

Docketing Guidelines for the 393rd

Prove ups: Wednesdays from 8-9 a.m. Must be in court room before 9.

All Hearings: Attorneys must confer before setting a hearing.

Mondays (Non-Jury): Mondays of Non-Jury weeks are for more than 3 hour to full day non-jury trials.

Mondays (Jury Trial): The 393rd has two designated jury weeks each month. One week is designated CPS/Civil and other is designated Civil.

Tuesdays: Tuesdays are for hearings requiring up to 3 hours.

Wednesdays: Wednesdays are for hearings up to 2 hours. CPS hearings are set in the morning twice a month.

Thursday: Thursdays are set for 1 hour or less hearings.

Fridays: Fridays mornings are set for 30 minute or less hearings. Summary Judgement hearings, discovery hearings, and motion for entry should be set for Friday Mornings. Afternoons are for child interviews, dismissal docket, Tax Docket, and carry over hearings

Adoptions: Adoptions are set on Fridays. Please make sure all documents are E-filed prior to hearing.

Mediation: The court prefers all cases to mediated, unless there are special circumstances.

Temporary Hearings: Temporary Hearings are limited to 20 minutes per side, unless there are special circumstances which the court should be informed of at the start of the hearing.

Summary Judgements: These must be scheduled for a hearing.

Divorce Prove-ups: Divorce prove-ups must be done in person. Agreed divorce prove-ups can be done from 8:00 a.m. to 9:00 a.m. before District Courts scheduled to hear prove-ups on that day. All others must be set for a hearing.

Docket Call: Docket call will be held on a Fridays at 8:45 usually 10 days before Jury Trials. At Docket Call Judge Robison will determine the order of cases 1-5.

Witness List/ Exhibit Lists-Non Jury Hearings: Attorneys are to present Witness List and Exhibit List to the court Reporter at the beginning of each contested hearing. Exhibits are to be pre-marked. In family cases please use Mother, Father, Husband, Wife, ext. when marking your exhibits.

Witness List/ Exhibit Lists- Jury Trials Hearings: Attorneys must deliver their exhibit lists and witness list to the court reporter no later than noon on the Friday prior to trial.

Attorneys must deliver their Exhibits, in electronic form, to the court reporter no later than noon on the Friday prior to trial. Exhibits must be in PDF form on a CD or thumb drive.

Proposed Jury Charge: Must be emailed to court administrator in Word Form no later than noon on the Friday prior to trial. Motions in Limine must be emailed to court administrator no later than noon on the Friday prior to trial.

These guidelines can be changed at any time, and are “guidelines” not legal straight jackets, so exceptions can be made in particular unique circumstances.