

**JUDGE'S STANDING ORDER NO. 17**  
**CORRECTION OF COURT'S RECORDS**

On this date, the Court entered the following **ORDER** with respect to correction of the Court's records:

**A. CORRECTION OF ERROR IN COMPUTER RECORDS OR COMPLAINT**

If after the filing of a citation or complaint, the Clerk observes that the Court's records of the Defendant's name or date of birth are incorrect based on a government-issued identification card or passport which has been presented to the Court by the Defendant, the Clerk may correct the computer records and/or the complaint in the case to reflect the correct information as contained in the identifying document. The clerk shall make a comment indicating the correction that was made. If the Clerk has any question about whether the correction of the name or date of birth is appropriate, the Clerk shall refer the case to a Judge for further orders.

**B. CORRECTION OF ERROR IN CASE AT WARRANT**

In a case with an outstanding warrant, if the Clerk observes that the Court's records of the Defendant's name or date of birth are incorrect based on a government-issued identification card or passport which has been presented to the Court by the Defendant, the Clerk may correct the computer records and/or the complaint in the case to reflect the correct information as contained in the identifying document. Under those circumstances, the Clerk shall cancel the warrant, remove the warrant fee, correct the Court's records including the warrant affidavit to reflect the correct information as contained in a government-issued identification card or passport on file, and return the case to the Judge for issuance of a corrected warrant. The clerk shall make a comment indicating the correction that was made. If the Clerk has any question about whether the correction of the name or date of birth is appropriate, the Clerk shall refer the case to a Judge for further orders.

**C. COMBINATION OF JACKETS**

If the Clerk observes that the Court has records belonging to one identifiable Defendant which are contained in separate "jackets" on the Clerk's computer software system, the Clerk may consolidate or combine these jackets as appropriate to properly reflect all the violations under a single name, even if the original violations existed under different names of the same defendant. If the Clerk has any question about whether to consolidate or combine jackets, the Clerk shall refer the cases to a Judge for further orders.

**IT IS SO ORDERED.** Signed and Entered this 18<sup>th</sup> day of March, 2024.

  
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Laura Hamilton  
Presiding Judge