memo

Hamilton County Municipal Court – Judge Alan C. Triggs (Room 220)

To: Danielle Noel, Assignment Commissioner; Andy Gillen, Municipal Court Administrator

From: Alan C. Triggs

CC:

Date: 05.13.20

Re: Scheduling of Criminal Case Dockets for Judge Alan C. Triggs (Room 220)

Per Andy Gillen's May 7, 2020 request, the following is my directive for scheduling criminal cases going forward, once court resumes operations in **June, 2020**.

1) All hearings will be set on Mondays and Wednesdays, and will be in-person. Attorneys may set cases on these days as normal, without any prior approval. Hearings will include trials, motions, and other hearings (including driving privileges and bond hearings). There will be two dockets on each Monday and Wednesday – one docket at 9:00 a.m., and a second docket at 1:00 p.m. Each docket will be capped at 30 cases – so up to 30 cases set at 9:00 a.m. and up to 30 cases set at 1:00 p.m. – a total of up to 60 each day.

2) Fridays will be "Pre-Trial" days, with no in-person appearance required. Attorneys or parties will only call in to continue cases or request that the case be set for trial or in-person hearing. All cases will be set at 9:00 a.m. All pre-trials will be conducted by telephone parties should call in to bailiff, Niro, at 513-946-5165 or provide a telephone number at which they can be reached when the court is ready for their case.

3) There will be no criminal dockets on Tuesdays or Thursdays.

4) No hearings will be conducted by Zoom or any similar service except with prior approval from the Court.