

**IN THE UNITED STATES DISTRICT  
FOR THE WESTERN DISTRICT OF TEXAS  
EL PASO DIVISION**

UNITED STATES OF AMERICA

v.

§  
§  
§  
§  
§

EP- \_\_\_\_\_ -CR- \_\_\_\_\_ -PRM

**DEFENDANT'S MOTION FOR ADMINISTRATIVE SETTING  
IN LIEU OF APPEARANCE AT DOCKET CALL**

TO THE HONORABLE UNITED STATES DISTRICT COURT JUDGE:

Comes now, undersigned counsel for the Defendant, \_\_\_\_\_, on this day, and respectfully moves the Court to grant Counsel leave to enter this appearance administratively and in lieu of appearing at the Docket Call scheduled for \_\_\_\_\_, 20\_\_\_\_, and in support of said Motion shows the Court as follows:

- \_\_\_\_\_ 1. Counsel, **never having previously requested nor obtained a Continuance**, moves for Continuance of the Docket Call because of the need for investigation, plea negotiations, and/or preparation of the defense due to complex discovery issues in this case. Counsel further avers that the interest of justice outweighs the interest of the Defendant and the public in a speedy trial and agree that the time from the scheduled docket call through the next docket call, is excludable time within the meaning of the Speedy Trial Act, 18 U.S.C. §§3161 *et seq.*; or
- \_\_\_\_\_ 2. The Defendant moves to have the above styled and numbered cause set for a Plea Hearing and states that said Plea Hearing may be referred to the United States Magistrate to be set at the Court's convenience; **(the Plea Hearing date may NOT be scheduled after the Court's next regularly scheduled Docket Call date).**

This Motion is filed no later than three business days prior to the scheduled Docket Call and bears the appropriate stamp marking it as "Filed" by the Office of the District Clerk. Counsel further understands that attendance at the Docket Call is **REQUIRED unless a written Order granting this Motion and Order setting this case for a subsequent hearing is entered by the Court and received by Counsel.**

Respectfully submitted,

\_\_\_\_\_  
\_\_\_\_\_  
Defense Counsel for

\_\_\_\_\_  
Defendant

**Certificate of Service**

I certify that a true and correct copy of the above Motion was served upon opposing counsel, UNITED STATES ATTORNEY'S OFFICE, by facsimile, 915-534-3418, in accordance with the Federal Rules of Criminal Procedure on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Defense Attorney

**COURT'S INSTRUCTIONS REGARDING DOCKET CALL**  
**HON. PHILIP R. MARTINEZ**  
*(revised May 1, 2006)*

1. All defense and prosecution attorneys ordered to appear at Docket Call are expected to appear personally unless a written Court Order excusing your appearance is entered by the Court and received by the attorney.
2. The availability of an Administrative Pass in lieu of attending Docket Call is not available where defendant(s) is charged with Illegal Entry (8 U.S.C. § 1325), Illegal Re-Entry (8 U.S.C. § 1326), or Aiding or Assisting Illegal Entry (8 U.S.C. § 1327).
3. Defense counsel will be allowed to file the corresponding Motion for Administrative Setting in Lieu of Appearance at Docket Call (hereinafter "Motion") if the circumstances of the particular case meet the requirements of the Motion. **ABSOLUTELY NO ALTERATIONS MAY BE MADE TO THE FORM MOTION.** If the particular circumstances of the case do not meet the requirements of the Motion, or if you have a doubt thereof, you **should attend** the Docket Call and discuss the matter with the Court on the record.
4. Very simply, those attorneys who have neither sought nor obtained a "Pass" on a prior occasion and who wish to request one may do so by completing and filing the Motion and marking an "X" in the first space. **Attorneys who have obtained a continuance previously (having requested and obtained a "Pass" MUST attend Docket Call if a second pass is going to be requested, regardless of the reason).**
5. Those attorneys who wish to request that the Court set a case for a "Plea Hearing" (whether a "Pass" has previously been requested or not) may also complete and file the Motion and mark an "X" in the second space. **Attorneys may not request that the Plea Hearing be scheduled after the Docket Call following the Docket Call to which the filed Motion applies.** For example, if you are scheduled to attend Docket Call on April 1 and you are aware that your client wishes to have a plea hearing set, you may complete the Motion, mark an "X" in the space by Paragraph 2, and the case will be referred to the United States Magistrate and be set prior to the Docket Call following the April 1 Docket Call. Information about the Docket Call dates may be obtained from the Courtroom Deputy. If a plea setting is requested and received by counsel, then the attorney need not attend the docket call.
6. If you wish to request a trial setting (jury or non-jury), you **MUST ATTEND** Docket Call and may not submit the Motion.
7. You may attend Docket Call *even if you are eligible* to file the Motion. In other words, you are never precluded from attending the Docket Call.
8. The corresponding Motion **MUST** be filed no later than five business days (exclusive of federal holidays) prior to the scheduled Docket Call (e.g. if Docket Call is scheduled for a Friday, the Motion must be filed no later than 5:00 p.m. on the Friday preceding the Docket Call). Even if timely filed, you **MUST** attend Docket Call unless a written Order granting the Motion and a new setting for a subsequent hearing is entered by the Court and received by counsel.
9. Any Motion filed pursuant to these instructions requires only the signature of the defense attorney, but service of the Motion upon the United States Attorney is required.
10. File a single Motion for each case. **DO NOT** file a single Motion with more than one cause number. If you are scheduled to appear at Docket Call on several cases and are eligible to file a Motion in each case, you **MUST** file one Motion per case.
11. Questions about this process may be directed by attorneys to the Courtroom Deputy.