

**POLICIES AND PROCEDURES OF THE COURT**  
**COUNTY COURT CIVIL CASES**

**CIVIL STATUS CONFERENCES**

All status conferences are held on Thursdays at 1:30 p.m., approximately 120 days from filing the original petition. Check your “Case Information Sheet” for details. If the S/C needs to be reset due to lack of service, you can fax your request before such date. If Defendant has been served, the status conference date is on the citation. *The Court will not reset the status conference once service has been perfected, unless by agreement.* **Failure to appear at the status conference or submit an Agreed Docket Control Order on or before such date will result your case to be dismissed.** See form DCO-CIVIL

**MOTIONS**

All motions with orders should be filed with the County Clerk’s Office. The Court does not accept fax filing. An extra copy for the Court is not necessary. If you need a hearing, please request it on your cover letter. The party filing said motion(s) is responsible for notifying all parties, pro-se included, of any hearing or submission date.

Motions for Summary Judgment are set by submission unless a request is made for an oral hearing. All motions must be filed prior to requesting a hearing. It is the responsibility of the attorney requesting a hearing to forward notice of any setting.

**PRE-TRIAL CONFERENCE/JURY TRIALS**

All pre-trial motions will be heard at the pre-trial conference unless other arrangements are made. Pre-Trial Conferences are set at 10:30 a.m. on a Friday 10 days before trial. Jury trials are on Mondays. Attorneys should be present at 10:00 a.m. unless instructed by the Court. The jury panel will come in at 1:30 pm. Testimony will begin on Tuesday morning. **For Bench trials, please contact the Court for dates.**

See Jury Schedule for jury trial weeks.

**MEDIATION**

Mediation is required on all cases.

**CONTINUANCES**

Continuances should be filed in time for the Court to consider such continuances before the pre-trial conference date. The Order should include a space for pre-trial and trial date. If the case is continued or is not reached for trial, it is the responsibility of the attorney(s) to get a new trial date from the Court. **Agreed Continuances are not automatically granted.**