

324TH DISTRICT COURT PROCEDURES

SIGNATURE OF ORDERS

Final orders signed by **ALL** parties/attorneys may be walked through only. We are no longer processing e-filed orders from attorneys. Self-Represented Litigants may continue to e-file proposed Orders/Decrees.

EXTRAORDINARY RELIEF TEMPORARY RESTRAINING ORDERS

Extraordinary relief Temporary Restraining Orders require the attorney and/or party to be present – depending on the relief requested. TRO's should be walked through, **do NOT e-file a TRO or Order to Appear**.

PRETRIALS

Represented litigants are NOT required to attend Pretrial hearings. Scheduling Orders contain mediation language. Scheduling Orders also include a status conference approximately 8-9 weeks prior to trial. The attorney/Pro Se are required to attend both mediation and status conference, if ordered. Pretrials are set at 8:30 a.m. any day except **Wednesdays**. Please confer with opposing counsel and email the Court Coordinator a Notice of Court Proceeding with the agreed upon date inserted.

EMAILS

All emails to the Court Coordinator should include all attorneys of record and/or Pro Se parties. Upon request, the coordinator will provide available dates for hearings. In your request, please include the subject matter of the hearing – i.e. Motion to Sign Temporary Orders, Motion to Sign Final Decree, etc. Confer with opposing counsel regarding dates provided by the Court Coordinator but do NOT include the coordinator in your email exchanges. When you reach an agreed date from the dates provided, email the Notice of Court Proceeding to the Court Coordinator with the date and time inserted. In the NOCP, please include the filing attorney's information – a signature block without the signature is preferred. A proper NOCP contains a place for the Judge's signature and a place for the date. Do NOT e-file a NOCP. The hearing will not be placed on the docket until the Court Coordinator receives a NOCP.

ASSOCIATE COURT

All hearings in the Associate Court are set at 8:30 a.m. Follow local rules regarding financial information. If there are numerous witnesses or extenuating circumstances, special settings are available in the afternoon. These settings are VERY limited.

Protective Orders and Enforcements are on Wednesdays. No TRO hearings are set on Wednesdays.

WITHDRAWAL OF COUNSEL

Send a letter to your client setting the withdrawal on a specific date at 8:30 a.m. in the **District Court**. This is not set through the coordinator. Be sure the letter states the Court will allow you to withdraw unless the client appears on that date at that time. **On that date**, bring the letter, proof of notice to the client and an Order with you to the Court. The Court will not sign an Order for Withdrawal **unless it includes the client's email and all future settings**. Letters sent to clients for Motions for Withdrawal are not accepted by the Court and the Court will not track your withdrawal. Do NOT e-file the letters. The Court may refuse to sign an order if there is a trial scheduled in near future or if there has been a trial/MSA or agreement and no order has been signed.

MOTION TO ENTER

In case in which all parties are represented, file a Motion to Enter Orders in the event an agreement as to form cannot be reached. 10 day letters are not acceptable unless a party is Pro Se.

PROVE-UPS/DEFAULTS

Prove-ups and defaults are at 8:30 – except adoptions. Please contact the Court Coordinator to schedule adoption prove ups.

INTERPRETER

If your client or a witness requires an interpreter, please bring one. If you cannot bring one, contact the Court Coordinator at least 2 weeks in advance of your appearance date. If you need an interpreter, other than Spanish, please contact the coordinator when scheduling the hearing/trial.

MSA/AGREEMENTS

Upon receipt of a Mediated Settlement Agreement/Agreement/Trial Rendition disposing of all issues, the Court will issue an Order to Appear.

DWOP – Dismissal for Lack of Prosecution

Do not file a Motion to Retain. File a Motion for Pretrial Scheduling Order and contact the Court Coordinator within **3 days** of receipt of the DWOP. The case will not be removed from the DWOP unless a trial has been set. It is the responsibility of the litigant/attorney to inform the Coordinator that the case is on the DWOP when appearing for Pretrial. Be sure to set it prior to the dismissal date.