

Procedure for Surrender on Misdemeanor Warrants
Effective May 2, 2011

The following procedure must be followed by an attorney or litigant requesting a case placed on calendar for surrender on a misdemeanor bench warrant:

1. Request to Place Matter on Misdemeanor Calendar form must be completed, signed, dated
2. Request form is available at the Clerk's office, 520 Main St., Rm. 104, Quincy, CA or on the Court's web site at www.plumascount.ca.gov under the "Criminal" page.
3. Request form must be received in the Clerk's office no later than 10:00 a.m. on the dates available (see #4 below).
4. Defendant can surrender on a misdemeanor warrant on the following court calendars:
 - Tuesday misdemeanor calendar at 1:30 p.m.
 - Monday - Thursday on Last Day calendar
 - Any Wednesday or Thursday at 1:30 p.m. if there is no Last Day calendar
5. Form can be delivered in person, mailed to 520 Main St., Rm. 104 Quincy CA 95971 or Faxed to (530)283-6415
6. Clerk's office will notify D.A. of all warrant surrenders
7. Clerk's office will notify defense counsel of warrant surrenders on pre-sentence matters