Office of the Clerk
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK

Lawrence K. Baerman, Clerk
(315)234-8516

100 South Clinton Street
Syracuse, New York 13261-7367

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Information concerning the support staff functions for the Part-Time Magistrate Judge at Plattsburgh, New York

The Clerk maintains a fully staffed clerk's office in Plattsbugh, New York.

The Courtroom Deputy Clerk assigned to Plattsburgh will perform the following functions in support of the Part-Time Magistrate Judge.

* Scheduling and noticing of all proceedings before the magistrate judge, including setting up phone and video conferences;
* Implementing the court's case assignment and referral methods;
* Scheduling the arraignment courtroom for official proceedings;
* Opening all criminal case files, docketing all pleadings and other filings in criminal matters at Plattsburgh;
* Securing court interpreter services for criminal proceedings;
* Managing cases assigned to the magistrate judge;
* Preparing bonds, commitments, and assignment of counsel to indigent criminal defendants;
* Compiling data for the monthly reports (MJSTAR) for the magistrate judge;
* Maintaining case files and correspondence;
* Monitoring criminal case intervals, including speedy trial act intervals;
* Receipt of collateral posted as condition of bail;
* Receipt of fines and special assessments;
* Processing and maintaining warrants on CVB citations;
* Assisting with the process of handling both Grand and Petit Juries;
* Acting as courtroom deputy during proceedings, maintaining the record through the use of the court's digital recording system;

* Securing consumable supplies as necessary in support of the court operations;

* Preparing judgments in petty offense and misdemeanor cases;

* Handling inquires from the public and other federal or state agencies concerning cases pending before the magistrate judge;

* All other duties as assigned by the Clerk of Court.