

**Court Clerk Procedures for all courts:**

Mailing Address: STAN STANART, County Clerk P.O. Box 1525 Houston, TX 77251-1525

**Written Notices of Hearing**

No court settings are set by fax or telephone. All court setting notices must be made in writing, therefore, give the clerk at least 3 workdays for processing. *Do not confirm your written court settings by telephone.*

The Clerk does not fill in hearing dates for you on your written notices of hearing.

**Agreed Motion, Orders**

Agreed motions with orders signed by all parties do not require an oral hearing unless notified by court clerk.

**Obtaining Court's Rulings**

The clerks conform any order upon request when provided with a copy and a self-addressed stamped envelope *at time the original order is filed*.

**Default Judgment Hearings**

Unliquidated damages and Homeowners Cases --- must be set on oral hearing docket.

Liquidated damages --- no hearing necessary. File motion, certificate of last known address, proposed judgment and supporting affidavits (including applicable non-military affidavits) with the Clerk's Office for submitting to the Judge.

**Set case for Trial**

To set a case for trial find the status of trial position; announce settled, status of DWOP or running late for trial the **Trial Coordinator** of the court must be called.

**Hearing Docket per Court:**

**County Civil Court at Law No. 1**

*Judge Debra I. Mayfield*

***Clerks:***

*Rick Wilson* 713/755-6794

*Melissa A. Hammond* 713/755-5552

***Trial Coordinator:***

*Don Franks* 713/368-6611

**Oral Hearing Docket:**

Tuesday thru Thursday at 9:00 a.m. with 3 workdays written notice to the clerk.

**Late Calls:**

Before 9:00 a.m. 713/755-6794 or 755-5552

After 9:00 a.m. 713/368-6624

**County Civil Court at Law No. 2**

*Judge Jacqueline Lucci Smith*

***Clerks:***

*Sarah A. Gray* 713/755-6314

*Janice Gonzales* 713/755-6796

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***Trial Coordinator:***

*Grace Cantada 713-368-6641*

***Oral Hearing Docket***

Tuesdays and Thursdays at 9:15 a.m. with 3 to 5 workdays written notice to the clerk.

***Submission Docket***

Fridays at 8:30 a.m. with 10 days written notice to the Clerk of the Court---file Motion, Notice of setting and proposed Order or Judgment. All Notices of Submission **must** include the statement: **The Motion may be Ruled upon unless an oral hearing is requested in writing.** *All Summary Judgment Motions must be set for submission. Motions to Compel cannot be set on submission.*

***Late Calls:***

Before 8:30 a.m. 713/755-6314 or 755-6796

After 8:30 a.m. 713-368-6640

**County Civil Court at Law No. 3**

***Judge Linda Storey***

***Clerks:***

*Michelle Perez 713/755-6581*

*Andrew A. Palomo 713/755-6580*

***Trial Coordinator:***

*Dawn Wilkerson 713/368-6660*

***Oral Hearing Docket***

Monday thru Wednesday at 9:00 a.m. with at least 5 workdays written notice to the clerk.

***Submission Docket***

Fridays at 9:30 a.m. with at least a 10 day notice to clerk. Summary Judgments are required to be set on Submission.

***Late Calls:***

713/755-6580 or 755-6581

**County Civil Court at Law No. 4**

***Judge Roberta A. Lloyd***

***Clerks:***

*Stephanie Baker 713/755-6583*

*Barbara Street 713/755-6582*

***Trial Coordinator:***

*Debra Worley 713/368-6686*

***Oral Hearing Docket***

Tuesday thru Thursday at 9:00 a.m. with at least 3 workdays written notice to the clerk.

***Submission Docket***

Fridays at 9:00 a.m. with 10 days written notice to the Clerk of Court --- file Motion, Notice of setting and proposed Order or Judgment. You may set any motion that does not require testimony.

***Late Calls for Hearings and Motion Docket:***

Before 9:00 a.m. 713/755-6583 or 755-6582

After 9:00 a.m. 713/755-6583 or 755-6582

***Late Calls for the Trial Docket, Status Conference, and the Entry Docket Call the Trial Coordinator:***

*Debbie Worley 713/368-6686*