

County Criminal Court #11-Court Policies

Court Docket

Docket call is at 8:30 a.m. Bond Forfeitures are called at 1:00 p.m. and are set aside at the discretion of the Court. Defendant must appear for all Trial, Hearing and Plea settings. Announcement settings on bond cases are to be passed no more than one month. Signatures from both the D.A. and Defense Attorney are required on all pass slips.

The court uses a wheel and utilizes one Public Defender. Appointments are scheduled by the Court Coordinator. If appointed, Attorneys will be notified by e-mail. All retained Attorneys must file a letter of representation with the court.

Jail Chain

Announcement settings on Jail cases are to be passed for no more than 5 days unless approved by Judge. Pass slips are required on all Jail Chain cases when cases are reset.

Pleas and Motion to Revoke

All paperwork for pleas must be completed by the defense counsel. An assistant District Attorney must be present for all plea hearings.

TBCT and Motions to Revoke and/or adjudicate are set on Thursdays and Fridays; or anytime during a Non-Jury week.

Trials

Trials are set on Mondays, Tuesdays and Wednesdays. Pre-trial matters are heard on Thursdays or Fridays before trial. The Defendant and Attorney must appear and announce ready for Trial by 8:30 a.m. Waivers are required prior to getting a TBC setting. Motions for continuance must be in writing and be presented prior to trial setting(s). The order of Trials is set in advance by the court, after consultation with the parties. However, priority is given to jail cases.

Voir dire begins as soon as the Jury arrives. Testimony will begin immediately after voir dire. The court begins trial typically at 8:30 a.m. and ends before 4:30 p.m. with an hour break for lunch.

General Courtroom Decorum

Staff members and Attorneys should be courteous and display professionalism at all times. Food is NOT permitted in the courtroom. Beverages must be in a closed container. No cursing is permitted inside the courtroom. Cell phones must be silenced, not visible and may not be used for photographing or recording court proceedings.

Anyone with a cell phone that disrupts the court will be removed from the courtroom immediately.

Attorneys are expected to dress professionally. Please advise all clients and witnesses that there will be no sagging pants, midriff, or offensive T-shirts allowed in the courtroom. Children under the age of 13 are not permitted inside the courtroom unless they are witnesses and under a subpoena to testify.

Judge, ***Shequitta Kelly***

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Revised 01/05/2016