

August 21, 2003

M E M O R A N D U M

TO: U.S. Attorney's Office
Immigration & Customs Enforcement
HIDTA/DEA
Federal Bureau of Investigation
National Park Service
U.S. Fish & Wildlife
U.S. Coast Guard
Federal Public Defender's Office
All Attorneys in the Private Bar
U.S. Probation & Pretrial Services
U.S. Marshals Service
Golden Grove Adult Correctional Facility

CC: Raymond L. Finch, Chief Judge

FROM: Jeffrey L. Resnick
U.S. Magistrate Judge

RE: Magistrate Court

Please be advised that the St. Croix Division of the District Court only has one court reporter. It is therefore imperative that scheduled proceedings at Magistrate Court start promptly at **9:00 A.M.**

All paperwork including complaints, affidavits, plea agreements, etc. must be completed and signed prior to commencement of court proceedings.

Detainees should be at the courthouse at least half an hour in advance and attorneys should be allowed to confer with their clients before 9:00 A.M.