COUNTY COURT AT LAW NO. 2

JUDGE KERRI FOLEY

RETAINED ELECTRONIC DOCKET INSTRUCTIONS

If an attorney has properly filed a letter of representation, the matter will be moved to the "electronic" docket.

NO appearance will be required by the Defendant, **as long as Defense Counsel complies with the following procedure**:

(1)   Defense Counsel must discuss the case status with the Assistant District Attorney handling the case on or before 5:00p.m. on the docket date.

(2)   Court Prosecutors will make themselves available to discuss bonded cases prior to 5:00 p.m. on the docket date.

(3)   Defense Counsel must send an email to the Court (through Coordinator, Cecilia Carreon) notifying the Court of case status before 5:00 p.m. on the docket date. The email shall adequately notify the Court of case progress and future action needed to dispose of the case. If a reset is requested, the email must state the reason for the reset. A case will not receive multiple resets for the same reason. After the fourth setting, a DCO will be issued.

(4)   It is the responsibility of the Defense Counsel to contact the Prosecutor, review the case and to notify the Court of case status.

(5)   If the Defense Counsel so chooses, they may personally appear for docket at the date and time assigned. Remember, if personal appearance is preferred, only the Defense Attorney and Defendant are allowed in the courtroom.

(6)   Failure to properly follow the procedure above will result in the case being immediately placed on a mandatory appearance docket.
Failure to appear for the mandatory appearance docket will result in a warrant for the Defendant for failure to appear and for the forfeiture of bond.

(7)   Attorneys retained prior to the first court setting should notify the Court Coordinator. Once notification and a letter of representation is received, the matter will be placed on the "electronic" docket.

(8)   The Court will make every effort to accommodate individual attorneys regarding case settings. For example, we will try to set an attorney's cases on the same date and time.