

## 366<sup>th</sup> District Court

### Information Related to Criminal Cases

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**Who to Contact for settings:** Please contact Pond by text (to include Defendant's name, cause and Attorney's name). You can also e-mail if more convenient with the same information. If Pond is unavailable, please contact Misty to have your setting put on the docket.

**What days are available for settings:** The Court prefers to hold Motions to suppress or complex hearings on Thursday afternoons (to include competency, insanity, and MH bond hearings). Bond hearings with a small amount of evidence presented, may also be held during docket on Thursdays and Fridays. However, State must be given notice prior to the hearing. Friday afternoons are also available for special settings.

We are happy to accommodate schedules for hearings on other days if the court is available and the parties agree to the date in consultation with the court.

**90 day writ procedure:** The court will sign 90 day writs after notice to the state and opportunity to respond.

**Paper v. e-file orders:** Easiest procedure - File just your motion, get date set with court, and bring an order with you. We will accept proposed orders if you file them with your motion. It will be rejected if it sits for 30 days.

**Setting Rules:** Defendants who are represented should have 2 settings before a final announcement setting. The court will allow more than 2 weeks between the initial settings. A disposition should be set after the final announcement setting. Attorneys must get court approval for settings beyond the schedule.

**What time must defendants appear by:** 9am and defendants are REQUIRED to appear absent a waiver approved by the court. Waivers are only granted for the next setting and do not carry over multiple times.

**Whether or not there is a formal check-in:** Defendants must appear and check in with the bailiff to note their arrival.

**Bond Forfeiture Policy:** A defendant's bond will be forfeited at noon (12pm) for failure to show for their required court date.

Lastly, if there are any issues or concerns, please don't hesitate to ask! Judge Tom Nowak