

**442<sup>ND</sup> DISTRICT COURT – DENTON COUNTY, TEXAS**

**JURY DOCKET GUIDELINES**

TO: ALL PARTIES WITH CASES SET ON JURY DOCKET

FROM: JUDGE TIFFANY L. HAERTLING

RE: ANNOUNCEMENT PROCEDURES & REQUIREMENTS FOR PRE-TRIAL

1. Each attorney and pro se party **must submit a written announcement** of “Ready” or “Not Ready” to the Court Administrator at [Ali.Silva@dentoncounty.gov](mailto:Ali.Silva@dentoncounty.gov) **not less than five (5) days prior to the pre-trial conference**. This announcement does not preclude a party from the requirements below.
2. Lead counsel and pro se parties shall appear in person to discuss all aspects of trial at the Pre-Trial Conference. Each party shall be prepared to consider such other matters as may aid in the disposition of the case, including any matter raised pursuant to Rule 166. All pre-trial motions (Motions in Limine, etc.) shall be filed 10 days before the formal pre-trial conference and will be heard at the formal pretrial conference. **The Court will not hear motions on the day of trial without obtaining prior leave of the Court.**
3. Each party is directed to produce the following to the Court Reporter Niki Hightower **no later than 3 p.m. on the day before the Pre-Trial Conference**:
  - a. A completed Witness List. The completed Witness List located on the Court’s website at [www.dentoncounty.gov/555/442nd-District-Court](http://www.dentoncounty.gov/555/442nd-District-Court) must be submitted to the Court Reporter at [Niki.Hightower@dentoncounty.gov](mailto:Niki.Hightower@dentoncounty.gov) (and served upon all other parties).
  - b. All documentary evidence and exhibits. The Exhibit List located on the Court’s website at [www.dentoncounty.gov/555/442nd-District-Court](http://www.dentoncounty.gov/555/442nd-District-Court) must be submitted to the Court Reporter at [Niki.Hightower@dentoncounty.gov](mailto:Niki.Hightower@dentoncounty.gov) (and served upon all other parties).
  - c. All pre-marked for identification exhibits must be submitted to the Court Reporter on a USB drive or by email at [Niki.Hightower@dentoncounty.gov](mailto:Niki.Hightower@dentoncounty.gov) (and served upon all other parties). Please be prepared to consider stipulations as to the authenticity and admissibility of exhibits with the judge. Exhibit Binder for the Judge is welcome but not required and does not replace the requirement to submit exhibits by USB or email to the Court Reporter. \*Exception: The USB for the Court Reporter may be brought to the pre-trial conference as long as all counsel have received a copy.

4. Each party is directed to produce the following to the Court Administrator Ali Silva **no later than 3 p.m. on the day before the Pre-Trial Conference:**
  - a. A concise trial summary as follows: State each separate cause of action and/or defense; each element of each cause of action and/or defense; if appropriate, a precise legal standard for measure of damages. Please be as brief and concise as possible. This summary is intended to be an aid for the Judge and staff and should be limited to one page if possible. No formal headings or styles are required. Reference to case law and statute may be included. The trial summary must be submitted to the Court Administrator at [Ali.Silva@dentoncounty.gov](mailto:Ali.Silva@dentoncounty.gov) (and served upon all other parties).
  - b. The proposed jury instructions and issues. The jury charge must be submitted in Word format to the Court Administrator at [Ali.Silva@dentoncounty.gov](mailto:Ali.Silva@dentoncounty.gov) (and served upon all other parties) in exactly the same form as it would be presented to the jury. However, please cite your authority or source at the end of each question or instruction. Please do not include signature blocks for the Judge to grant, deny or modify any requested definition, instruction or question. The proposed charge should follow the current edition of the TEXAS RULES OF CIVIL PROCEDURE and the applicable TEXAS PATTERN JURY CHARGES.
  - c. The proposed Order on Motion in Limine or other proposed orders on pre-trial motions. The proposed Order on Motion in Limine, etc. must be submitted in Word format in exactly the same form as located on the Court's Website at [www.dentoncounty.gov/555/442nd-District-Court](http://www.dentoncounty.gov/555/442nd-District-Court) to the Court Administrator at [Ali.Silva@dentoncounty.gov](mailto:Ali.Silva@dentoncounty.gov) (and served upon all parties).
  
4. If settlement is reached, **each** attorney or pro se party shall promptly notify the Court Administrator at [Ali.Silva@dentoncounty.gov](mailto:Ali.Silva@dentoncounty.gov) with all counsel or pro se party copied. Upon announcing settlement, the case will be set on the Court's Entry Docket **within thirty (30) days from the trial date**. If a dispositive order is not entered prior to that date, all lead counsel and pro se parties shall attend this hearing to discuss the matter. **NO EXTENSIONS WILL BE PROVIDED.**
  
5. You may contact the Court Administrator at [Ali.Silva@dentoncounty.gov](mailto:Ali.Silva@dentoncounty.gov) on the Friday prior to trial to determine your position on the docket. Please make sure to copy all counsel or pro se parties on the case.