3-14/085.05 - Expediting Appearance of Last Day or in-Trial Inmates

Bailiff's Responsibility

When an inmate has been ordered to begin trial or is last day (10 of 10), it is the responsibility of the bailiff to prominently mark the removal order with the proper notation, ("IN-TRIAL INMATE" or LAST DAY) in the upper right hand corner, either in red or highlighted in yellow marker. The bailiff then takes the paper to the lockup and personally informs lockup personnel regarding the status of the inmate. The bailiff will also have the responsibility of entering the inmate information on the "In-Trial/Last Day" List.

Supervisor's Responsibility

The branch supervisor shall maintain the "In-Trial/Last Day" List in a centralized location for all bailiffs to list their In-Trial or Last Day inmates for the next day. One list shall be created daily for the entire courthouse. The branch supervisor, at the end of the day, shall fax the list to CST In-Trial Facilitator.