

Court Procedure for Docket Settings in the 52nd Judicial Court.

Regarding all settings made on the docket of this court:

- 1) When a court date is requested, a confirmation letter should promptly follow it. When the Court Administrator receives the confirmation letter, a confirmation letter from the Court will be mailed to all parties involved in the setting. If a confirmation letter is not received from the attorney setting the date, the setting will not be placed on the Court's docket and will not be heard. Cases set in open Court, however, are not required to have notification sent unless specifically requested.
- 2) Any setting, be it Criminal or Civil must have a written request faxed or mailed any time an attorney requests to have the court date moved from its original setting to another date. No case may be removed from the docket unless all parties are in agreement. Should the parties disagree, a Motion for Continuance may be filed.
- 3) NO case may be removed from the Court's Docket unless both sides are in agreement or by Order of the Judge
- 4) Before any Civil case is set for Jury Trial it must be mediated unless the Judge waives the requirement. There must be approval given by the Presiding Judge before the case is set on the Trial Docket. There must also be a Pre-Trial Conference Setting approximately 2 weeks before any Civil Trial is to be heard by the court.
- 5) Both the Attorney and Defendant are to be present at time of Arraignment unless excused by the Judge.
- 6) All Criminal cases must have a letter of representation in the file or an appointment sheet for the attorney to receive notice of any court dates set.
- 7) Should the Court Administrator at the request of the Judge make any changes, a notice shall be sent to all parties as soon as possible. If time does not permit a written notice, all parties will be notified by fax or phone.