

Court Clerk Procedures for all courts:

Mailing Address: TENESHIA HUDSPETH, County Clerk, P.O. Box 1525 Houston, TX 77251-1525

Written Notices of Hearing and Notice of Submission

No court settings are set by fax or telephone. All court setting notices must be made in writing.

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.

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 Audrie Lawton-Evans

Clerks: 713-274-1345

Jesse Salas

Donna Brodell

Trial Coordinator:

Melissa Hammond

832-927-1711

Oral Hearing Docket:

Tuesday at 9:30 a.m. with 5 business days' notice to the clerk.

Submission Docket:

Tuesday & Friday's at 9:30 a.m. with at least 10 days' notice

Late Calls:

713-274-1345

Occupational Docket: Thursdays at 9:00 a.m.

County Civil Court at Law No. 2

Judge Jim F. Kovach

Clerks: 713-274-1349

Angeles Villafranca

Maria De La Rosa

Trial Coordinator:

Grace Cantada

832-927-1722

Oral Hearing Docket

Tuesday's beginning at 9:15 a.m. with at least 5 business day written notice.

Please call court clerk for availability.

Submission Docket

Tuesday's Fridays at 8:30 a.m. with 5 business 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 for Sanctions cannot be set on submission.*

Late Calls:

Before 8:30 a.m. **713-274-1349**

After 8:30 a.m. **832-927-1722**

County Civil Court at Law No. 3

Judge LaShawn A. Williams

Clerks: 713-274-1353

Orion Ford

Elizabeth Lopez

Trial Coordinator:

Vanessa Richardson *832-927-1732*

Oral Hearing Docket

Monday and Tuesday's only at 9:00 a.m. with at least 5 business day written notice to the clerk. A motion must be filed in order to set a hearing.

Default Judgments must include a certificate of service.**Submission Docket**

Thursdays at 9:30 a.m. with at least a 10 day notice to the court. Summary Judgments with Pro Se Litigants must be set for Oral Hearings on Tuesdays at 9 a.m. with a 5 day notice to the court. All Other Motions for Summary Judgments may be placed on the submission docket.

Late Calls:

713/274-1353

County Civil Court at Law No. 4

Judge Manpreet Monica Singh

Clerks: 713-274-1358

Tonya Garza

Mariela Santibanez

Trial Coordinator:

Rick Wilson *832-927-1742*

Oral Hearing Docket

Tuesday at 9:30 a.m., 10:30 a.m., or 11:30 a.m. with at least 5 business day written notice to the clerk of the Court --- file Motion, Notice of setting and proposed Order or Judgment. Please call court clerk for availability. The Court's hearing dockets go by minutes you will need to make sure your motion is set at the correct time for the time needed for your motion to be heard.

Occupational Docket

Friday's on submission at 9:00 a.m. You will need to email *Driving Record, Insurance card* and *SR-22* to Rick Wilson at Rick.Wilson@ccl.hctx.net. You will need to file your notice of submission **Do Not** email it, it will not be set. Please call court clerk for availability.

Submission Docket

Tuesday and Fridays at 9:00 a.m. with at least 10 business day 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. *All Summary Judgment Motions must be set for submission.*

Late Calls for Motion Docket: Before 9:30 a.m. **713-274-1358**