

## ROCKET DOCKET PROCEDURES

1. File your Plea and Waiver/DERPA to the docket. Ensure the filing has been fully processed and accepted by the Clerk before proceeding to the next step.
2. Email Judicial Assistant Tammy Sites at [tsites@circuit7.org](mailto:tsites@circuit7.org) using the following format:

**Subject:** ROCKET DOCKET Case No.: [Insert Case Number]

**Body:** Ms. Sites, please provide available dates for the Rocket Docket. I confirm the following:

- The DERPA/Plea and Waiver has been signed by the Defendant, Defense Counsel, and Counsel for the State.
- The documents have been filed, accepted, and posted to the Clerk's docket for this case.
- ALL CHARGES are addressed within the plea form (whether adjudicated or dismissed).
- If pleading to a finger printable offense (DUI, DWLSR, No Valid DL, Petit Theft, Battery, etc.), fingerprint cards have been filed with the Clerk OR are included as a condition of probation.

3. Upon receipt of your request, JA Sites will respond with the next available Rocket Docket dates.
4. Reply to that email with your preferred date. JA Sites will then provide a final confirmation once the case has been officially set on the Rocket Docket.