

**MEMORANDUM**

Date: November 8, 2002  
To: Clerks of Superior Court – Avery & Madison  
From: Alexander Lyerly, Chief District Court Judge  
Subject: **Criminal Administrative Court**

Please find attached Policy and Procedure for District Criminal Administrative Court which will be implemented in Avery and Madison Counties beginning January 1, 2003. I respectfully request that you have a sufficient number of the Policy and Procedures and Request for Continuance duplicated so that attorneys who practice Criminal law, Magistrates, Sheriff's, Chiefs of Police, and Communications may have a copy.

Thank you for your assistance in distributing the attached.

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Alexander Lyerly  
Chief District Court Judge

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