

HAYS COUNTY DISTRICT COURT DOCKET SCHEDULING

The proceeding chart is to be used as a guideline in setting the appropriate number of cases for the **In-Person Civil/Family District Court docket**.

Time	Docket Type	Litigants (including witnesses)	Capacity Level 25%
9:00am	Civil/Uncontested	10	13.8%
10:00am	Civil/Uncontested	10	13.8%
11:00am	Civil/Contested no more than ½ hour	10	13.8%
12-1:30pm	Lunch/Cleaning		
1:30pm	Civil Contested not more than 1 hour or Vulnerable	10	13.8%
2:30pm	Civil Contested	10	13.8%

Notes:

1. Ascertain the number of witnesses if contested.
2. Capacity level is calculated by using the capacity of the small courtrooms at 72 individuals in the gallery. Using 25% of that capacity equals 18 individuals. If we spread out the docket start times, we can accommodate more individuals for that court docket. I am using the small courtroom capacity level to take into consideration the public areas, restrooms and other courts and offices in the Government Center.
3. The Vulnerable docket is reserved for those individuals (attorneys or litigants) who notify the court in advance that they are classified as vulnerable. If on the day before the given docket is set, if no one has requested to be on this type of docket then it could be used for attorneys that are running late.
4. If a contested civil case needs more than 2.5 hours we can eliminate the 1:30 docket for the particular day.