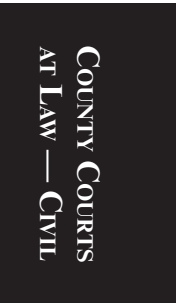


1 HARRIS COUNTY
COUNTY COURTS AT LAW — CIVIL
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HARRIS COUNTY COURTS AT LAW — CIVIL

1-1 COURT DIRECTORY

No. 1	George Barnstone	713-368-6610
	Harris County Civil Courthouse, 5th Floor	
	201 Caroline, Ste. 740	
	Houston, Texas 77002	
	Trial Coordinator: Melissa Hammond.....	832-927-1711
	Bailiff: Kenneth Henderson.....	832-927-1701
	Court Reporter: Lettie Witter.....	832-927-1713
	Clerk: Kelli Ramirez.....	713-274-1345
	Clerk: Kayla Meyers.....	713-274-1345
No. 2	Theresa W. Chang	713-274-1349
	Harris County Civil Courthouse, 5th Floor	
	201 Caroline, Suite 740	
	Houston, Texas 77002-1900	
	Clerk: Janice Gonzales.....	713-274-1349
	Clerk: Maria De La Rosa.....	713-274-1349
	Trial Coordinator: Grace Cantada.....	832-927-1722
	Bailiff: Anthony Hemmitt.....	832-927-1724
	Court Reporter: Kevin Bruzewski.....	832-927-1723
No. 3	Linda Storey	713-274-1353
	Harris County Civil Courthouse, 5th Floor	
	201 Caroline, Suite 740	
	Houston, Texas 77002-1900	
	Clerk: Kimberly Rojas.....	713-274-1353
	Clerk: Elizabeth Lopez.....	713-274-1353
	Trial Coordinator: Dawn McEwen.....	832-927-1732
	Bailiff: Al Miller.....	832-927-1734
	Court Reporter: Laura Cutherell.....	832-927-1733
No. 4	Roberta Lloyd	713-368-6680
	Harris County Civil Courthouse, 5th Floor	
	201 Caroline, Suite 740	
	Houston, Texas 77002-1900	
	Clerk: Tonya Garza.....	713-274-1358
	Clerk: Ashley Shapiro.....	713-274-1358
	Trial Coordinator: Stephanie Baker.....	832-927-1742
	Bailiff: Scott Lovel.....	832-927-1744
	Court Reporter.....	832-927-1743

HARRIS COUNTY COURTS AT LAW — CIVIL

1-2 Local Rules

(Current as of June 2018)

LOCAL RULES OF THE HARRIS COUNTY CIVIL COURTS AT LAW

RULE 1. OBJECTIVE

Purpose of Rules. The objective of the rules of the county civil courts at law of Harris County is to obtain a just, fair, equitable and impartial adjudication of the rights of litigants under established principles of substantive law and established rules of procedural law. To the end that this objective may be attained with greatest dispatch and, as may be practicable, with the least expense to litigants and the county, these rules shall be applied to ensure that, so far as reasonably possible, all matters are brought to trial or final disposition in conformity with this objective.

RULE 2. REPORTS

Reports to the Harris County Judge. The county clerk shall supply to all Harris County Civil Court at Law Judges, on a monthly basis, information concerning the number of filings, dispositions, trials and other judicial activities in each county civil court at law.

RULE 3. FLOW OF CASES

3.1.1 Filing and Assignment. Upon being filed, a case in the county civil courts at law shall be assigned randomly to the docket of one of the courts. Once assigned to a court, a case will remain on the docket of that court for all purposes unless transferred as provided in Rule 3.2.

3.2 Transfer

3.2.1 Prior Judgment. Any claim for relief based upon a prior judgment shall be assigned to the court of original judgment.

3.2.2 Nonsuit. If a case is filed in which there is a substantial identity of parties and causes of action as in a nonsuited case, the later case shall be assigned to the court where the prior case was pending.

3.2.3 Consolidation. A motion to consolidate cases shall be heard in the court where the lowest numbered case is pending. If the motion is granted, the consolidated case will be given the number of the lowest number case and assigned to that court.

3.2.4 Severance. If a severance is granted, the new case will be assigned to the court where the original case pends, bearing the same file date and the same number as the original case with a numeric suffix designation; provided, however, that when a severed case has previously been consolidated from another court, the case shall upon severance be assigned to the court from which it was consolidated.

HARRIS COUNTY COURTS AT LAW — CIVIL

1-2 Local Rules

(Current as of June 2018)

3.2.5 Agreement. Any case may be transferred from court to another court by written order of the Administrative Judge of the County Civil Courts at Law division or by written order of the judge of the court from which the case is transferred; provided, however, that in the latter instance the transfer must be with the written consent of the court to which the case is transferred.

3.2.6 Presiding for Another. In cases where a court presides for another court, the case shall remain pending in the original court, except as follows: 1) in any hearing on a motion for contempt, the judge who issued the order which is claimed to have been disobeyed must preside over the motion for contempt, except as otherwise provided in Sec. 21.002, Tex.Gov.Code. and 2) in any hearing on a temporary restraining order, temporary injunction or writs of mandamus and certiorari, the judge who issues the order thereby consents pursuant to 3.2.5 for the case to be transferred from the original court.

3.2.7 Improper Court. If a case is on the docket of a county civil court at law by any manner other than as prescribed by these rules, the Administrative Judge of the County Civil Courts at Law or Administrative Judge of Harris County shall transfer the case to the proper court.

3.3 Motions

3.3.1 Form. Motions shall be in writing and shall be accompanied by a proposed order granting the relief sought. The proposed order shall be a separate instrument, unless the entire motion, order, signature lines and certificate of service are all on one page.

3.3.2 Submission. In the discretion of the court, motions shall state a date of submission which shall be at least 10 days from filing, except on leave of court. The motion will be submitted to the court for filing on that date or later.

3.3.3 Response. Responses shall be in writing, and shall be filed at least three (3) working days before the date of submission, except on leave of court. Failure to file a response may be considered a representation of no opposition.

3.3.4 Oral argument. If a party views it as necessary, a request for oral argument must accompany the motion or response. The court may grant that request or order oral argument on its own motion. A request for an oral argument is not a response under Rule 3.3.3.

3.4 Trials

3.4.1 Manner of Setting. Cases shall be set for by order of the court.

3.4.2 Date of Setting. Cases shall be set for trial for a date certain. If a case is not assigned to trial by the Friday after the date it was set, whether because of a

HARRIS COUNTY COURTS AT LAW — CIVIL

1-2 Local Rules

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continuance or because it was not reached, the court shall reset the case to a date certain. Unless all parties agree otherwise, the new setting must comply with all requisites of T.R.C.P. 245.

3.4.3 Preference for ADR. In the discretion of the court, preference in setting cases for trial shall be given to matters in which the parties have participated in alternate dispute resolution procedures.

3.4.4 Assignment to Trial. A case is assigned to trial when counsel are called to the court to commence the jury or non-jury on the merits. For purposes of engaged counsel, no court may have more than one case assigned to trial at any one time.

3.4.5 Dead Weeks. Except with the consent of all parties, no cases will be assigned to trial on the merits during:

- 1) The week of the Second Administrative Judicial Conference (February or March);
- 2) The week of the State Bar Convention (June);
- 3) The week of the Conference of the Judicial Section (September); and
- 4) The last week of December.

3.6 Dismissal Dockets.

The following cases are eligible for dismissal for want of prosecution pursuant to T.R.C.P. 165a:

- 1) Cases on file for more than 180 days in which no answer has been filed or is required by law;
- 2) Cases which have been on file for more than eighteen months and are not set for trial;
- 3) Cases in which a party or his attorney has failed to take any action specified by the court.

3.7 Repealed.

3.8 Administrative Judge of the County Civil Courts at Law.

3.8.1 The Administrative Judge of the County Civil Courts at Law shall be elected for a term on one calendar year by the judges of the county civil courts at law in the regular December meeting of the judges of the county civil courts at law.

HARRIS COUNTY COURTS AT LAW — CIVIL

1-2 Local Rules

(Current as of June 2018)

3.8.2 The Administrative Judge of the County Civil Courts at Law may by written order designate any other judge of the division to act in his/her place if he/she is absent or unable to act. The judge so designated shall have all the duties and authority granted by these Rules to the Administrative Judge of the County Civil Courts at Law during the period of the designation.

RULE 7. CONFLICTING ENGAGEMENTS

7.1 Inter-County. The rules of the Second Administrative Judicial Region control conflicts in settings of all cases between a Harris County court and a court not in Harris County.

7.2 Intra-County. Among the trial courts sitting in Harris County:

1. Trial/Trial. A trial setting that is assigned takes precedence over a conflicting trial setting not yet assigned.

2. Trial/Non-Trial. Trial settings take precedence over conflicting non-trial settings except as provided herein;

3. Non-Trial/Pre-Trial. The matter which was first filed, regardless of cause number, shall take precedence over non-trial settings, non-court ordered alternate dispute resolution and non-court ordered depositions.

7.3 Waiver. The court with precedence may yield.

7.4 Lead Counsel. This rule operates only where lead counsel, as defined by T.R.C.P. 8, is affected, unless the court expands coverage to other counsel.

7.5 Reporting of Conflicting Engagements. It is the duty of counsel to report promptly to a court immediately upon learning of a conflicting engagement that might preclude that counsel's availability for trial.

RULE 8. VACATIONS OF COUNSEL

8.1 The County Civil Courts will honor the written designations for Summer vacation weeks and/or non-Summer vacation weeks filed with the district clerk pursuant to the Local Rules of the Civil Trial Division of the Judicial District Courts of Harris County, except for cases preferentially set for trial prior to the vacation designation. An attorney may designate not more than four weeks of vacation during a calendar year as vacation, during which that attorney will not be assigned to trial or required to engage in any pretrial proceedings. This rule operates only where lead counsel, as defined by T.R.C.P. 8, is affected, unless the trial court expands coverage to other counsel.

HARRIS COUNTY COURTS AT LAW — CIVIL

1-2 Local Rules

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COUNTY COURTS
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8.2 Summer vacations. Summer vacation weeks so designated will protect the attorney from trials during those summer weeks, even if an order setting the case for trial was signed before the vacation designation was filed, except in cases preferentially set for trial prior to the vacation designation.

8.3 Non-summer vacations. Non-summer vacation weeks may not run consecutively for more than two weeks at a time. Non-summer vacation weeks so designated will not protect an attorney from a trial by an order signed before the date the designation is filed.

RULE 10. MEETINGS

The judges of the County Civil Courts at Law shall meet regularly each month at such times and places as the Administrative Judge of the County Civil Courts at Law may direct by a written notice distributed at least 72 hours in advance of the meeting, except in the case of an emergency.

RULE 15. EFFECTIVE DATE AND AMENDMENTS

15.1 Effective Date. These rules shall become effective on April 29, 1998.

15.2 Cross-Reference. Any reference in these rules to a statute or a court rule shall also apply to any successor statute or court rule, whether by recodification, revision or amendment.

15.3 Applicability. The foregoing rules are applicable to both jury and non-jury cases..

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(Current as of June 2018)

HARRIS COUNTY

LOCAL RULES OF THE COUNTY COURTS

concerning the

ELECTRONIC FILING OF COURT DOCUMENTS

PART 1. GENERAL PROVISIONS

Rule 1.1 Purpose

These rules govern the electronic filing and service of court documents, by any method other than fax filing, in Harris County. These rules are adopted pursuant to Rule 3a of the Texas Rules of Civil Procedure and may be known as the “Harris County Local Rules of the County Courts Concerning the Electronic Filing of Court Documents.”

Rule 1.2 Effect on Existing Local Rules

These rules are adopted in addition to any other local rules of the county courts in Harris County. These rules do not supersede or replace any previously adopted local rules.

Rule 1.3 Electronic Filing Optional Unless Ordered by Court

(a) Except as provided by subsection (b) below, the electronic filing and serving of court documents is wholly optional.

(b) Upon the motion of a party and for good cause shown, a county court may order the parties in a particular case to electronically file and serve court documents that are permitted to be electronically filed under Rule 3.3.

PART 2. DEFINITIONS

Rule 2.1 Specific Terms

The following definitions apply to these rules:

(a) “Convenience fee” is a fee charged in connection with electronic filing that is in addition to regular filing fees. A Convenience Fee charged by the County Clerk will be considered as a court cost.

(b) “County clerk” means the Harris County Clerk.

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- (c) “Digitized signature” means a graphic image of a handwritten signature.
- (d) “Document” means a pleading, plea, motion, application, request, exhibit, brief, memorandum of law, paper, or other instrument in paper form or electronic form. The term does not include court orders.
- (e) “Electronic filing” is a process by which a filer files a court document with the county clerk’s office by means of an online computer transmission of the document in electronic form. For purposes of these rules, the process does not include the filing of faxed documents which is described as the “electronic filing of documents” in Section 51.801, Government Code.
- (f) “Electronic filing service provider (EFSP)” is a business entity that provides electronic filing services and support to its customers (filers). An attorney or law firm may act as an EFSP.
- (g) “Electronic order” means a computerized, non-paper court order that a judge signs by applying his or her digitized signature to the order. A digitized signature is a graphic image of the judge’s handwritten signature.
- (h) “Electronic service” is a method of serving a document upon a party in a case by electronically transmitting the document to that party’s e-mail address.
- (i) “Electronically file” means to file a document by means of electronic filing.
- (j) “Electronically serve” means to serve a document by means of electronic service.
- (k) “Filer” means a person who files a document, including an attorney.
- (l) “Party” means a person appearing in any case or proceeding, whether represented or appearing pro se, or an attorney of record for a party in any case or proceeding.
- (m) “Regular filing fees” are those filing fees charged in connection with traditional filing.
- (n) “Rules” are the Harris County Local Rules of the County Courts concerning the Electronic Filing of Documents
- (o) “Traditional court order” means a court order that is on paper.
- (p) “Traditional filing” is a process by which a filer files a paper document with a clerk or a judge.

Rule 2.2 Application to Pro Se Litigants

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The term “counsel” shall apply to an individual litigant in the event a party appears pro se.

PART 3. APPLICABILITY

Rule 3.1 Scope

(a) These rules apply to the filing of documents in all non-juvenile civil cases, including cases that are appeals from lower courts, before the various county courts with jurisdiction in Harris County.

(b) These rules apply to the filing of documents in cases before the various county courts referred to in paragraph (a) above that are subsequently assigned to associate judges or any other similar judicial authorities.

Rule 3.2 Clerks

These rules apply only to the filing of documents with the county clerk. These rules do not apply to the filing of documents directly with a judge as contemplated by TEX. R. CIV. P. 74.

Rule 3.3 Documents That May Be Electronically Filed

(a) A document that can be filed in a traditional manner with the county clerk may be electronically filed with the exception of the following documents:

- i) citations or writs bearing the seal of the court;
- ii) bonds;
- iii) subpoenas;
- iv) proof of service of subpoenas;
- v) documents to be presented to a court in camera, solely for the purpose of obtaining a ruling on the discoverability of such documents;
- vi) documents sealed pursuant to TEX. R. CIV. P. 76a; and
- vii) documents to which access is otherwise restricted by law or court order, including a document filed in a proceeding under Chapter 33, Family Code.

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(b) A motion to have a document sealed, as well as any response to such a motion, may be electronically filed.

Rule 3.4. Documents Containing Signatures

(a) A document that is required to be verified, notarized, acknowledged, sworn to, or made under oath may be electronically filed only as a scanned image.

(b) A document that requires the signatures of opposing parties (such as a Rule 11 agreement) may be electronically filed only as a scanned image.

(c) Any affidavit or other paper described in Rule 3.4(a) or (b) that is to be attached to an electronically filed document may be scanned and electronically filed along with the underlying document.

(d) Where a filer has electronically filed a scanned image under this rule, a court may require the filer to properly file the document in a traditional manner with the county clerk. A third party may request the court in which the matter is pending to allow inspection of a document maintained by the filer.

PART 4. FILING MECHANICS

Rule 4.1 TexFile

TexFile

(a) To become registered to electronically file documents, filers must follow registration procedures outlined by TexFile. The procedure can be accessed from TexFile's website at www.TexFile.com.

(b) Filers do not electronically file documents directly with the county clerk. Rather, filers indirectly file a document with the county clerk by electronically transmitting the document to an electronic filing service provider (EFSP) which then electronically transmits the document to TexFile which then electronically transmits the document to the county clerk. A filer filing or serving a document must have a valid account with an EFSP and with TexFile.

(c) Consistent with standards promulgated by the Judicial Committee on Information Technology (JCIT), TexFile will specify the permissible formats for documents that will be electronically filed and electronically served.

(d) Filers who electronically file documents will pay regular filing fees to the county clerk indirectly through TexFile by a method set forth by TexFile.

(e) An EFSP may charge filers a convenience fee to electronically file documents. This fee will be in addition to regular filing fees.

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(f) TexFile will charge filers a convenience fee to electronically file documents. This fee will be in addition to regular filing fees and will be in an amount not to exceed the amount set forth by the agreement by the Office of Court Administration.

(g) The county clerk may charge filers a convenience fee to electronically file documents. This fee will be in addition to regular filing fees, credit card fees, or other fees.

Rule 4.2 Signatures

(a) Upon completion of the initial registration procedures, each filer will be issued a confidential and unique electronic identifier. Each filer must use his or her identifier in order to electronically file documents. Use of the identifier to electronically file documents constitutes a “digital signature” on the particular document.

(b) The attachment of a digital signature on an electronically-filed document is deemed to constitute a signature on the document for purposes of signature requirements imposed by the Texas Rules of Civil Procedure or any other law. The person whose name appears first in the signature block of an initial pleading is deemed to be the attorney in charge for the purposes of Texas Rules of Civil Procedure 8, unless otherwise designated. The digital signature on any document filed is deemed to be the signature of the attorney whose name appears first in the signature block of the document for the purpose of Texas Rules of Civil Procedure 13 and 57.

(c) A digital signature on an electronically-filed document is deemed to constitute a signature by the filer for the purpose of authorizing the payment of document filing fees.

Rule 4.3 Time Document is Filed

(a) A filer may electronically transmit a document through an EFSP to TexFile 24 hours per day each and every day of the year, except during brief periods of state-approved scheduled maintenance which will usually occur in the early hours of Sunday morning.

(b) Upon sending an electronically-transmitted document to a filer's EFSP, the filer is deemed to have delivered the document to the county clerk and, subject to Rule 4.3(h), the document is deemed to be filed. If a document is electronically transmitted to the filer's EFSP and is electronically transmitted on or before the last day for filing the same, the document, if received by the county clerk not more than ten days tardily, shall be filed by the county clerk and deemed filed in time. A transmission report by the filer to the filer's EFSP shall be prima facie evidence of date and time of transmission.

HARRIS COUNTY COURTS AT LAW — CIVIL

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(c) On receipt of a filer's document, the filer's EFSP must send the document to TexFile in the required electronic file format along with an indication of the time the filer sent the document to the EFSP and the filer's payment information. TexFile will electronically transmit to the filer an "acknowledgment" that the document has been received by TexFile. The acknowledgment will note the date and time that the electronically-transmitted document was received by TexFile.

(d) Upon receiving a document from a filer's EFSP, TexFile shall electronically transmit the document to the county clerk. If the document was not properly formatted, TexFile will transmit a warning to the filer's EFSP.

(e) Not later than the first business day after receiving a document from TexFile, the county clerk shall decide whether the document will be accepted for filing. The county clerk shall accept the document for filing provided that the document is not misdirected and complies with all filing requirements. The county clerk shall handle electronically-transmitted documents that are filed in connection with an affidavit of inability to afford court costs in the manner required by TEX. R. CIV. P. 145. If the county clerk fails to accept or reject a document within the time period, the document is deemed to have been accepted and filed.

(f) If the document is accepted for filing, the county clerk shall note the date and time of filing which, with the exception of subsection (h) below, shall be the date and time that the filer transmitted the document to the filer's EFSP. The county clerk shall inform TexFile of its action the same day action is taken. TexFile shall, on that same day, electronically transmit to the filer's EFSP a "confirmation" that the document has been accepted for filing by the county clerk. The EFSP will electronically transmit the confirmation to the filer. This confirmation will include an electronically "file-marked" copy of the front page of the document showing the date and time the county clerk considers the document to have been filed.

(g) If the document is not accepted for filing, the county clerk shall inform TexFile of its action, and the reason for such action, the same day action is taken. TexFile shall, on that same day, electronically transmit to the filer's EFSP an "alert" that the document was not accepted along with the reason the document was not accepted. The EFSP will electronically transmit the alert to the filer.

(h) Except in cases of injunction, attachment, garnishment, sequestration, or distress proceedings, documents that serve to commence a civil suit will not be deemed to have been filed on Sunday when the document is electronically transmitted to the filer's EFSP, TexFile, or the county clerk on Sunday. Such documents will be deemed to have been filed on the succeeding Monday.

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Rule 4.4 Filing Deadlines Not Altered

The electronic filing of a document does not alter any filing deadlines.

Rule 4.5 Multiple Documents

(a) Except as provided by subsection (b) below, a filer may include only one document in an electronic transmission to TexFile.

(b) A filer may electronically transmit a document to TexFile that includes another document as an attachment (e.g., a motion to which is attached a brief in support of the motion).

Rule 4.6 Official Document

(a) The county clerk's file for a particular case may contain a combination of electronically-filed documents and traditionally-filed documents.

(b) The county clerk may maintain and make available electronically-filed documents in any manner allowed by law.

Rule 4.7 E-mail Address Required

In addition to the information required on a pleading by TEX. R. CIV. P. 57, a filer must include an e-mail address on any electronically-filed document.

Rule 4.8 Document Format

(a) Electronically-filed documents must be computer-formatted as specified by TexFile. Electronically-filed documents must also be formatted for printing on 8½-inch by 11-inch paper.

(b) An electronically-filed pleading is deemed to comply with TEX. R. CIV. P. 45.

PART 5. SERVICE OF DOCUMENTS OTHER THAN CITATION

Rule 5.1 Electronic Service of Documents Permissible

(a) In addition to the methods of serving documents (other than the citation to be served upon the filing of a cause of action) set forth in TEX. R. CIV. P. 21a, a filer may serve documents upon another party in the case by electronically transmitting the document to that party at the party's email address. Service in such a manner is known as "electronic service," and is permissible in the circumstances set out in paragraph (b) below.

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(b) Documents may be electronically served upon a party only where that party has agreed to receive electronic service or where the court has ordered the parties to electronically serve documents.

(c) By virtue of electronically filing a document or serving a document or by agreeing to accept service, a filer additionally agrees to provide information regarding any change in his or her e-mail address to TexFile, the county clerk, and all parties in the case.

(d) A party who electronically files a document is not required to electronically serve documents upon other parties unless the court has ordered the parties to electronically serve documents.

(e) A filer may electronically serve a document in instances where the document is traditionally filed as well as in instances where the document is electronically filed.

Rule 5.2 Completion of Service and Date of Service

(a) Electronic service shall be complete upon transmission of the document by the filer to the party at the party's e-mail address.

(b) Except as provided by subsection (c) below, the date of service shall be the date the electronic service is complete.

(c) When electronic service is complete after 5:00 p.m. (recipient's time), then the date of service shall be deemed to be the next day that is not a Saturday, Sunday or legal holiday.

Rule 5.3 Time for Action After Service

Whenever a party has the right or is required to do some act within a prescribed period of time after service of a document upon the party and that document is electronically served, then three days shall be added to the prescribed period of time.

Rule 5.4 Certification of Service

(a) Documents to be electronically served upon another party shall be served before the time or at the same time that the document is filed.

(b) A filer who electronically serves a document upon another party shall make a written certification of such service that shall accompany the document when that document is filed. The written certification shall include, in addition to any other requirements imposed by the Texas Rules of Civil Procedure, the following:

- (i) the filer's e-mail address or telecopier (facsimile machine) number;
- (ii) the recipient's e-mail address;

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(iii) the date and time of electronic service; and

(iv) a statement that the document was electronically served and that the electronic transmission was reported as complete.

PART 6. ELECTRONIC ORDERS AND VIEWING OF ELECTRONICALLY-FILED DOCUMENTS

Rule 6.1 Courts Authorized to Make Electronic Orders

(a) A judge may electronically sign an order by applying his or her digitized signature to the order. Judges are not required to electronically sign orders.

(b) Upon electronically signing an order, the judge shall electronically forward the order to the county clerk who may treat the electronic order as the official copy of the order. Alternatively, the county clerk may print the electronic order and treat the printed order as the official copy of the order.

(c) The county clerk may electronically scan a traditional court order. The scanned court order may then serve as the official copy of the court order. The county clerk is not required to electronically scan traditional court orders in order to create official electronic court orders. Electronic scanning of traditional court orders is at the option of the county clerk.

Rule 6.2 Viewing of Electronically-filed Documents

(a) The county clerk shall ensure that all the records of the court, except those made confidential or privileged by law or statute, may be viewed in some format by all persons for free.

(b) Independent of the TexFile system and the requirement of viewing access described in subsection (a), the county clerk may choose to provide for both filers and the general public to electronically view documents or court orders that have been electronically filed or scanned. Where such provision has been made, persons may electronically view documents or court orders that have been electronically filed or scanned.

(c) Nothing in this rule allows for the viewing of documents or court orders, in any form, that are legally confidential (e.g., papers in mental health dealings) or otherwise restricted by judicial rule or order.

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PART 7. MISCELLANEOUS PROVISIONS

Rule 7.1 Assigned Court to Resolve Disputes

In the event a dispute should arise involving the application of these rules or various electronic filing issues, the court assigned to the case in which the dispute arises shall decide any dispute.


Rule 7.2 Rule Guiding Interpretation

These rules shall be liberally construed so as to avoid undue prejudice to any person on account of using the electronic filing system or sending or receiving electronic service in good faith.

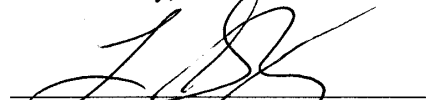
ADOPTION OF RULES

The foregoing “Harris County Local Rules of the County Courts concerning the Electronic Filing of Documents” are hereby adopted by the undersigned judges in Harris County on this day 30th of October, 2013 and submitted to the Supreme Court of Texas for approval.

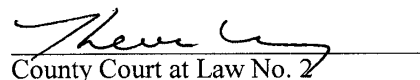
These rules shall become effective upon their approval by the Supreme Court of Texas.



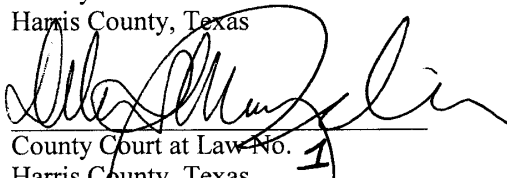
County Court at Law No. 4
Harris County, Texas



County Court at Law No. 3
Harris County, Texas



County Court at Law No. 2
Harris County, Texas



County Court at Law No. 1
Harris County, Texas

HARRIS COUNTY COURTS AT LAW — CIVIL

HARRIS COUNTY COURTS AT LAW — CIVIL

1-3:1 Harris County Civil Court at Law No. 2

Hon. Theresa W. Chang

COUNTY COURTS
AT LAW — CIVIL

COURT:

County Civil Court at Law No. 2

JUDGE'S NAME:

Theresa W. Chang



COURT ADDRESS:

Harris County Civil Courthouse, 5th Floor
201 Caroline Street
Houston, Texas 77002

STAFF:

Clerk: Janice Gonzales 713-274-1349
Clerk: Maria De La Rosa 713-274-1349
Court Coordinator: Grace Cantada..... 832-927-1722
Bailiff: Anthony Hemmitt..... 832-927-1724
Court Reporter: Kevin Bruzewski..... 832-927-1723

JUDGE'S PROFILE:

Date Licensed:

12/1996

Year Elected/Appointed:

2012

Previous legal experience/area of practice before becoming a judge and with whom:

Associate Judge, Houston Municipal Courts, 2009-2012
Harris County District Clerk, 2007-2008
Division Chief of Compliance Division, Harris County Attorney's Office, 2004-2007
Division Chief of Revenue Division, Harris County Attorney's Office, 2000-2004
Assistant Harris County Attorney, 1997-2007

1. Can the court be contacted by e-mail or fax? If so, what is the number or address? Does the court accept filings by fax or e-mail?

The court can be contacted by telephone at 832-927-1702 or 713-274-1349 for information on motions and general case information. For trial settings or other special settings you may contact the trial coordinator, Grace Cantada, at Grace_Cantada@ccl.hctx.net or by phone at 832-927-1722 or 832-927-1702. The court does not accept filings by fax or e-mail. Visit County Clerk's website for proper filing procedures at www.cclerk.hctx.net.

2. What is your preferred procedure for contacting the court in a true emergency?

By telephone — 832-927-1702 or by calling the clerks 713-274-1349.

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Hon. Theresa W. Chang

PRETRIAL:

3. What are the court's procedures for level 3 cases controlled by Rule 190.4?

Parties need to file motion to remove case from the expedited trial docket as soon as they receive the court's trial notice and are encouraged to submit an agreed scheduling order for the court to consider.

4. Do you have any particular rules governing motions and orders? When should proposed orders be submitted with the court?

- Oral hearings are held on Tuesdays at 9:00 a.m. Submission dockets are Fridays at 8:30 a.m.
- All motions must be accompanied by an order. BRING ALL PROPOSED ORDER AND JUDGMENTS WITH YOU ON THE DAY OF HEARING
- Unopposed motions may be filed with the Court for ruling without the necessity of either a hearing or a submission date. You must indicate in writing to court clerks that your motion is unopposed and have signatures from all interested parties

a. Discovery motions:

Motions are heard on Tuesdays at 9:00 a.m. or by submission on Fridays at 8:30 a.m.

b. Motions for summary judgment:

Summary Judgment should first be set on the court's submission docket. Any request for oral hearing will be considered on the submission date. If request for oral hearing is granted, or if oral hearing is requested by the Judge, the clerks will contact movant for an oral setting.

c. Motions to dismiss/nonsuit (D.W.O.P.):

Non-suits or joint dismissals with orders are to be filed with the clerk for immediate consideration by the judge. All dismissal orders must state with or without prejudice and statement of costs.

d. Motions in limine (i.e., when presented — day of pretrial conference or before):

Motions in limine should be presented and discussed between parties before the pretrial conference. Any disagreements will be ruled upon at the pre-trial conference. (See #16, #18)

e. Other motions (special exceptions, sanctions, severance/consolidation, default judgment, etc.):

Default Judgments which require a hearing are to be set for oral hearing on Tuesdays at 9:00 a.m. Default judgments that do not require a hearing may be filed with the court clerks. All other motions are heard on Tuesdays at 9:00 a.m. or submission docket on Fridays at 8:30 a.m.

5. When and how should motions be set for submission/oral hearing? (i.e., set on a particular date or time, amount of notice to opposing parties for oral hearing other than summary judgments, etc.)? Do you automatically allow oral hearings if requested?

Motion Docket: A notice of hearing along with the motion and proposed order must be filed at 7 business days prior to the hearing date.

Submission Docket: A notice of submission along with the motion and proposed order must be filed at least ten days prior to the Friday submission docket date. Responses and requests for oral hearings must be filed at least three days prior to the Friday submission docket date. If a party wants a conformed copy of the court's order, a copy of the proposed order and self-addressed, stamped envelope must be submitted.

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Hon. Theresa W. Chang

6. What is your preferred procedure for contacting the court or court staff regarding the status of motions? What procedures should be followed to obtain an expedited hearing?

The court encourages counsel and their staff to obtain information about the status of motions, entry of orders, docket entries or court and trial settings from County Clerk's website at: www.cclerk.hctx.net. For information not available on the website, please contact the court clerks on matters not related to trial settings. For expedited hearings, call the court clerks.

7. What requirements do you have concerning the dismissal docket and motions to retain?

Any defendant upon whom service has not been perfected within 180 days of the filing of the complaint will be subject to dismissal for want of prosecution in accordance with Tex. R. Civ. P. 165a. Cases subject to dismissal will be set on the court's status conference docket. These cases will be dismissed for want of prosecution unless one of the following occurs before the status conference date:

- A non-suit or motion to dismiss is filed;
- An answer is filed;
- A verified motion to retain showing good cause must be filed 10 days prior to the status conference date. All motions to retain must be heard on the status conference date unless notified not to appear by the Court.

8. What are your procedures and requirements for court appointments of ad litem? What criteria do you use in choosing a guardian ad litem and granting guardian ad litem fees?

I prefer attorneys to: 1) have had a continuing legal education course relating to duties of guardians/ad attorneys ad litem; 2) carry malpractice insurance; and 3) in the event an agreement has NOT been reached by the parties regarding compensation, present a written fees statement at the time of the settlement hearing identifying time expended and services performed.

9. Do you prefer copies of cases attached to briefs/motions? If so, do you prefer pertinent provisions of the cases to be highlighted?

Yes to both questions.

10. Is notice of rulings given by the court in writing? By telephone? On party inquiry only?

In almost all instances, rulings will be made at the time of the hearing. All parties may obtain information about entry of orders from County Clerk's website at www.cclerk.hctx.net or call the clerks.

11. Do you allow telephone conferences for the resolution of motions or any other matters? If so, who arranges them and when are they scheduled?

No, with the exception of an "emergency" and has to be approved by the Court. Call the clerks to get approval.

ALTERNATIVE DISPUTE RESOLUTION:

12. What are your procedures for referring cases to alternative dispute resolution? Under what circumstances do you order mediation, when is it ordered, and how is the mediator chosen?

Parties may mediate their case through alternate dispute resolution without court order and by agreement. Mediators may be suggested; however, the court reserves the right to make the actual appointment by using the Court's rotating list of Mediators.

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Hon. Theresa W. Chang

13. What is your preference regarding mediation or other ADR prior to trial or to get a trial setting? If an objection to ADR is required, when should it be filed?

Parties may file motion to compel mediation and other ADR and set it either on submission docket or for an oral hearing. The motion will be considered by the court on a case to case basis. Motion in opposition to referral to mediation may be filed and must be set and heard prior to trial date.

Mediation and other ADR should be completed 30 days prior to trial date.

TRIAL:

14. What is your procedure for setting a trial? How are cases that are not reached reset?

Non-Jury Trials – new filings are given trial dates as soon as they are filed 4-6 months out.
Mondays at 9:00 a.m.

Cases are tried the day they are set. There are no docket positions. Cases are heard according to the length of trial estimated by the parties.

If you need more than 30 minutes to present your case, please notify the trial coordinator upon check-in. Your case will be reset for either 1:00 p.m. the same afternoon or for an agreed upon date in the near future.

Jury Trials – new filings are given trial dates as soon as they are filed 4-6 months out.

First and third Monday of each month; two-week trial docket.

Docket calls are made by phone conference between the hours of 1:00 p.m. and 4:00 p.m. on the Wednesday immediately preceding the trial date. A date will be assigned, and docket positions will be determined for the two-week period.

Cases not reached during docket will be reset to the next available jury trial docket.

15. Do you give preferential trial settings, and, if so, under what circumstances?

The court considers preferential trial docket position for cases that have out-of-town parties/witnesses and trials lasting more than 3 days. Contact the Trial Coordinator, Grace Cantada at 832-927-1722 or Grace_Cantada@ccl.hctx.net if you need a preferential trial setting. The court may request a hearing to set preferential dates. The parties requesting preferential setting must be ready for trial. If parties who received a preferential date need continuance, it must be set for a hearing 10 days prior to the preferential trial date. Otherwise, no more preferential trial dates will be given.

16. Do you have any particular rules governing pre-trial orders (e.g. witness lists, draft jury charges, etc.)? Is a form available? When is it presented?

If your case is assigned, you are required to appear for a pretrial conference on Friday at 9am preceding your ASSIGNED TRIAL DATE. If you have issues that may require more than 15 minutes, you must contact the trial coordinator for a special setting. The Court appreciates all efforts to expedite trial. The following must be exchanged and discussed among parties prior to pretrial hearing:

Exhibits - Agreed upon exhibits will be pre-admitted. A copy of your exhibit list is required for the judge, the court reporter and opposing counsel. *All exhibits must be pre-marked with inadmissible information redacted* (e.g., Social Security Nos., account numbers, insurance information, etc.).

Any exhibit with multiple pages must be stapled or bound in some way. If you have more than 20 exhibits, please put them in a binder with tabs separating each exhibit. Should you have any questions regarding exhibits, you may contact the Court Reporter.

Motions in limine - please do not include the Texas Rules in your *motions in limine*.
(Also see #4d, #18)

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Jury Charges - the parties are responsible for editing their jury charge during trial. You may email your proposed jury charge to Grace_Cantada@ccl.hctx.net prior to your assigned trial date. You may also bring it on a CD or flash drive, in Word format only. See the [Jury Charge Template](#).

17. What is your procedure for notifying parties of assignment to trial?

Trial notices are sent out 4-6 months out from date of filing. (See #14)

18. When should Motions in Limine be filed?

Exchanged and discussed among parties prior to pretrial hearing (See #16)

19. What is your procedure regarding challenges to experts (e.g. qualifications, *Robinson*, etc.)?

Preferably set and heard 30 days prior to trial date.

20. What are your procedures for jury voir dire (time periods per side, procedures for striking jurors)?

The court will be flexible with attorneys' requests for additional time; however, attorneys are generally given 20-45 minutes per side for voir dire. Challenges for cause are handled at the bench on an individual basis, outside the presence of the other jurors. Attorneys are then given 5-10 minutes to exercise strikes.

21. When and in what form do you want proposed jury questions and/or findings of facts and conclusions of law presented (e.g. prior to trial, first day of trial, etc.)?

All parties are to bring their proposed jury charges to trial either in Word format or on a CD, or e-mail them to the trial coordinator at Grace_Cantada@ccl.hctx.net prior to or at time of trial. Use the Court's jury charge template. See Court's website to download the form. If jury charge is not agreed to by parties, the court will conduct jury charge conference at time of trial.

If request of findings of facts and conclusions of law is filed, the court will notify the parties to file proposed findings of facts and conclusions of law.

22. What is your procedure for continuing trials? How early will you grant/deny a request and how early do you want the request made?

Agreements or joint motions among counsel for continuance are not binding on the court. Motions for continuance will be granted only at the court's discretion and are to be filed no later than noon on the Wednesday preceding your trial date. Opposed continuances, other than the first, are to be set for oral hearing on Tuesdays at 9:00 a.m. The court may request an oral hearing on opposed continuances. Vacation requests will be respected if they are made at least 2 weeks in advance of a trial setting.

GENERAL:

23. Does the court provide its own blackboard? Chart stand? Overhead projector? Video equipment? What arrangements must be made to use them?

The court does not provide a chart stand or blackboard. The court is equipped with podium, an ELMO, VCR, TV, projection screen and document camera in the courtroom as well as appropriate connections, hook-ups and cabling to allow the presentation of any media on an attorney's laptop through either component or analog video/audio connections. Attorneys are invited to use that equipment during trial. Attorneys who seek to test the equipment prior to trial shall contact the bailiff, Anthony Hemmitt at 832-927-1724 to make arrangements. Parties also may provide their

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own equipment, but special arrangements must be made with the bailiff PRIOR to the day of trial. Instructions on how to operate the courtroom equipment are available online by visiting www.justex.net (under FAQ).

24. Do you have any special rules governing courtroom decorum (e.g., addressing the court, opposing counsel or witnesses, requirement that counsel use only podium, approach the witness, talking or passing notes at the counsel table, beverages allowed at the counsel table, attire)?

Be courteous and respectful to all. Appropriate business attire is to be worn by all counsel and their clients. Beverages are allowed at the counsel table, but are not furnished by the court.

Attorneys need to stand up when addressing the court.

25. When, if ever, do you want a court (courtesy) copy of a pleading?

The Court prefers to have a courtesy copy if the pleading is e-filed 1 or 2 days prior to hearing or trial date.

26. Are there special practices or procedures lawyers appearing before you should know about?

Check in on time even if you have a hearing elsewhere. Be respectful to and considerate of the court's staff and be sensitive to the jurors' time.

27. Any pet peeves? What are they?

- lawyers and parties showing up unprepared
- failure to pre-mark exhibits prior to trial
- failure to provide court with its own copy of ALL evidence proffered in a bench trial
- asking for a continuance orally on the day of trial
- last minute e-filing and not bringing courtesy copy for the court on the day of hearing/trial

28. Any special suggestions, admonitions or recommendations you would make to lawyers appearing before you?

Be considerate of the court's staff and be sensitive to the jurors' time.

HARRIS COUNTY COURTS AT LAW — CIVIL

1-3:2 Harris County Civil Court at Law No. 3

Hon. Linda Storey

COUNTY COURTS
AT LAW — CIVIL

COURT:

Harris County Civil Court at Law #3

JUDGE'S NAME:

Judge Linda Storey

COURT ADDRESS:

Harris County Civil Court House, 5th Floor
201 Caroline Street
Houston, TX 77002

STAFF:

Clerk: Elizabeth Lopez, Kimberly Rojas
Court Coordinator: Dawn McEwen
Bailiff: Al Miller
Court Reporter: Laura Cutherell

JUDGE'S PROFILE:**Date Licensed:**

Texas (1993); Colorado (1995); New York (1996)

Year Elected/Appointed:

Elected in November 2006 for the four-year term beginning January 2007. Re-elected for another four-year term in 2010.

Previous legal experience/area of practice before becoming a judge and with whom:

General litigation private practice from 1993-1998 with the law firm, Mahar & Somyak. Assistant Harris County Attorney from 1998-2006.

1. Can the court be contacted by e-mail or fax? If so, what is the number or address? Does the court accept filings by fax or e-mail?

Yes, the court can be contacted by e-mail on procedures or questions about procedures. Dawn_mcewen@ccl.hctx.net. No, the court does not accept filings by fax or e-mail, unless instructed by the Judge.

2. What is your preferred procedure for contacting the court in a true emergency?

Contact the Bailiff at 832-927-1734

3. Do you have any particular rules governing motions and orders? When should proposed orders be submitted with the court?

All motions should include a proposed order. Proposed judgments should be brought to trial.

a. Discovery motions:

N/A

HARRIS COUNTY COURTS AT LAW — CIVIL

1-3:2 Harris County Civil Court at Law No. 3

Hon. Linda Storey

b. Motions for summary judgment:

All Summary Judgments must be set for submission only. Request for hearings on Summary Judgment will be reviewed at the setting for Summary Judgment. If granted, the court will contact the party that has made the request.

c. Motions to dismiss/nonsuit (D.W.O.P.):

N/A

d. Motions in limine:

Will be addressed at the pretrial hearing when the case is assigned.

e. Other motions:

N/A

4. Do you have any particular rules governing pretrial orders? Is a form available?

All pretrial materials (motion in limine, exhibit list, proposed jury charge) must be exchanged prior to the pretrial hearing.

5. When and how should motions be set for submission/oral hearing?

Submission docket is held every Friday (except for county holidays) at 9:00 a.m. with 10 days' notice. Hearings are held on Monday and Wednesday at 9:00 a.m. with five business days' notice. All notices must have the date and correct time filled in, when filed with the clerk's office or it will not be set. Motions must be filed with the clerk's office prior or at the same time as the notice of hearing, or the hearing will not be set.

6. What is your preferred procedure for contacting the court or court staff regarding the status of motions? What procedures should be followed to obtain an expedited hearing?

Contact the court clerk at 713-274-1353.

7. What requirements do you have concerning the dismissal docket and motions to retain?

Any documents (Dismissal, Agreed Judgment, non-suit, default, etc.) concerning dismissal or entry docket should be filed no later than noon (12:00 p.m.) the day before the date of entry.

8. Do you have any special rules governing courtroom decorum?

Do not chew gum or tobacco in court.

9. What is your procedure for setting a trial?

Trials are set approximately 120 days out from when they reach 60 days from date of filing. Eviction cases are set out eight full days from date of filing.

10. Do you allow telephone conferences for the resolution of motions or any other matters? If so, who arranges them and when are they scheduled?

Sometimes. All telephone conferences are arranged and scheduled through the court coordinator Dawn McEwen.

11. What are your procedures and requirements for parties with suspended driver's licenses?

SR-22s are required.

HARRIS COUNTY COURTS AT LAW — CIVIL

1-3:2 Harris County Civil Court at Law No. 3

Hon. Linda Storey

12. What are your procedures and requirements for court appointments of ad litem? What criteria do you use in choosing a guardian ad litem and in granting guardian ad litem fees?

N/A

13. What are your procedures for jury voir dire?

N/A

14. When do you want proposed jury issues presented? Generally, do you prefer jury issues to be broad (global) form or special issue form interrogatories?

N/A

15. When, if ever, do you want a court (courtesy) copy of a pleading?

When documents are filed or e-filed within seven (7) days of a hearing.

16. Do you prefer copies of cases attached to briefs/motions? If so, do you prefer pertinent provisions of the cases to be highlighted?

Yes, any important cases.

17. Is notice of rulings given by the court in writing? By telephone? On party inquiry only?

Notice of rulings on TRIALS will be done by telephone by the Court Coordinator. Notice of rulings on MOTIONS will be done on party inquiry only.

18. Does the court provide its own blackboard? Chart stand? Overhead projector? Video equipment? And what arrangements must be made to use them?

The court provides an Overhead Projector, Computer Outlets to attach to the overhead projector, and an Elmo.

19. What are your procedures for referring cases to alternative dispute resolution? Under what circumstances do you order mediation, when is it ordered, and how is the mediator chosen?

All jury trials are referred to mediation prior to trial. Other cases are referred to mediation upon request.

20. What is your procedure for continuing trials? How early will you grant/deny a request and how early do you want the request made?

See the Texas Supreme Court rules effective March 1, 2013.

21. Are there special practices or procedures lawyers appearing before you should know about?

N/A

22. Do you have any pet peeves? What are they?

N/A

23. Do you have any special suggestions, admonitions or recommendations you would make to lawyers appearing before you?

N/A

HARRIS COUNTY COURTS AT LAW — CIVIL

1-3:3 Harris County Civil Court at Law No. 4

Hon. Roberta Lloyd

COURT:

County Civil Court at Law No. 4

JUDGE'S NAME:

Roberta Lloyd

COURT ADDRESS:

Harris County Civil Courthouse, 5th Floor
201 Caroline, Suite 740
Houston, Texas 77002-1900

STAFF:

Clerk: Tonya Garza 713-368-6680
Clerk: Ashley Shapiro 713-274-1358
Trial Coordinator: Stephanie Baker 832-927-1742
Bailiff: Scott Lovell 832-927-1744
Court Reporter: 832-927-1743

JUDGE'S PROFILE:

Date Licensed:

1981

Year Elected/Appointed:

Appointed in 2004; elected/re-elected in 2006 and 2010

Previous legal experience/area of practice before becoming a judge, and with whom:

Community protection & transactional specialist w/ Harris County Attorney's Office (1991-2004)
Sole practitioner/general practice/Asst. State Attorney/tax counsel (Florida, 1981-1991)

1. Can the court be contacted by e-mail or fax? If so, what is the number or address? Does the court accept filings by fax or e-mail?

The court can be contacted by fax at 713-368-7131 and will accept filings by fax at the direction of the court or with the court's prior approval.

2. What is your preferred procedure for contacting the court in a true emergency?

Please call the trial coordinator, Ms. Worley, at 713-368-6686.

3. Do you have any particular rules governing motions and orders? (When should proposed orders be submitted to the court?)

See the next five questions for particular situations. Generally, your proposed order should be filed with your motion (that includes a proposed order if you're responding to a motion as well.)

HARRIS COUNTY COURTS AT LAW — CIVIL

1-3:3 Harris County Civil Court at Law No. 4

Hon. Roberta Lloyd

a. Discovery motions:

Discovery motions must contain a certificate of conference and a certificate of service. If the motion seeks a ruling on objections or incomplete answers to discovery, please include the particular discovery request at issue and the response thereto in your motion since discovery is not usually filed with the Court.

b. Motions for summary judgment:

If you are filing a Response to a MSJ, please submit a proposed an order denying that MSJ.

c. Motions to dismiss/nonsuit (D.W.O.P.):

Uncontested motions for nonsuit/dismissal and orders should be filed with the clerk, who will present them to the Judge for signature without a hearing.

d. Motions in Limine (i.e., when presented — day of voir dire or before):

Motions in Limine should be filed DIRECTLY with the court on the 5th floor by the Thursday before trial, at the latest. They will be ruled upon during the pre-trial of your case, usually held on Monday of the week in which your case will be tried. If your pre-trial will involve complex evidentiary issues that will take longer than 1 hour to resolve, please contact the trial coordinator to schedule a pre-trial for the Friday before your trial so that all matters may be resolved before the day of trial so we do not have to keep the jury panel waiting.

e. Other motions (special exceptions, sanctions, severance/consolidation, default judgment, etc.):

Motions for Default Judgment with liquidated damages can be filed with appropriate affidavits (damages, attorney's fees, & non-military, with computer printout) and they will be presented to the Judge for her signature without the necessity of a hearing. If the motion is for a partial default judgment and other parties have appeared, the motion must be set for hearing or submission, with notice to all parties. If you are seeking to strike a party's pleading as a sanction, the matter must be set for hearing unless the court has previously approved the request being placed on the submission docket.

4. Do you have any particular rules governing pre-trial orders? Is a form available? When presented?

The court's order setting a trial date will set forth what/when information needs to be provided to the court before trial. If the parties wish to enter into a more detailed Scheduling Order, so long as the parties agree as to all deadlines and other terms contained therein, the court will enter it upon submission.

5. When and how should motions be set for submission/oral hearing? (i.e., set on a particular date or time, amount of notice to opposing parties for oral hearing other than summary judgments, etc.):

Call the clerk's office to get a hearing date. Oral hearings on motions are conducted on Tuesday and Wednesday mornings at 9:00 a.m. and are generally limited to 20 hearings per day. A submission docket, for motions without oral hearings, is conducted every Friday at 9:00 a.m. At least three days' notice must be provided for oral hearings; at least ten days' notice must be provided for submission. All responses, proposed orders and requests for oral hearings must be filed three days before the submission date. Any filings that are to be heard within ten (10) business days or less of the date they are filed MUST be filed with the clerks on the 5th Floor to insure the Court has them on the hearing date.

6. What is your preferred procedure for contacting the court or court staff regarding the status of motions? What procedures should be followed to obtain an expedited hearing?

Call the clerk's office 713-755-1267 or 713-755-1266.

HARRIS COUNTY COURTS AT LAW — CIVIL

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Hon. Roberta Lloyd

7. What requirements do you have concerning the dismissal docket and motions to retain?

All cases are set on the Trial docket at the time of filing. Any documents (dismissal, agreed judgment, non-suit, default, etc.) should be filed before that date. Court procedures are outlined on the court's website, www.ccl.hctx.net.

8. Do you have any special rules governing courtroom decorum (e.g., addressing the court, opposing counsel or witnesses, requirement that counsel use only podium, approach the witness, talking or passing notes at the counsel table, beverages allowed at the counsel table, attire)?

I prefer counsel to sit at counsel table when questioning witnesses. Please plan to utilize the electronic presentation system in the courtroom - the bailiff has instruction sheets for your use if you are not familiar with the system. You may drink beverages other than the water provided at counsel table. Please write notes at counsel table during trials when the jury is in the courtroom.

9. What is your procedure for setting a trial?

Fill out a trial setting form which is available in the courtroom, at the 5th floor clerk's office or online at www.co.harris.tx.us/clerk. You will be given an available trial date by the trial coordinator and must give proper notice of the trial date to all parties.

10. Do you allow telephone conferences for the resolution of motions or any other matters? If so, who arranges them and when are they scheduled?

Yes although generally they are only available if one of the parties/counsel is from out of town. You must call the clerk's office prior to the hearing date to schedule a telephone conference. Telephone conferences will take place at the end of the motions docket. The party requesting the telephone conference is responsible for presenting the court with telephone numbers for everyone who will be participating by telephone.

11. What are your procedures and requirements for parties with suspended driver's licenses?

Hearings are held on Mondays at 1:00 p.m. Petitioners must have a SR-22 form and proof of at least 90 days of automobile insurance currently in effect at the hearing. If the license suspension is in any way associated with alcohol (i.e., a refusal with a subsequent dismissal of the underlying criminal case), the Petitioner must also have a current SALCE screening test, along with the SR22 and proof of automobile insurance.

12. What are your procedures and requirements for court appointments of ad litem? What criteria do you use in choosing a guardian ad litem and in granting guardian ad litem fees?

If you wish to be appointed as an ad litem, mail/fax a letter and résumé to the Court. In your letter, please indicate whether you have malpractice insurance; have attended the ad litem training seminar; have any Board certifications; and whether you speak any foreign language(s). Usually, ad litem fees are agreed. However, the court will award the ad litem a reasonable fee based on evidence presented at the settlement hearing if no agreement can be reached.

13. What are your procedures for jury voir dire (time periods per side, procedures for striking jurors)?

The court typically sets a 20-minute time limit on voir dire unless the case involves complex or eminent domain issues. All challenges for cause are made after all of the parties have completed their voir dire.

HARRIS COUNTY COURTS AT LAW — CIVIL

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Hon. Roberta Lloyd

14. When do you want proposed jury issues presented (i.e., prior to trial, first day of trial, etc.)? Generally, do you prefer jury issues to be broad (global) form or special issue form interrogatories?

File your proposed Jury Charge directly with the court coordinator on the 5th floor by the Thursday before trial, at the latest. Please conference with opposing counsel concerning the proposed Jury Charge before presenting it to the court. If possible, follow the Pattern Jury Charge(s) and use broad form submission(s). If your proposed Charge contains unique instructions/questions not found in the Pattern Jury Charge(s), it is helpful if you bring your proposed Jury Charge on a disk or flash drive (in Word.)

15. When (if ever) do you want a court (courtesy) copy of a pleading?

If the pleading is filed within ten (10) business days of the hearing or submission date, you **MUST** file it with the clerks on the 5th floor or the court will not receive it prior to your hearing (that includes electronically filed documents - they take up to eleven (11) days to reach the court.)

16. Do you prefer copies of cases attached to briefs/motions? If so, do you prefer pertinent provisions of the cases to be highlighted?

Yes and Yes.

17. Is notice of rulings given by the court in writing? By telephone? On party inquiry only?

No. The clerk **ONLY** sends written notice of all judgments. Most other rulings are made in open court; otherwise, call the clerk's office or you may check for rulings online at www.co.harris.tx.us/clerk.

18. Does the court provide its own blackboard? Chart stand? Overhead projector? Video equipment? And what arrangements must be made to use them?

With the electronic equipment in the courtroom, these are no longer available. Please plan to utilize the electronic presentation system in the courtroom - the bailiff has instruction sheets for your use if you are not familiar with the system. There is no podium available but we do have an easel.

19. What are your procedures for referring cases to alternative dispute resolution? Under what circumstances do you order mediation, when is it ordered, and how is the mediator chosen?

Most cases are referred to mediation after a trial date is obtained, on a blind referral basis with the mediators on the court's mediation list. Parties are **NOT REQUIRED** to mediate but if you wish to object to the mediation order or substitute a mediator agreed to by both parties, please see instructions in trial setting order.

20. What is your procedure for continuing trials? How early will you grant/deny a request and how early do you want the request made?

If a continuance is agreed or unopposed, attach a certificate of conference and the Court will grant the motion without a hearing unless the case has either been preferentially set for trial or is more than 2 years old. If the continuance is opposed, file the motion as soon as possible, but no later than the Thursday before trial, and set it for hearing, with proper notice to all parties. Each party is usually allowed one (1) "free" continuance of a case set for trial, even in the face of opposition from another party.

HARRIS COUNTY COURTS AT LAW — CIVIL

1-3:3 Harris County Civil Court at Law No. 4

Hon. Roberta Lloyd

21. Are there special practices or procedures lawyers appearing before you should know about?

Voir dire and closing statements are timed, opening statements are not.

22. Any pet peeves? What are they?

I would really appreciate your not using a font smaller than 12 pts.

23. Any special suggestions, admonitions or recommendations you would make to lawyers appearing before you?

Two Ps: Preparation and Professionalism.