

# COURT PROCEDURES

For HARRIS COUNTY CIVIL COURT AT LAW NO. FOUR

## TRIAL SETTINGS

**NON-JURY** – Attorneys and parties must appear ready for trial at 9:00 a.m. on the date set in the Trial order. All non-jury trials will be heard on that day.

**JURY** – Jury trials are set for a one (1) week docket. The Court shall notify each party of their specific trial date via telephone. Each party must provide a current telephone number to the Court. If you are not notified by the Court that you are being called to trial by Wednesday of the week before the scheduled trial week, you will **NOT** be called to trial and your case will be re-set on a future docket.

All motions in limine and proposed jury charges must be filed with the Court by 5:00 p.m. on the Thursday immediately preceding the trial week. Please file these with the clerks on the 5<sup>th</sup> floor and tell the clerks the date of your trial week.

*\*Should the case settle prior to trial, please call Stephanie Baker, Trial Coordinator, at 713-368-6686 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, file a continuance with a copy of the printout from the District Clerk's Office attached and the case will be reset without a hearing. The continuance must be filed by 9:00 a.m. on the Friday immediately preceding the Trial week.

Uncontested motions for continuance must be filed on or before 9:00 a.m. on the Friday immediately preceding the Trial week and will be submitted to the Court without a hearing *if the case is less than two (2) years old*. All other continuances require a hearing with proper notice to the Court.