

**DOCKET SCHEDULE**  
**Title IV-D Court, In-Person Dockets**  
(Effective October 1, 2021)

- Last Monday and Tuesday of each month that is not a holiday.

	MONDAY	TUESDAY
8:30 AM In-person docket	4 cases	4 cases
10:00 AM In-person docket	4 cases	4 cases
1:00 PM In-person docket	4 cases	4 cases
2:30 PM In-Person docket	4 cases	4 cases

**2021 In-Person Schedule**

**2022 In-Person Schedule**

(January – June)

October 25th, 26th	January 25th, 31st
November 29th, 30th	February 22nd, 28th
December 27th, 28th	March 28th, 29th
	April 25th, 26th
	May 23rd, 31st
	June 27th, 28th

**GUIDELINES FOR IN-PERSON DOCKETS**

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1. The Title IV-D Court will have two in-person dockets on the last Monday and Tuesday of each month that are not a holiday. Virtual dockets will be scheduled on all other days.
2. The in-person dockets will have 2 docket shifts in the morning and 2 docket shifts in the afternoon.
3. The shifts per day are 8:30 am and 10:00 am for morning and 1:00 pm and 2:30 pm for the afternoon, to prevent overlap. In-person hearings will be limited to 30 minutes to allow for staggering entry into the courtroom. Litigants and attorneys may be asked to wait in the lobby before being called by the Court.
4. In-custody settings will be limited based on the Sheriff’s ability to transfer an inmate. The Court Assistant assigned to the Title IV-D Court is responsible for scheduling and receiving approval from TSCO Transportation to bring inmates.

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**GUIDELINES FOR IN-PERSON DOCKETS - *(Continued)***

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5. To ensure numbers of people entering the building are kept manageable, the Title IV-D Court will schedule no more than 4 cases per docket shift. With attorneys included, there will be approximately 20 persons entering the building for each docket shift. The public will be allowed entry based on each courtroom's maximum number allowed as determined by Facilities and published on the courtroom doors. Deputies will ensure compliance with this directive.
6. Paperwork will be done manually during the in-person dockets.
7. To ensure seamless and safe entry to the building, the Title IV-D Court staff will work with TCSO and Facilities on building procedures before implementation.
8. Negotiation rooms will be outfitted with plexiglass between parties, and all persons will be socially distanced. Personal Protective Equipment (PPE) will be provided as needed. Other county departments are asked to bring PPE (masks and gloves) provided by their department.