

**HOMELESS COURT AND
COMMUNITY PROSECUTION COURT**

**HOMELESS COURT AND
COMMUNITY PROSECUTION COURT**

September, 2008

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 <u>5:00 p.m.</u> Deadline for case managers to fax applications for Nov. docket	16 Case Managers: Begin faxing applications for Dec. docket		18 <u>Noon</u> Deadline for case managers to fax letter of support or certificate of completion for Sept. docket	19	20
21	22 COURT 8:00 AM 10:00 AM 2:00 PM Compliance Docket	23 Prosecutors' meeting for Oct.	24 1:30 p.m. CP-Homeless Meeting (City staff)	25	26	27
28	29	30				

**HOMELESS COURT AND
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October, 2008

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 <u>5:00 p.m.</u> Deadline for case managers to fax applications for Dec. docket	16 Case Managers: Begin faxing applications for Jan. 2009 docket	17	18
19	20	21	22	23 <u>Noon</u> Deadline for case managers to fax letter of support or certificate of completion for Oct. docket	24	25
26	27 COURT 8:00 AM 10:00 AM 2:00 PM Compliance Docket	28 Prosecutors' meeting for Nov.	29 1:30 p.m. CP-Homeless Meeting (City staff)	30	31	

**HOMELESS COURT AND
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November, 2008

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 5:00 p.m. Deadline for case managers to fax applications for Jan. 2009 docket	15
16	17 Case Managers: Begin faxing applications for Feb. 2009 docket	18	19	20 <u>Noon</u> Deadline for case managers to fax letter of support or certificate of completion for Nov. docket	21	22
23	24 COURT 8:00 AM 10:00 AM 2:00 PM- Compliance Docket	25 Prosecutors meeting for Dec.	26 1:30 p.m. CP-Homeless Meeting (City staff)	27 Thanksgiving	28 City Holiday	29
30						

**HOMELESS COURT AND
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December, 2008

Sun.	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 5:00 p.m. Deadline for case managers to fax applications for Feb. 2009 docket	16 Case Managers: Begin faxing applications for March, 2009 docket	17	18 <u>Noon</u> Deadline for case managers to fax letter of support or certificate of completion for Dec. docket	19	20
21	22 COURT 8:00 AM 10:00 AM 2:00 PM- Compliance Docket	23 Prosecutors meeting for Jan. 2009	24 1:30 p.m. CP-Homeless Meeting (City staff)	25 Christmas	26	27
28	29	30	31	Jan. 1 City Holiday		

2008
HOMELESS COURT AND
COMMUNITY PROSECUTION COURT

Dockets

1. The Homeless Court docket is regularly scheduled for the 4th Monday of each month at 8:00 a.m. except when the Court has a conflict or there is a City holiday, in which case the Court may convene on a different date or time.
2. The Community Prosecution Court docket is regularly scheduled for the 4th Monday of each month at 10:00 a.m. except when the Court has a conflict or there is a City holiday, in which case the Court may convene on a different date or time.
3. The Show Cause Docket for both the Homeless Court and the Community Prosecution Court is regularly scheduled for the 4th Monday of each month at 2:00 p.m. except when the Court has a conflict or there is a City holiday, in which case the Court may convene on a different date or time.
4. The Homelessness Coordinator will email notice of court settings to all case managers and the Court will mail setting notice to all applicants (defendants) at their addresses of record on file with the Court.
5. **Case managers must fax a letter of support or a certificate of completion for their client to the City Attorney's Office, Fax No. 817.392.8359 by NOON the Thursday before the Compliance Docket (end of probation period) setting.**

Deadline for Applications

6. Applications for both the Homeless Court and the Community Prosecution Court must be received by the 15th of each month (or last City business day before the 15th if the 15th is a holiday, a Saturday or a Sunday) in order to ensure that a case will be set for court two months later.

Example: A referral received by the City Attorney's Office by 5 p.m. on Friday, August 15, 2008 will be set for Monday, October 27, 2008.

7. Each docket is limited to hearing 10 applicants. Additional applicants will be set for the following month.
8. If a case worker has not heard from a Community Prosecutor within thirty (30) days of faxing an application, please contact either of the Community Prosecutors at the following phone numbers:

Questions?

Call the Community Prosecutors:

Vanessa Richardson
682.432.4231

Deanna Jeffersonsmith
682.432.4359