

**Lobby Shift - DOCKET REPORT**

Observer Name: \_\_\_\_\_ Date: \_\_\_\_\_

		Judge	Hearing type* Individual: Det or N-D; Master: Det or N-D	# of masters or times of indiv. merit	# names redacted	# names w @ sign
Courtroom 1	AM					
	PM					
Courtroom 2	AM					
	PM					
Courtroom 3	AM					
	PM					
Courtroom 4	AM					
	PM					
Courtroom 5	AM					
	PM					
Webex Only	AM					
	PM					

**\* SEE INSTRUCTIONS AND EXAMPLES ON BACK**

## Deciphering Dockets

### **Detained master calendar docket header: IJ Hearing Calendar – Redacted - Detainee**

Will have many unrelated respondents listed with the same start time. Ignore end times. Look at the docket # to find how many cases. H.LOC: BLC, BLD, BLF, BLG BSB, BL5, BL7, BL8, MIN, SOD, WAF

### **Non-detained master calendar docket header: IJ Hearing Calendar – Redacted - Master**

Will have many unrelated respondents listed with the same start time. Ignore end times. Look at the docket # at the bottom to find how many cases. H.LOC: BLM/EFM, or BLJ for juvenile.

### **Detained individual\* (Merit) docket header: IJ Hearing Calendar – Redacted - Detainee**

Will have one respondent per 1-4 hour time slot. H.LOC: BLC, BLD, BLF, BLG BSB, BL5, BL7, BL8, MIN, SOD, WAF

### **Non-detained individual\* (Merit) docket header: IJ Hearing Calendar - Redacted - Individual**

Will have one or more related individuals scheduled per 1-4 hour time slot. A family sharing a time slot will usually have related last names, the same country, and the same attorney. Count hearing times not the number of individuals in a family case. H.LOC: BLM

**If you are doing the lobby shift, please copy ALL dockets except dockets with heading: IJ Hearing Calendar - Redacted-Master with H. Loc BLM or EFM. Email photographed copied dockets to [courtobserver@umn.edu](mailto:courtobserver@umn.edu) and [npoechmann@advrights.org](mailto:npoechmann@advrights.org) as soon as possible. Send as a “actual” size attachment. Use the blank docket attached to the shift description and /or volunteer profile in Volunteer Local, the sign-up portal for copying full dockets.**

### SAMPLE COMPLETED DOCKET REPORT FORM

		Judge	Hearing type* Individual: Det or N-D, Master: Det or N-D	# of masters or times of indiv. merit	# names redacted	# names w @ sign
Courtroom 1	AM	<i>Sardelli</i>	<i>Individual ND/Master ND</i>	<i>8:30 (1)/ 45</i>	<i>18</i>	<i>17</i>
	PM	<i>Sardelli</i>	<i>Master ND/ Individual ND</i>	<i>38 / 3:30 (1)</i>	<i>12</i>	<i>14</i>
Courtroom 2	AM	<i>Miller</i>	<i>Master Detained</i>	<i>14</i>	<i>3</i>	<i>2</i>
	PM	<i>Miller</i>	<i>Master Detained- /ICFR Detained</i>	<i>9/ 3:00 (1) 3:30 (1)</i>	<i>2</i>	<i>2</i>
Courtroom 3	AM	<i>Carr</i>	<i>Master ND</i>	<i>45</i>	<i>7</i>	<i>8</i>
	PM	<i>Carr</i>	<i>Master ND</i>	<i>50</i>	<i>22</i>	<i>22</i>

\* Sometimes cases on the “individual docket” are not merit hearings, they are competency assessments, contested removability hearings, or short matter cases. You will count them in the same manner as all cases scheduled as individual /merit cases. You will have no way to differentiate them.