant understands. (See Script) |
|  | [ ]  | Right to a lawyer [ ] Determine if Public Defender should be appointed[ ] If applicable, have defendant complete written waiver of the right to a lawyer |
| [ ]  | Verify defendant understands the general circumstances under which he/she may be released on bail |
| [ ]  | Explain defendant doesn’t have to enter plea at first appearance. Verify defendant understands |
| [ ]  | Ask defendant to plead to each charge |
|  | [ ]  If not guilty or defendant doesn’t enter a plea [ ]  Set bond conditions |
|  | [ ]  If no contest and no prosecutor available [ ]  Enter not guilty plea and set bond conditions |
|  | [ ]  If guilty or no contest with prosecutor available and agrees to no contest [ ]  Verify plea is voluntary [ ]  Verify plea not a result of force, threats, or promises other than what is in plea agreement, if any. [ ]  Determine if the guilty plea is the result of prior discussion between defendant or defendant’s lawyer and prosecutor? [ ]  Determine factual basis (either by defendant for guilty plea or by prosecutor for no contest plea)  [ ] Verify offense committed, defendant committed it, and it happened in court’s jurisdiction. [ ]  Sentence or continue for sentencing hearing and set bond conditions. |