

COURT CLERK DAILY PLANNER

Dockets • Deadlines • People • Paperwork

DATE: _____ COURT DAY: _____ MAIN FOCUS: _____

TOP PRIORITIES

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

DOCKET / CASE ITEMS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

JUDGE / STAFF NOTES

- _____
- _____
- _____
- _____

COURT / OFFICE SCHEDULE

- 7:00 _____
- 8:00 _____
- 9:00 _____
- 10:00 _____
- 11:00 _____
- 12:00 _____
- 1:00 _____
- 2:00 _____
- 3:00 _____
- 4:00 _____
- 5:00 _____

CALLS / EMAILS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

PAYMENTS / REPORTS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

WAITING ON

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

FORMS / ORDERS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

FOLLOW-UP

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

PARKING LOT

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

END-OF-DAY CLOSEOUT / CARRY FORWARD

- _____
- _____
- _____
- _____
- _____