

462ND DISTRICT COURT - DENTON COUNTY, TEXAS
JURY DOCKET GUIDELINES

TO: ALL PARTIES WITH CASES SET ON THE JURY DOCKET

FROM: JUDGE LEE ANN BREADING

RE: ANNOUNCEMENT PROCEDURES

1. Each attorney and pro se party **must submit a written announcement** of “Ready” or “Not Ready” to the Court Administrator at cami.thompson@dentoncounty.com **not less than five (5) days prior to the pre-trial conference/hearing.**
2. Lead counsel and pro se parties shall appear in person to discuss all aspects of trial at the Pre-Trial Conference/Hearing. 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 pretrial conference and will be heard at the formal pretrial conference as scheduling permits. Agreement on Pre-Trial motions or parts of motions is strongly encouraged. **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 **no later than 3 p.m. on the day before the Pre-Trial Conference/Hearing:**
 - a. **CONCISE TRIAL SUMMARY.** 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 Cami.Thompson@dentoncounty.com (and served upon all other parties).
 - b. **WITNESS LIST.** The Witness List is located on the Court’s website at www.dentoncounty.com/462 under Forms and must be submitted to the Court Reporter at Marsha.Bretches@dentoncounty.com (and served upon all other parties).
 - c. **PROPOSED JURY INSTRUCTIONS AND ISSUES.** The jury charge must be submitted in Microsoft Word format to the Court Administrator at Cami.Thompson@dentoncounty.com (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.
 - d. **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.com/462 under Forms to the Court Administrator at Cami.Thompson@dentoncounty.com (and served upon all parties).

- e. **DOCUMENTARY EVIDENCE AND EXHIBITS.** The Exhibit List is located on the Court's website at www.dentoncounty.com/462 under Forms and must be submitted to the Court Reporter at Marsha.Bretches@dentoncounty.com (and served upon all other parties). All pre-marked for identification exhibits must be submitted to the Court Reporter on a USB drive (and served upon all other parties). Please be prepared to consider stipulations as to the authenticity and admissibility of exhibits.
4. If a settlement is reached, **each** attorney or pro se party shall promptly notify the Court Administrator at cami.thompson@dentoncounty.com 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 on the Friday prior to trial to determine your position on the docket.