
USING THIS FORM

1. Copies
 - a. Original - to court.
 - b. Additional copies as local policy dictates.
2. Prepared by clerk.
3. Attachments - none.
4. Preparation Details
 - a. A separate Record of Proceedings (CC-1303) should be used for each hearing.
 - b. Use of this form is optional. The form is intended to capture information that will be used in the preparation of orders and for use by judge or clerk to refresh recollection of proceedings.
 - c. Data Element No. 9 - If defendant does not have an attorney present, indicate "NONE" on the line indicating the defendant's attorney name.
 - d. Data Element Nos. 9 and 10 - If case is reportable to CCRE or DMV, this information is needed to complete such abstracts.
 - e. Data Element No. 12 - If defendant arraigned, show charges and pleas entered. If charges and pleas are changed, show both the amended charge and the applicable plea.

RECORD OF CRIMINAL PROCEEDINGS

Case No(s) **1**

Court Reporter: **2** Tape No(s) **3**

..... **4** In re/v

1. Type and date of hearing: **5** Jury? yes no **6**

Judge: **7** Courtroom Clerk: **8**

2. Person(s) present: defendant/juvenile prosecutor

defendant's/juvenile's attorney(s):

retained appointed public defender waived

3. Defendant/s/juvenile's status at hearing: **10** in custody out on bail fugitive otherwise not present

4. Arraignment date: **11**

5. The charge(s) and plea(s) are:

..... **12**

..... continued on back
6. Witnesses sworn? yes **13** no Evidence summarized? yes **14** no

Plea agreement? yes **15** no

7. Motions, actions, findings and rulings of court: **16**

..... continued on back

8. Reports/investigation ordered (specify type and due date) **17**

9. Disposition:

..... **18**

10. Defendant's/juvenile's post-hearing status: **19** Discharged from custody Fugitive

Remanded to custody Remain on bail Bail/Bond terms:

11. Continued to: **20**

..... **21**

Preparer's Signature

DATA ELEMENTS

1. Court case number(s).
2. Name of the court reporter for case(s) indicated above.
3. Log Number or Code Number assigned to tape by the court reporter in this court proceeding.
4. Style of case.
5. Indicate the type and date of hearing held.
6. Indicate if trial by jury.
7. Name of presiding judge.
8. Name of clerk assigned to courtroom.
9. Check appropriate box for persons present in proceedings. If applicable, enter prosecutor name and defendant's attorney. If defendant attorney name is entered, check appropriate box indicating attorney type.
10. Check appropriate box to indicate the status of the defendant at the time of the hearing.
11. Date of arraignment.
12. Charges and applicable pleas of defendant. If needed, check box and continue the description of the charge and pleas on the back of the form.
13. Check appropriate box to indicate if witness has been sworn.
14. Check appropriate box to indicate if evidence has been summarized.
15. Check appropriate box to indicate if there is a plea agreement.

DATA ELEMENTS
(Continued)

16. Enter a brief description of the motions, actions, findings and rulings of court for case number(s) indicated. If needed, check appropriate box and continue information on the back of the form.
17. Indicate the type of report or investigation ordered by the court and the corresponding due date.
18. Enter a brief description of the disposition of the case(s).
19. Check appropriate box to reflect the defendant's post hearing status. If defendant is admitted to bail, enter a description of the terms of the bail/bond.
20. If case(s) is continued, enter date and time of next hearing.
21. Signature of person who prepared the record of criminal proceedings.