



**READ THIS IN ITS ENTIRETY BEFORE CONTACTING THE COURT**

Please be advised that the referenced cases have been called to trial below as follows. Please see the below trial court procedures. If you or opposing counsel do not follow the below procedures, please be advised that you will be required to attend a pre-trial hearing on the Thursday prior to trial at 1:00 p.m. Please note that the court hears more than 1 trial per week if time permits.

If your case has settled or is in the process of settling, you are required to attend the pre-trial hearing UNLESS a Rule 11 agreement regarding the settlement has ACTUALLY been filed with the court. Once the Rule 11 agreement is filed, your case will be removed from the trial docket.

342<sup>nd</sup> DISTRICT COURT DOCKET CALL PROCEDURE

**JURY AND NON-JURY TRIAL CASES**

**All Trial Documents are Due on Monday of the Week of Pretrial by 12:00 p.m.**

**E-file** the following documents

1. Exhibit List – Jury and Non-Jury
2. Witness List – Jury and Non-Jury
3. Motions in Limine – Jury
4. Proposed Jury Charge (Jury) or Proposed Findings of Fact, Conclusions of Law (Non-Jury)
5. **Letter to the Judge** – Jury and Non-Jury
  - a. **Indicate which Exhibits are agreed and can be pre-admitted** – Jury and Non-Jury
  - b. **Indicate which Limines are not agreed to** – Jury
  - c. **Any pretrial motions**
6. Deposition Transcript Designations and Objections to be offered in court (if applicable)
  - a. Highlight in **Yellow** – designations of counsel
  - b. Highlight in **Orange** – objections from opposing counsel

**Email** the following documents to [342DC@tarrantcountytx.gov](mailto:342DC@tarrantcountytx.gov); [rdmorris2@tarrantcountytx.gov](mailto:rdmorris2@tarrantcountytx.gov)

1. Proposed Jury Charge in MS Word – Jury
2. Findings of Fact and Conclusions of Law – Non-Jury
3. Total Days Needed for Trial – Jury and Non-Jury
4. Number of Witnesses – Jury and Non-Jury

Check-in for Trial: 8:15 a.m. the day of trial, unless otherwise instructed by the judge. In addition, parties are to alert the bailiff if a shuffle is requested, no later than 8:20 a.m.

If you have any questions, please send an email to [rdmorris2@tarrantcountytx.gov](mailto:rdmorris2@tarrantcountytx.gov) and/or [jahenderson@tarrantcountytx.gov](mailto:jahenderson@tarrantcountytx.gov).