

231ST DISTRICT AND ASSOCIATE COURT
GUIDELINES FOR SCHEDULING HEARINGS

- Protective Orders: These will be set on Tuesdays in the Associate Court. If you eFile the Ex Parte Order along with your application, you must walk it through in person and have it set by the coordinator at that time. DO NOT email the court coordinator the same documents you eFile and/or walk through. Our coordinator receives 200 emails on average per day, so this will help decrease the incoming emails.
- Enforcements: Once eFiled, Orders to Appear/Show Cause must be walked through for signature.
- Extraordinary Relief TROs/Emergency Motions: These must be walked through in person for signature and setting. You must have your client or person who executed the supporting affidavit available for the Court if necessary as well as any other party or attorney required to be notified. Please try to present these between 9:00 a.m. and 9:30 a.m. or notify the Court if you must present it at another time.
- DO NOT delete the “Order to Appear” language containing the courthouse address on the above-referenced Ex Parte or Show Cause Orders.
- Temporary Orders: In an initial proceeding that contains requests for temporary orders, do not eFile a plain, vanilla TRO. You may email the coordinator for setting dates after the answer deadline, and once confirmed, you can submit the appropriate Notice of Hearing for signature. For quick results, email all Notices of Court Proceedings or Notices of Hearing to the court coordinator.
- Orders: All orders needing to be signed must be walked through any morning, Monday – Friday at 9:00 a.m.

- Prove-Ups: For any Final Order that requires a record, please contact the court coordinator to schedule it. DO NOT just show up in person with your client for a prove-up.
- Pretrials: Please follow the same procedure as for Prove-Ups above. These will also be handled and scheduled by the coordinator.
- Trials: Final trials will be scheduled through a pretrial conference.
- Dismissal Docket: Notice will be given approximately two months prior to the dismissal date. Once on a DWOP docket, a Motion to Retain and Order to Retain must be completed.
- Adoptions: These must be scheduled through the court coordinator.
- Writs: Writs must be walked through in person and will be set by the Court at that time.

Revised October 24, 2023