



## Hopkins County Court at Law

### Procedures for Misdemeanor Docket Resets

1. Resets requested **BEFORE** day of court:

If Defendant has an attorney – Attorney contacts court coordinator for a reset date. Coordinator emails attorney reset form. Attorney fills out reset form and may sign on behalf of client, but must indicate on the form how the client will be notified of the new court date. Attorney e-files the reset form for judge’s signature.

If Defendant does not have an attorney – Defendant contacts court coordinator for a reset date. If defendant has the ability to send and receive emails, coordinator emails defendant blank reset form. If defendant is unable to send and receive emails, defendant makes an appointment with the coordinator.

Defendant must fill out and sign reset form before sending to court coordinator, who will then e-file it for judge’s signature.

2. **AFTER** A Missed Court Appearance:

The court will generally forfeit a defendant’s bond at the time of a missed court appearance and a bond forfeiture warrant will issue as soon as possible. The court’s previous “one week grace period” policy is no longer in effect.

Once the warrant has issued, the court retains the discretion to recall the warrant and to set bond in the original amount. If a defendant, their bondsman, or their attorney have reason to believe that exigent circumstances exist such that the warrant should be recalled in the interest of justice, they may contact the court coordinator for further instructions on how to pursue this remedy.

3. Resets **WHEN defendant is detained, incarcerated or admitted into a treatment facility AT TIME OF COURT DATE**

- a. Attorney or Pro Se Representation - Provide the Court with confirmation of defendant’s location. The coordinator will reset the case. The Clerk will send notice of the new court date to the address on file. Cases will be reset based on the defendant’s projected release date. For cases with attorney representation, the attorney is still required to sign a reset form, but the defendant’s signature is not required.