

## Appendix 14

### FILING PROCEDURES

Trials to be set	Warrants	Numerical	Daily
<p><i>Description:</i>            These files are set up as follows:            1. Separately by Judge            2. DWI's separately, divided by defense attorney, jury trials kept separately.            3. All other case types divided by prosecuting agency.</p>	<p><i>Description:</i>            These files are kept alphabetically.</p>	<p><i>Description:</i>            These files are kept numerically by case number.</p>	<p><i>Description:</i>            These files are kept filed grouped by appearance date with a divider for each day of the month. Files may be filed together for different months but the same date.</p>
<p><i>What to file here:</i>            Any case which needs to be scheduled for a hearing; i.e., trial, pre-trial, sentencing, motion hearing, probable cause hearing.</p>	<p><i>What to file here:</i>            Any file with a warrant pending for the defendant which does not have a pending bond.</p>	<p><i>What to file here:</i>            1. New filings when the defendant has been notified of his/her arraignment date and no bond is pending.            2. Adjudicated cases with probation pending.            3. Agreements to pay.            4. Summonses            5. "To produce documents"</p>	<p><i>What to file here:</i>            1. All cases which are scheduled for a hearing with the Judge, i.e., trials, pre-trials, sentencing hearings, motion hearings, probable cause hearings., show causes, bond forfeiture show causes            2. Excusal/recusals pending Judge reassignment..            3. Arraignments with bonds pending.            4. Deferred sentences.            5. Any file that the Judge wants pulled on an exact dat.</p>
		<p><i>Notes:</i> In order to track these cases you must have a report system in place. Crystal reports can track the next court date field (citation due date) Forms &amp; Reports Tickler Report can track case notes.</p>	<p><i>Note:</i> These files are pulled the day before court and placed on the appropriate Judge's desk.</p>