

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 Criminal/Civil District Court docket**.

Time	Docket Type	Defendants/Litigants	Capacity Level 25%
9:00am	Criminal	10	13.8%
10:00am	Criminal	10	13.8%
11:00am	Criminal	10	13.8%
12- 1:30pm	Lunch/Cleaning		
1:30pm	Criminal/Vulnerable	5	6.9%
2:30pm	Criminal/Contested	No more than 1 hour/or 5 uncontested cases	1 case= 1.3% 5 cases= 6.9%
3:00pm	Civil	No more than 1hr/or 5 uncontested cases	1 case=1.3% 5 cases=6.9%

Notes:

1. Inmates will be set at 9:00am and 11:00am for the Sheriff's Office can transport inmates to/from the Government Center.
2. If an attorney has multiple cases, in the assigned court, please set them on the same day and time if feasible.
3. 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.
4. Criminal cases that are contested will be at no more than one hour. If a special setting is needed, we can accommodate at a future docket.
5. Civil cases that are contested will be at no more than one hour. If a special setting is needed, we can accommodate at a future docket.
6. Writs of Habeas Corpus may be set on one of the morning dockets if there are no more than 5 inmates.
7. 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.