

COLLIN COUNTY COURT AT LAW NUMBER 5

REVISED 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. Defendants must appear by 8:30 a.m. and check in with the court coordinator or bailiff to note their arrival. At 11:30 a.m., no more paperwork for pleas will be accepted for that morning. Anyone not appearing by 8:30 a.m., absent a court-approved waiver, will be treated as if they did not appear. If you let the court coordinator know in advance that you have a conflict, your matter may be reset for the following day. You may also pass the case in advance. A setting passed in advance counts as the setting it replaces and does not create an additional setting in the sequence below.

SETTING SEQUENCE: Cases will proceed through the following settings: First Appearance, 1st Announcement, 2nd Announcement, and Plea or Set for Trial. Settings under this sequence are ordinarily no more than 30 days apart for defendants released on bond. A request for an additional setting after “Plea or Set for Trial” must be heard by the Judge.

REVOCATIONS/PETITIONS TO ADJUDICATE: Cases involving a motion to revoke community supervision or a petition to adjudicate guilt follow a separate, two-stage sequence: First Setting and Plea or Set for Hearing Setting. At the First Setting, the State must provide the basis for the motion or petition and any available discovery, and the attorney and defendant must appear. At Plea or Set for Hearing setting, the case must be resolved by plea or set for a revocation or adjudication hearing.

JAIL CASES: For defendants held in custody, settings under the sequences above will ordinarily be passed at intervals of no more than two weeks, rather than the standard thirty-day interval used for defendants released on bond, in order to expedite the disposition of in-custody cases. When a defendant is transported to the courthouse for a setting, defense counsel should see the defendant that day and address the setting before the defendant is returned to custody (11:30 a.m.).

PLEA OR SET FOR TRIAL: At this setting, you must be prepared to plea the case or set it for trial. You may plea the case at any time before this setting by notifying the prosecutor and the court of your intent, so that it can be placed on the docket. 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 justifying the delay.

DEFENDANT’S APPEARANCE: Defendants are required to appear for all settings absent a waiver approved by the court. Waivers are granted only for the next setting and do not carry over to subsequent settings. To request a waiver, the attorney must ask the court in advance of the setting. Defendants must check in with the bailiff or court coordinator to note their arrival.

BOND FORFEITURE POLICY: A defendant’s bond will be forfeited at noon (12:00 p.m.) for failure to appear at a required court date. If no bond exists, the Court may issue a *capias* for the defendant’s arrest.

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. Continuances are governed by the Continuances section below. Failure to make a timely appearance will be taken as an announcement of ready for trial.

CONTINUANCES: A motion for continuance must be in writing, under oath, filed with the clerk, and presented in open court with all parties present, as required by the Texas Code of Criminal Procedure Chapter 29. “Agreed” does not mean “granted.” A continuance may only be granted for the prosecution or the defense for sufficient cause shown, as defined by the statute.

(Revised 07/2026)