Virtual and In-person Dockets

Effective June 14, 2021

	Monday	Tuesday	Wednesday	Thursday	Friday
9am – 12pm Zoom Dockets	331st	299th 427th	403rd	390th 450th	147th 167th
9am -12pm In-person Dockets	CC3 CC6	CC7 Magistrate	CC4 CC5	CC9 460th	CC8 Magistrate
2pm – 5pm Zoom Dockets	CC3 CC6	CC7 Magistrate	CC4 CC8	CC9 460th	CC5 Magistrate
2pm – 5pm In-person Docket	331st	299th 427th	403rd	390th 450th	147th 167th

Guidelines for In-Person Dockets

1. Each Court will have an in-person docket scheduled (if needed) on the same day as their Zoom docket (except CC8 and CC5). For example, CC#6 has their in-person docket Monday morning and their Zoom docket Monday afternoon. In-person dockets will be held in the Court's assigned courtroom. Zoom dockets will continue with existing procedures on the first floor of the CJC.

2. In-person settings will be agreed upon by all parties. Once scheduled, all parties are required to appear, unless the Court has given an exemption.

3. In-custody settings will be limited based on the Sheriff's ability to transfer an inmate. Deputy/bailiffs assigned to each Court are responsible for scheduling and receiving approval from TCSO Transportation to bring inmates.

4. To ensure numbers of people entering the building are kept manageable, each Court will schedule no more than 6 in-person defendants per day. With attorneys included, there will be approximately 12 persons entering for 2 courts in the morning, and 2 courts in the afternoon. The public will be allowed entry based on each courtroom's maximum number allowed as determined by Facilities and published on the courtroom doors. Deputy/bailiffs will ensure compliance with this directive.

5. Paperwork will continue to be done virtually during the Zoom dockets and manually during the in-person dockets. Defense attorneys will initiate paperwork during the in-person dockets, if appropriate.

6. At any given time, up to 4 Courts will be in operation-2 with Zoom dockets and 2 in-person dockets. The shifts per day are 9-12:00 am for morning and 2-5:00 pm for afternoon, to prevent overlap. In-person dockets will be scheduled in 30-minute increments, as much as possible, to allow for staggering

entry into the courtroom. Defendants and attorneys may be asked to wait in the lobby prior to being called by the Court.

7. To ensure seamless and safe entry to the building and elevators, Court Admin will work with TCSO and Facilities on building procedures prior to implementation. An in-person operating plan will be updated by CCA and distributed to all stakeholders prior to implementation.

8. Courtrooms will be outfitted with plexiglass between parties, and all persons will be socially distanced. Personal Protective Equipment (PPE) will be provided as needed. Other county departments are asked to bring PPE (masks and gloves) provided by their department.

Approved by the Criminal Court Judges May 3, 2021