



Harris County Civil Court at Law No. 3

www.ccl.hctx.net/civil/3/

www.cclerk.hctx.net

CONTACT COURT STAFF

Clerks:

Information about the filing of documents, entry of orders, request for hearing and case status

Kimberly Rojas (713) 274-1353

Elizabeth Lopez (713) 274-1353

Trial Coordinator:

Information regarding trial settings

Dawn McEwen (832) 927-1732

Court Reporter:

Requests for transcripts

Laura Cutherell (832) 927-1733

Bailiff:

Information regarding audio/visual and courtroom security

(832) 927-1734

ORAL HEARING AND SUBMISSION DOCKET

ORAL HEARINGS - All motions can be set for oral hearing on Monday, or Wednesdays, at 9:00 a.m. Attorneys or parties will only be allowed to appear by telephone upon receiving special permission from the Court in advance of the hearing. **All motions should include a proposed order.**

All notices of hearing must be filed with the clerk's office at least five (5) business days prior to your hearing date. **A motion must be filed in order to set a hearing on the oral hearing docket.**

SUMMARY JUDGMENTS – All summary Judgments must be placed on our submission docket. Submission docket is held every Friday at 9:30 with a 21 day notice. A request for oral hearing can be submitted and will be ruled on when the case is set for submission. You will be contacted by the court if the request for oral hearing is granted.

SUBMISSION DOCKET – Motions can be set for submission docket held every Friday (except for holidays) at 9:30 a.m. with a **Ten (10)** business day written notice. **All motions should include a proposed order.**

IF YOU E-FILE, PLEASE ALLOW AN EXTRA TWO (2) DAYS TO PROCESS YOUR FILINGS.

TRIAL SETTINGS

NON-JURY – Attorneys and parties must appear ready for trial on the morning you are set. All non-jury trials will be heard on the day they are set beginning at 10:00 a.m. There are **NO** docket positions for these cases.

JURY – Jury trials are set for a one (1) week docket. The Court shall notify each party of his or her specific trial date on the day of your pre-trial conference. Your pre-trial conference will take place when the court contacts you and informs you of that information. If you do not appear for your pretrial conference, your case is subject to dismissal for want of prosecution or default.

All pre-trial documents must be exchanged by the parties before the date of your pre-trial conference.

There are **NO** docket positions for these cases.

***Should the case settle prior to trial, please call Dawn McEwen, Trial Coordinator, at 832-927-1732 at your earliest convenience.**

TRIAL CONTINUANCES

The Court will honor a timely-filed vacation letter, provided the case has not already been preferentially set for trial. To assert a vacation letter, please file a motion for continuance with a copy of your vacation letter attached to your motion.

All continuances must be filed a week prior to your trial date. The court will allow any agreed or unopposed (please include a certificate of conference) Continuances to be heard without a hearing. Any other continuance will require a showing of good cause and an oral hearing.

DEFAULT JUDGMENTS

All motions for default judgment must be on file at least seven (7) days before your trial date and can be submitted to the Court without the need for an oral hearing. An oral hearing is only required to prove-up un-liquidated damages.

Homeowners' Associations seeking a judicial foreclosure must set their motion for an oral hearing, plus show proof of notice to the defendant of that default hearing.

RULE 106 MOTIONS

Rule 106 motions can be submitted to the Court without the need for an oral hearing.

PLAINTIFFS' NONSUITS AND AGREED JUDGEMENTS

Plaintiffs' non-suits and agreed judgments can be submitted to the Court for signature without the need for an oral hearing. If your case is currently set for trial or entry, please submit any non-suits or agreed judgments one (1) week in advance.

PETITIONS FOR OCCUPATIONAL LICENSES

Petitions for occupational licenses are heard ONLY on Mondays at 9:00 a.m. with proper notice to the Court and to the County Attorney. Before sending in your notice of hearing, please contact the court clerk to check for availability. Bring your proof of insurance and your SR-22 with you on the day of your hearing.

INSTRUCTIONS FOR MEDIATORS

The Court's notification to the parties of your appointment as mediator will be the only notification you receive. Once appointed, please contact the parties to schedule mediation. Once you have concluded the mediation, please inform the Court of the outcome of the mediation (Impasse or settled). If the parties refuse to mediate, please advise the Court of such.

COURTROOM AUDIO/VIDEO EQUIPMENT

All courtrooms have state of the art audio/VIDEO equipment, including an ELMO (document camera), computer inputs, projectors, TV screens, AND VCR & DVD players. Attorneys are encouraged to use the ELMO to present exhibits to the jury. If you are unfamiliar with its use, arrange with the bailiff to come to the courtroom early and learn. Please refer to the attached Web link for detailed instructions on use of the audiovisual equipment:

<http://www.justex.net/Courts/Civil/CivilTechnology.aspx>

USEFUL LINKS

For proper filing procedures, please visit the County Clerk's Web site:

<http://www.cclerk.hctx.net/Home.aspx>

Court Holidays and Dead Weeks:

<http://www.justex.net/FAQ.aspx>

Downloadable Forms

http://www.cclerk.hctx.net/Civil/Downloadable_Forms.aspx

Ordering copies

<http://www.cclerk.hctx.net/Civil/Ordering.aspx>
