

TRIAL COURT ADMINISTRATION

Policy 524

June 6, 2014

**WARRANT NOTIFICATION BY CLERKS OF COURT STAFF**

A. Upon the appearance of an individual in the office of the clerk of court for any purpose requiring clerk staff assistance, the appropriate law enforcement agency must be notified if clerk staff becomes or is aware that the individual is the subject of an outstanding warrant. The individual should be allowed to complete any court-related business.

B. Clerk staff may forego action under Section A if office safety may be compromised.

Approved by Administrative Council on 6/6/14