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**JUDGE KERRI FOLEY**  
County Court at Law No. 2  
Galveston County

**TEMPORARY PROCEDURES FOR RESUMING COURT OPERATIONS**

In order to balance continuity of service with community safety, the following courtroom procedures will be in effect beginning June 1, 2020:

**GENERAL PROCEDURES**

- (1) Contested hearings may be conducted electronically at the request of counsel or a party. If you wish to have your hearing held electronically or telephonically, notify the Court Coordinator in advance.
- (2) Contested hearings may also be conducted in person. No more than ten (10) people will be allowed in the courtroom at one time. Social distancing shall be strictly enforced.

**CRIMINAL DOCKET**

Defendants shall be assigned a bond docket setting at 9:00 a.m. on a specific date. If the Defendant is represented by counsel, NO appearance will be required by the Defendant, *as long as the Attorney of Record follows the procedure below.*

- (1) The Attorney of Record shall discuss the case status with the Assistant District Attorney handling the case by **noon** on their date of setting.

- (2) The Court Prosecutors shall make themselves available to discuss bonded cases prior to the docket setting.
- (3) The Attorney of Record shall send an email to the Court (through Coordinator, Wendy Broughton) notifying the Court of case status before 5:00 p.m. on the docket date. The email shall notify the Court of any future action needed to progress the case forward. If a reset is requested, the email must state the reason for the reset. A case shall not receive multiple resets for the same reason. A request for resets in excess of four must be approved by the Judge.
- (4) It is the responsibility of the Attorney of Record to contact the Prosecutor, review the case and to notify the Court of case status.
- (5) If the Attorney of Record wishes to appear for docket at the date and time assigned, they may do so.
- (6) If personal appearance is preferred, only the Attorney of Record and the Defendant will be allowed in the court. Defendants may not bring guests to Court with them. No one except the Defendant and their Counsel will be allowed into the courtroom.
- (7) Failure to either follow the electronic appearance procedure stated above will result in the case being reset on the Court's docket for *mandatory personal appearance of both the defendant and the defense counsel within 7 - 10 days*. Failure to appear for the mandatory personal appearance date shall result in a failure to appear warrant and bond forfeiture for the defendant.
- (8) The Court will make every effort to accommodate individual attorneys regarding case settings. For example, we will try to set an attorneys cases on the same date and time.

- (9) If a case is ready to plea, notify the Court Coordinator; and we will assign a mutually acceptable court date. Plea settings will occur Monday, Thursday and Fridays of each week at 11:00 a.m. by assignment only.
- (10) Unrepresented defendants will be assigned on one of two daily dockets. The first docket will occur at 9:00 a.m., and the second at 1:00 p.m., Monday through Thursday. Docket size will not exceed 15 (fifteen) Defendants per docket. Again, only a Defendant (and their counsel) will be allowed into the court.
- (11) Attorneys retained by a Defendant prior to the first court setting should notify the Court Coordinator. Once notified, the Court will place the case on the “represented” bond docket to accommodate the attorney.
- (12) The pretrial docket will be held via submission, using the reports provided by the Court, until further notice.

### FAMILY CASES

- (1) Uncontested family cases will be finalized via affidavit. Counsel shall file an agreed order along with the appropriate affidavit.
- (2) Family cases finalized by default will be set for a brief hearing to occur in person or electronically. Contact the Court Coordinator for a date and time certain.
- (3) Mediation is required prior to a hearing for temporary orders and final hearing.
- (4) Unrepresented litigants must have their documents reviewed and approved by the Friend of the Court.
- (5) The pretrial docket will be held via submission, using the reports provided by the Court, until further notice.

## CIVIL CASES

- (1) The pretrial docket is to be held via submission, using the reports provided by the Court, until further notice.
- (2) Mediation is required prior to final hearing.
- (3) Most hearings will be conducted by submission. Please contact the Court Coordinator to set your motion on the submission docket.

*See General Procedures for Setting and Hearings*