

Welcome to the 312th District Court

Court Policies and Procedures — Effective January 1, 2019

General Docket information

Uncontested Docket - Monday-Friday 8:15 a.m. to 8:45 a.m. and at other times subject to court availability

Trial Docket - Mondays at 9:00 a.m.

Temporary Orders Hearings-Tuesdays and Wednesdays at 9:00 am

CPS Docket - Thursdays at 9:00 a.m. and 1:30 p.m.

Contempt - Tuesdays at 9:00 a.m.

Entry and Submission Docket-Fridays at 9:00 am

1. The *docket call* each day is at 9 a.m.
2. The court will hear *uncontested matters* between 8:15 a.m. and 8:45 a.m. each day or at any other time if the Court is available. If you would like to prove up an uncontested matter at any other time, you should contact the clerk to make sure that a judge will be available.
3. *Trials* are set on Mondays.
4. Hearings for *temporary orders* are set on Tuesdays and Wednesdays. Temporary orders may be limited to 1.5 hours per party, for a total of 3 hours. A request for temporary orders in a modification case or for additional temporary orders should be supported by an affidavit and approved by a judge.
5. The *Submission docket* is on Fridays at 9:00 a.m. after 10 days notice. Movant shall call the clerk as soon as the motion and proposed order are filed, for placement on the submission docket.

Oral hearings for matters placed on the submission docket are allowed if the party has filed a separate request for oral hearing and a written response. A party must receive the oral hearing date from the clerk. Responses shall be filed at least two working days before the date of submission, except with leave of court.

Any agreed or uncontested motions may be placed on the court's submission docket. All unopposed motions should be titled as such. (All agreed or uncontested continuances or reset motions on the submission docket MUST state what number continuance motion is being filed).

In addition the following motions may be placed on the submission docket: Motion to Substitute Counsel, Motion for Substitute Service (if properly accompanied by an affidavit), Motion for Service by Publication (if properly accompanied by an affidavit), Motion for Summary Judgment, and Motions to Transfer.

6. ***Enforcement actions*** are set on Tuesdays. For child support enforcement cases, please bring a payment history from the Texas Office of the Attorney General. If the moving party is requesting incarceration, the moving party should bring a proposed commitment order to the hearing. Commitment orders must be entered by 2 p.m. on the date of incarceration.
7. ***CPS hearings*** are set on Thursdays at 9:00 a.m. at 1:30 p.m., except for emergencies.
8. ***Entries of orders*** are set on Fridays. If you call to inform the court that your order has been filed, please make sure that all documents listed as *Required Orders and Forms for Entry of Final Decree/Order* have also been filed. Failure to include all documents may result in your case being dismissed on the date of the entry hearing.
9. ***Discovery disputes*** will be set on Fridays at 1:30 p.m.
 - A. The Court expects counsel to make every effort possible to resolve any and all discovery issues without Court intervention.
 - B. If Court intervention is necessary, the following procedure must be followed:
 - I. The party seeking Court intervention must file a letter not to exceed two (2) pages (13 point font) explaining the nature of the dispute and include the date, time, and place of prior out-of-court discovery or scheduling discussion(s) and the names of all counsel participating in the discussion(s). This letter must be both e-filed and e-mailed to the lead clerk;
 - ii. after receiving the letter, the Court will schedule a ten (10) to fifteen (15) minute telephonic conference with the parties. The responding party will have an opportunity to file a one (1) page (13 point font) response forty-eight (48) hours prior to the telephonic conference; and
 - iii. at the conclusion of the telephonic conference, the Court may order further briefing and/or a submission/hearing date.
 - C. The Court will send notice to all parties of any discovery submissions/hearings. The parties will be limited to briefing not to exceed ten (10) pages on any discovery matter.
10. ***Mediation is required before the final trial*** of a case; exceptions may be made in certain cases. Parties seeking such an exception should file a motion seeking such relief and set a hearing on the issue at least 10 days before trial. Failure to mediate prior to trial may result in dismissal of the case.

11. ***Mediation is required before temporary orders involving conservatorship disputes or complex property issues***; exceptions may be made on a case by case basis. If a party is being denied possession of the party's child, the court may waive the mediation requirement. A party's **refusal** to attend or schedule mediation will not be used as an excuse to avoid a temporary orders hearing.
12. A ***pre-trial conference is required for all jury trials*** and will generally be scheduled on the Friday two weeks before trial. The parties shall comply with the Trial Preparation Order.
13. A ***pre-trial conference*** is required in each ***adoption*** case. This provides an opportunity to confirm that necessary documents have been filed; the final trial of the case will be set at the pre-trial conference.
14. ***Late calls***: attorneys who will be late for docket call **should call the clerk** no later than 10 minutes prior to docket call and state their expected time of arrival, reason for delay, and any other court(s) where they are appearing. If an attorney knows their appearance at the 9:00 a.m. docket call will be delayed due to a conflicting court appearance, they should call the clerk after 1:30 p.m. the day before the hearing and provide the information listed above. *Cases may be dismissed or reset if the attorney for the moving party does not arrive in the courtroom within thirty minutes of the time of docket call.*
15. In cases regarding children, use each child's entire name. *Do not use initials to identify children.*
16. ***Ex parte temporary restraining orders*** should be joint and mutual, although exceptions may be made if supported by affidavit. In divorce actions, ex parte TROs should use the language included in section 6.501 of the Texas Family Code. In SAPCR cases, the court may strike certain proposed injunctions (such as alcohol or paramour injunctions) if they are not supported by an affidavit. A TRO on a counter petition must be consented to by the opposing party and contain a certificate of conference. Alternatively, a counter-petitioner may notice the other side of a hearing for temporary orders relief.
17. An ***attorney ad litem*** will be appointed to represent a party served by publication, although exceptions may be made in cases in cases with no children and no property. Parties seeking such an exception should approach the presiding judge or associate judge. An ad litem will not be waived in cases involving children. In each such case, the ad litem's affidavit of due diligence must be on file prior to finalization of the case.
18. The court may appoint an ***amicus attorney*** in a case in which conservatorship or possession of or access to a child is in dispute.
19. An ***attorney ad litem*** in a DFPS matter should submit a ***voucher*** for out-of-court work by the next hearing date in the matter.
20. All electronic devices should be in silent mode or turned off in the courtroom. No food or gum chewing is allowed in the courtroom. No photos, recordings or videos may be taken at any time without the prior approval of the Court, except in adoption cases. While in trial, parties and attorneys may have water or beverages at the counsel table.

21. Children may not be in the courtroom without court approval. If the court approves a request for a judge to interview a child in chambers, bring the child to the courthouse at the interview time. DO NOT ENTER THE COURTROOM. Please check in at the Clerk's office.
22. Exceptions to these rules may be made on a case-by-case basis. Suggested changes to these rules are welcome. If there is something you think we should do differently, please let us know.

These policies and procedures do not supplant the Harris County Local Rules and are subject to revision.