

IN THE DISTRICT COURT OF THE THIRD JUDICIAL DISTRICT
OF THE STATE OF IDAHO

RE: Establishment of the Procedure for a
Criminal Case with Multiple Defendants.

Administrative Order
2024-06

As the Odyssey system does not provide a mechanism for cases filed pursuant to Idaho Criminal Rule 8 to be filed under a single case number, it is hereby ordered that in all such cases, the procedures set forth below shall be in effect.

1. Parties / Attorneys - Case Initiation, Filings, Hearings, and Captions

- a. The initiating case document must have a joint caption that lists the State and **all** Defendants;
- b. From initiation, the State shall provide a location on the caption for a lead case number. All other case numbers must be listed below the lead case number as related case numbers;

Example:

Lead Case: **CR14-24-XXX1**

Related Cases: **CR14-24-XXX2**
CR14-24-XXX3

- c. The lowest case number shall be the lead case number;

- d. If the document filed applies to all defendants, then **all** case numbers shall be in bold;
- e. **All filings by all parties** are required to contain the joint caption;
- f. Filings pertaining to specific defendants **shall use bold font for the relevant case number** related to the defendant; however, **all filings beyond the initiating paperwork shall be filed in the lead case number alone.**

Example: For a document pertaining only to the defendant in CR14-24-XXX3, the document will be filed in CR14-24-XXX1, but the case numbers will be listed on the caption as follows:

Lead Case: CR14-24-XXX1
Related Cases: CR14-24-XXX2
 CR14-24-XXX3
 CR14-24-XXX4

- g. All parties are to be included on all certificates of service and when e-filing, all parties must be served in e-filing contacts;
- h. **All parties must be given notice of all hearings and are expected to appear at all hearings unless otherwise excused by the court;**
- i. In the event that a portion of the case is severed, the severed portion of the case shall utilize the case number assigned to the defendant whose portion of the case was severed from the primary case; in the event the defendant from the lead case number is severed the next lowest case number shall become the new lead case number for the remaining defendants; and
- j. Warrants, documents pertaining to bail settings, and bond receipts shall be captioned the same as other documents, but must contain language in the body of the document identifying the relevant defendant and charges.

2. Clerks


- a. A clerk alert will be added to the lead case number and related case numbers to ensure proper handling by the criminal clerk's office;
- b. All parties and all attorneys shall be added to the lead case number to allow proper generation of a certificate of service;
- c. Minutes shall contain the caption as outlined in the charging document, including all case numbers and defendant names;

- i. If the hearing pertains to all defendants, all case numbers shall be in bold;
 - ii. If the hearing is specific to less than all defendants, the minutes only the case numbers pertaining to the specific defendant(s) shall be in bold;
- d. The clerk that accepts the filings for the lead case number will copy and add all filings to all related case numbers;
- e. For warrants, bail, and bond receipts, the data entry will be done only in the relevant defendant's case number;
- f. **Filings that do not contain all defendants' names, all case numbers, and one or more highlighted case number shall be rejected by the clerk for the attorneys to correct the error.**

3. Judicial Assistants

- a. All parties shall be included on certificates of service on documents generated by the court; and
- b. If the court issues a notice of hearing, all case numbers shall be highlighted

Dated: 6-10-24



Honorable Davis F. VanderVelde
Administrative District Judge
Third Judicial District