



380TH JUDICIAL DISTRICT COURT
RUSSELL A. STEINDAM COURTS BUILDING
2100 BLOOMDALE RD., STE. 30132
MCKINNEY, TEXAS 75071

COURT POLICIES FOR CRIMINAL CASES

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Amy Cabala – Coordinator (Backup Contact)	Office: 972-548-4762 Email: acabala@co.collin.tx.us
Karla Kimbrell – Reporter (Backup Contact)	Office: 972-548-4661 kkimbrell@co.collin.tx.us

Who to contact for setting: Contact Luke Eichner by phone, text or email. Provide your name, defendant’s name, and case number (if available). If Eichner is unavailable, contact Ms. Cabala or Ms. Kimbrell. If all else fails, you may contact Judge Smith at 214-498-0037.

When hearings are scheduled: Hearings and TBCs may be scheduled on any day at 9:00 am (or 1:30 pm, if necessary), during non-jury weeks. If a hearing or TBC needs to be scheduled during a jury week, Thursday or Friday should be selected whenever possible. The state must be given at least three days’ notice for any writ or bond hearing. The court will accommodate any setting agreed upon by the parties after consultation with the court.

90-day writ procedure: If a defendant has been detained in jail for 90 or more days with no indictment returned, counsel may file a 17.151 writ and present a proposed order to the judge. Defense counsel shall provide the state with a copy of the writ and the date and time of presentation to the judge, and the state may appear if desired.

Paper v. electronic orders: A proposed order may be filed simultaneously with a motion, or if counsel prefers, counsel may file the motion and bring a proposed order to the hearing or submit an order within 1-2 days after the hearing is concluded.

Number of settings: Defendants represented by counsel may have two announcement settings. Thereafter, the case shall be set for disposition. If the defendant is free on bond, two additional announcement settings are permitted if agreed upon by the defendant and the state. The time between announcement settings should not normally exceed 30 days. Additional non-dispositive settings are not permitted without the judge’s approval.

When defendants must appear: Defendants must personally appear at each setting unless a waiver is approved by the judge. Upon arrival, defendants must check-in with the bailiff, who will document the defendant’s appearance. Attorneys should do the same.

Bond Forfeiture Policy: The bond for a defendant who fails to appear will be forfeited at 12:00 p.m. for a morning setting and at 3:00 p.m. for an afternoon setting.

Please contact the court if you have questions or need clarification.