

**IN THE UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF TEXAS  
WACO DIVISION**

IN RE: FORT CAVAZOS MISDEMEANOR CASES

**AMENDED ORDER**

Effective immediately, it is hereby ordered that each attorney is to inform the Court Clerk by 12:00 p.m. the Friday before each arraignment date as to whether the client intends to waive Arraignment and enter a plea of not guilty, appear in person for the arraignment, or enter a guilty plea. If the attorney is not able to comply with the above, a Motion to Continue shall be e-filed to the Court on or before the above time and date stating the specific grounds as to why he or she is unable to comply with the above. Any Motion for Continuance shall also certify that the attorney has met in person and discussed the above with the client prior to the submission of the Motion for Continuance. If an attorney is unable to contact the client prior to the above deadline, the Motion shall set forth the date the attorney was informed of the appointment and specify in detail all the attempts the attorney has made to contact the client.

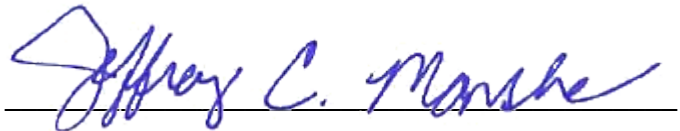
Effective immediately, it is hereby ordered that each attorney shall inform the Special Assistant United States Attorney's Office by 12:00 p.m. the Friday before each arraignment date as to whether the client intends to accept any plea agreement set forth by the Special Assistant United States Attorney's Office and the terms for which the agreement will be accepted or denied. If the attorney is not able to comply with the above, a Motion to Continue shall be e-filed to the Court on or before the above time and date stating the specific grounds as to why the or she is unable to comply with the above. Any Motion for Continuance shall also certify that the attorney has met in person and discussed the above with the client prior to the submission of the Motion for Continuance. If an attorney is unable to contact the client prior to the above

deadline, the Motion shall set forth the date the attorney was informed of the plea agreement offer and specify in detail all attempts the attorney has made to contact the client.

The purpose of this Standing Order is to encourage attorneys to meet with their clients prior to court docket days and to promote an efficient and effective court environment. Any attorney who prefers not to comply with the rules and procedures set forth by this order can request removal from the Fort Cavazos CJA Panel Attorney list. Any attorney who fails to comply with the rules and procedure set forth by this order shall receive a formal warning and after the issuance of two (2) formal warnings within a one (1) year period, shall be suspended from the Fort Cavazos CJA Panel Attorney list.

**IT IS ORDERED.**

**SIGNED this 23<sup>rd</sup> day of October 2023.**



**JEFFREY C. MANSKE**  
**UNITED STATES MAGISTRATE JUDGE**