

LOCAL ADMINISTRATIVE RULES
HOUSTON COUNTY, TEXAS
3RD AND 349TH JUDICIAL DISTRICT COURTS
REVISED DECEMBER 2000

FILED
HOUSTON COUNTY
DISTRICT CLERK
01 JAN 29 AM 8:30
PAM PUGH
BY _____ DEPUTY

THE 3RD AND 349TH JUDICIAL DISTRICT COURTS WILL BE IN SESSION ON THE DATES SHOWN ON THE COURT CALENDARS.

DISTRICT COURTS - COPIES OF THE COURT CALENDARS MAY BE OBTAINED FROM THE DISTRICT CLERK.

THE FOLLOWING LOCAL RULES SHALL GOVERN THE SCHEDULING OF CRIMINAL AND CIVIL CASES.

FELONY CRIMINAL CASES - ARE COORDINATED BY THE DISTRICT ATTORNEY.

ALL CIVIL AND FAMILY LAW CASES IN THE DISTRICT COURTS - ARE COORDINATED BY THE DISTRICT CLERK.

ANY TELEPHONE CALLS PERTAINING TO THE CIVIL DOCKET SHALL BE MADE TO THE DISTRICT CLERK'S OFFICE AND AS TO THE CRIMINAL DOCKET SHALL BE MADE TO THE DISTRICT ATTORNEY'S OFFICE.

CRIMINAL ANCILLARY AND TRIAL DOCKET -

DISTRICT COURTS - ANCILLARY MATTERS WILL BE HEARD ON THE DATES SHOWN ON THE COURT CALENDARS OR THEREAFTER IF POSSIBLE WHEN COURT REMAINS IN SESSION IN THE DAYS FOLLOWING. THE COURT MAY SET CASES ON THE MOTION OF ANY PARTY, OR ON THE COURT'S OWN MOTION. THERE WILL BE NO TRIAL DOCKET CALL IN OPEN COURT. IT IS THE ATTORNEY'S RESPONSIBILITY TO CALL THE DISTRICT ATTORNEYS' OFFICE TO FIND OUT THEIR NUMBER ON THE DOCKET. DISPOSITIONS BY PLEA MUST BE DONE AT THE CRIMINAL ANCILLARY DOCKET CALL HELD ON DATES SET OUT ON THE COURTS CALENDAR. AGREEMENTS TO PASS AND MOTIONS FOR CONTINUANCE MUST BE:

- (1) IN WRITING AND STATE THE REASON(S) FOR THE AGREEMENT OR MOTION;
- (2) FILED WITH THE DISTRICT CLERK WITH A COPY TO THE DISTRICT ATTORNEY
- (3) HEARD BY THE COURT, AT FINAL PRETRIAL HEARING
- (4) ALL PRETRIAL MOTIONS MUST BE FILED AT LEAST SEVEN DAYS PRIOR TO THE HEARING DATE

CIVIL ANCILLARY AND TRIAL DOCKET

DISTRICT COURTS - ANCILLARY MATTERS WILL BE HEARD ON THE DATES SHOWN ON THE COURT CALENDARS, OF THEREAFTER IF POSSIBLE WHEN COURT REMAINS IN SESSION IN THE DAYS FOLLOWING. JURY TRIALS SHALL BE SET BY ONE OF THE SITTING DISTRICT JUDGES ON A DAY TO BE DESIGNED IN MAY OR JUNE AND NOVEMBER OR DECEMBER IN THE DISTRICT COURTROOM. ATTORNEYS MAY EITHER BE PRESENT OR MAY MAKE REQUESTS IN WRITING FOR ANY DESIGNATED JURY WEEK. ALL ATTORNEYS WILL BE NOTIFIED IN WRITING OF THE DATE OF TRIAL FOR THEIR RESPECTIVE CASE(S). NON-JURY DAYS ARE SHOWN ON THE COURTS CALENDAR. THE COURT MAY SET CASES ON THE MOTION OF ANY PARTY OR ON THE COURT'S OWN MOTION. TO THE EXTENT THAT STATE OR REGIONAL RULES DO NOT APPLY, NOTICE OF AT LEAST THIRTY (30) DAYS IS REQUIRED ON JURY TRIAL SETTINGS AND SEVEN DAYS ON OTHER SETTINGS (EXCLUSIVE OF THE APPEARANCE DAY).

REQUESTS FOR SETTINGS

DISTRICT COURTS - WRITTEN REQUEST WITH DATE FOR HEARING, TYPE OF HEARING, ESTIMATED TIME REQUIRED AND NAMES AND ADDRESS OF ALL ATTORNEYS OF RECORD OR UNREPRESENTED PARTIES. (SEE COPY OF REQUEST ATTACHED HERETO) THESE REQUESTS MUST BE DELIVERED TO THE DISTRICT CLERK'S OFFICE FOR PLACEMENT ON THE DOCKET. CASES WILL NOT BE PLACED ON DOCKET UNTIL WRITTEN REQUEST IS RECEIVED. DISTRICT CLERK WILL GIVE NOTICE TO PARTIES OF THE HEARING SET.

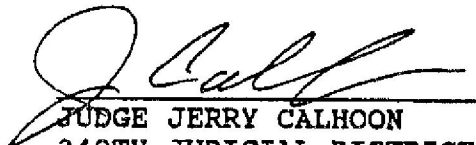
NON CONTESTED MATTERS WILL BE SET AT 8:30 A.M. IF SET ON THE 3RD JUDICIAL DISTRICT COURT DAYS.

INVOLUNTARY DISMISSAL DOCKET

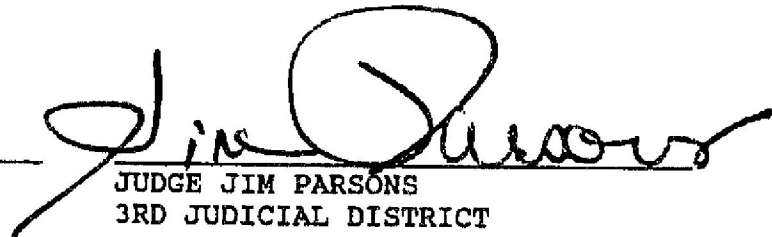
DISTRICT COURTS - WILL BE SET BY THE DISTRICT CLERK ON CASES THAT HAVE NOT BEEN ACTIVE FOR AN EXTENDED PERIOD OF TIME. (SEE COPY OF NOTICE) IF GOOD CAUSE IS NOT RECEIVED IN THIRTY (30) DAYS FROM RECEIPT OF NOTICE, THE CASE WILL BE DISMISSED. IN THE EVENT THE CASE IS RETAINED THE CASE WILL BE SET FOR TRIAL ON THE MERITS.

HEARINGS ON PRE-TRIAL MOTIONS

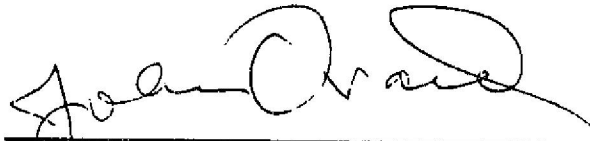
THE 3RD JUDICIAL DISTRICT COURT HAS A TRIAL MANAGEMENT CONFERENCE SCHEDULE. (SEE COPY OF IT ATTACHED HERETO) IF YOUR CASE IS SET IN THIS DISTRICT, THESE RULES WILL APPLY. IF HEARD BY THE 349TH JUDICIAL JUDGE, HEARINGS WILL BE HELD ON YOUR MOTIONS, PRIOR TO TRIAL DATE (NOT ON THE MORNING OF TRIAL), CHECK COURT CALENDAR FOR DATES.

FAMILY LAW CASES**DISTRICT COURTS - SAME AS SET OUT FOR CIVIL CASES ABOVE.****FEEES****DISTRICT COURTS - DUE UPON FILING (SEE ATTACHED COPY)**

JUDGE JERRY CALHOON
349TH JUDICIAL DISTRICT
ADMINISTRATIVE JUDGE



JUDGE JIM PARSONS
3RD JUDICIAL DISTRICT



JUDGE JOHN OVARD
JUSTICE - 5TH COURT OF APPEALS