



Hopkins County Court at Law

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Procedures for Misdemeanor Docket Resets

1. Resets requested BEFORE docket setting:
 - a. Attorney Representation – Attorney files motion for continuance/proposed order. Coordinator emails attorney blank reset form, which should be signed by all parties then e-filed.
 - b. Pro Se Representation – The defendant will make an appointment with the Court Coordinator. At the appointment, the defendant will fill out a blank motion for continuance. If the judge grants the continuance, the Coordinator will then have the defendant fill out a reset form for the next docket. The Coordinator will then e-file the motion for continuance, the order granting the continuance, and the reset form.

2. Resets AFTER docket setting (or on the day of) but WITHIN 1 week:
 - a. Attorney Representation – Attorney will contact the Judge's office. The coordinator will email attorney a blank reset form which needs to be signed by both client and attorney and e-filed within ONE week of missed court setting to be placed on next available SHOW CAUSE docket.
 - b. Pro Se Representation – Defendant will contact Court Coordinator (or should be directed by other offices to call Judge's office). Coordinator will set an appointment time for the defendant to physically come into the office and sign a reset form/receive a letter about Show Cause docket. Case will be placed on next available SHOW CAUSE docket.

**The FTA/bond forfeiture will not be filed AS LONG AS this is done within ONE week of the missed court setting, before warrants are issued. Simply contacting the Judge's Office WITHOUT signing a reset form in the allotted time period, will result in a warrant being issued.

3. Resets requested AFTER 1 WEEK (or never requested)
 - a. Attorney or Pro Se Representation – Warrant will be issued. Defendant needs to turn him/herself in or be arrested on the warrant. The underlying case will not be reset independently of that.

4. 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 County Clerk will reset case and provide notice to defendant of reset (NO SHOW CAUSE HEARING). 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.
 - i. This may be done at any time, but if the Court is not notified before or within ONE week of a missed court setting, a warrant will issue. The warrant shall be recalled once Court receives proof of defendant's location.