

462nd Criminal Docket Guidelines

Attorneys shall eFile with the District Clerk a letter of representation upon being retained to represent a Defendant. If the Defendant is currently represented, the new attorney shall also eFile a Motion to Substitute Counsel with the Court with the appropriate signatures in the Motion or proposed Order.

Arraignments/Announcements:

- ❖ CAC cases: Fridays at 9:00 a.m.
- ❖ Non CAC cases: Arraignments on Wednesdays at 9 a.m., Announcements on Wednesdays at 1:30 p.m.
- ❖ At Arraignment the State and Defense will advise the Court on the status of discovery and a plea offer. The case will be reset for Announcement 60 days out.
- ❖ There will be 3 Announcement settings 60 days apart, at the third and final Announcement setting the case will be scheduled for disposition either by plea or trial.
- ❖ The Court will consider circumstances in individual cases that may necessitate an additional setting but that will be an exception to the general guideline.
- ❖ Any case may be moved to the Plea or Trial Docket without exercising all Announcement settings.

Motions to Adjudicate/Revoke:

- ❖ There will be 1 Announcement reset on Motions to Adjudicate/Revoke; then the case will be set for a hearing or a plea.

Pleas:

- ❖ Thursdays at 1:30 p.m. as scheduled with the Court.
- ❖ Pleas may be scheduled by the Court on other days at the request of the State and Defense or the Court, if and as needed.

Docket Calls:

- ❖ Fridays at 10:00 a.m. 10 days prior to Jury Trial

Defendants must be present at all settings unless excused by the Court.

ALL SETTING DATES will be scheduled by the Court Administrator.