

257th Judicial District Court Policies and Procedures

1. Docket call remains at 9:00 AM daily.
2. Uncontested matters will be heard from 8:15 to 9:00 AM daily. If you need an alternate time, contact the coordinator and another time will be scheduled
3. Trials are set Mondays. Currently the time remains 1:30 PM. However beginning March 1, 2019 trials will be again scheduled for 9:00 AM.
4. Ancillary matters are set Tuesday, Wednesdays and Thursdays at 9:00 AM. Temporary order hearings will generally be limited to one hour per side. Temporary orders for a modification or additional temporary orders require an affidavit and approval by the Court before a hearing will be set.
5. Enforcement actions will be set on Thursdays. If you are requesting/anticipating incarceration a commitment order must be brought to the hearing.
6. CPS hearings are set Tuesday mornings at 8:00 AM.
7. Entries are set Fridays at 9:00 AM. If you submit the order before the entry date make sure that all required parties have signed it otherwise it will not be signed without a hearing. In other words, if you do not have all required signatures appear at the hearing with your order so a docket sheet can be made.
8. Discovery matters are set Fridays at 1:30 PM.
9. Mediation is required before final trial. Mediation may be waived upon the filing of a motion and a hearing.
10. Mediation is required before a temporary hearing if custody is at issue so make that part of your negotiations with your OPC. Mediation for TO hearings may occasionally be waived, depending on circumstances.
11. A sworn inventory, a non- military affidavit completed by the litigant, and a certificate of last known address is required for prove up of default divorces.
- 12.. A pretrial conference is required for all jury trials. Prior to the pretrial conference, parties should file a Pretrial Conference Checklist.
13. A pretrial conference is required in termination/ adoption cases.
14. Late calls shall include what the circumstances of where the attorney is and the estimated time of arrival to the 257th. Unless counsel is in court in another county the court generally will not require the opposing party or litigant to wait more than 30 minutes before the hearing may be reset.

15. Do not use initials for children on your pleadings.
16. Ex-parte temporary restraining orders should be joint and mutual although exceptions may be made if supported by an affidavit. In cases involving children, the alcohol and paramour injunction will be struck if they are not supported by an affidavit.
17. An Attorney Ad Litem will be appointed in cases of posting and publication.
18. The court will appoint an amicus attorney in cases of termination/adoption and may appoint an amicus in cases where conservatorship or possession is in dispute. The 257th will provide an order that requires signatures of both parties, both counsel. The initial deposit must be agreed upon as well as the amicus hourly rate and who and in what portion the fees will be paid. The Court retains the ability to re-allocate any fees in the future and to waive any of these requirements depending on circumstances.
19. Counsel in a DFPS matter shall submit a voucher for any out of court hours performed since the last hearing by the next setting.
20. All electronic devices should be in silent mode or turned off in the courtroom. No photos or videos are allowed except for adoptions.
21. Children may not be in the courtroom without prior court approval.
22. Exceptions to these rules must be considered and made on a case by case basis. The 257th will continue to strive to provide consistency and fairness in all of the matters that come before us.