

**COLLIN COUNTY COURT AT LAW NUMBER 5**  
**CRIMINAL DOCKET CONTROL POLICY**

**Docket:** Docket will be conducted from 8:30 a.m. to 11:30 a.m. Tuesday through Friday of each week. At 11:30 a.m., no more paperwork for pleas will be accepted for that morning. Anyone not appearing on that day within that timeframe will be treated as if they did not appear. If your client does not appear, his or her bond may be forfeited immediately. If you let the court coordinator know in advance you have a conflict, your matter may be reset for the following day. You may also pass the case in advance.

**First Appearance and Plea Settings:** From the date the attorney first makes an appearance in the case, the case will be passed out approximately 90 days for the "Plea Setting." The State should provide an initial plea offer at the First Appearance. The attorney and the client must appear at this setting. The attorney is expected to obtain and the state should provide discovery and an offer from the prosecution at the First Appearance setting. The attorney should thereafter negotiate a plea agreement and be prepared on the next setting (the 90-day "Plea Setting" to plea the case or set it for trial. In other words, handle the case by phone, email or in person with the prosecutor. Prosecutor email addresses are located on the DA website ([www.collincountyda.com](http://www.collincountyda.com)). If retained, you should also inform your client that you need to be paid in full within that time.

**Plea Setting:** At the Plea Setting, you must be prepared to plea the case or set it for trial. You can plea the case at any time prior to the Plea Setting by notifying the prosecutor and the court of your intent so that it can be placed on our docket and the ADA will have their file. Once a case is set for trial, you may still plea it up to the Arraignment date. After the Arraignment setting, pleas are unlikely to be accepted unless there are special circumstances to justify the case not being pled out earlier. Client must be present at all plea or dispositive settings. If the client does not appear at the Plea Setting, his or her bond may be forfeited immediately.

**Arraignment/Pre-Trial Conference:** Pre-Trial Conferences are typically held at 10:00 a.m. on the Thursday before trial. The prosecutor, defense counsel and defendant are expected to appear at that time to make trial announcements and to address pending pre-trial motions for which a hearing has been requested. Motions for continuance not filed before this setting or which do not comply with the Texas Rules of Criminal Procedure may or may not be considered (whether opposed, unopposed or agreed). Failure to make a timely appearance will be taken as an announcement of ready for trial.

The foregoing policies and procedures apply to all cases in which the information, petition to adjudicate or motion to revoke was filed on or after April 3, 2023.

**Re-posted 08/2024**