

**DECIPHERING DOCKETS:
If heading says...**

**WEBEX-ONLY
SIGN**

IJ Hearing Calendar
Redacted - **Detainee**,
then it is one of the
following (both Detained)

IJ Hearing Calendar
Redacted - **Master**, then
it is

IJ Hearing Calendar
Redacted - **Individual**,
then it is

Could have any of the
docket headings
used for regular court

**Detained Master
(more than one R
listed w/same start
time)**

**Detained Individual
= Merit 1 R per 1-4
hour time slot)**

**NON-detained
Master Calendar
(multiple unrelated
Rs listed w/ same
start time)
Loc: BLM, EFM, BL6;
BLJ=Juvenile**

**NON-detained
Individual = Merit
(1 or more related
Rs scheduled per 1-
4 time slot)**

On Lobby Shift
Report put **name of
each judge AND
whether
“Detainee”,
“master” or
Individual docket
header**

On Lobby Shift
Report, put **total
number of cases**
(look at docket #).
Don't need start
times, but can add if
multiple start times
in a morning or
afternoon.

On Lobby Shift
Report, put **start
time of each
hearing**

On Lobby Shift
Report. put **total
number of cases**
(look at docket #)
Don't need start
times.

On Lobby Shift
Report, put **start
time of each
hearing**. (you can
list number of family
members in
parenthesis after
start time)
**If 30 minute
intervals, likely a
prepermission
docket; **notify
project staff ASAP***

Always copy docket
**AND notify project
staff ASAP with
schedule**
For out of state
judges, don't need R
name, or language.

Always copy docket

Always copy docket

Copy docket
EXCEPT dockets
that say MASTER at
the top **AND** have
BLM or EFM as a
location **AND** are in-
person judges

Always copy docket