

**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.**

NO. CV- \_\_\_\_\_

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IN THE COUNTY COURT  
AT LAW NO. 1 OF  
GALVESTON COUNTY, TEXAS

**CIVIL DOCKET CONTROL ORDER**

1. \_\_\_\_\_ **NEW PARTIES** shall be joined and served by this date. The party causing such joinder will provide copies of this Order to the new parties.
2. \_\_\_\_\_ **MEDIATION** will be completed by this date. If parties cannot agree on a mediator, you must contact the Court immediately so that one can be appointed. Report to be filed with the Court on or before this date.
3. \_\_\_\_\_ **EXPERTS** for plaintiff shall be designated by this date. Experts for all other parties shall be designated 30 days after this date. No additional experts will be permitted to testify, except for good cause shown.
4. \_\_\_\_\_ **DISCOVERY** shall be completed by this date. Counsel may, by agreement, continue discovery beyond this deadline, such continued discovery, however, will not delay the trial date.
5. \_\_\_\_\_ **AMENDMENTS** to pleadings shall be filed by this date.
6. \_\_\_\_\_ **JURY CHARGE** – counsel for all parties must submit jury questions, definitions and instructions with a copy mailed to the Court.
7. \_\_\_\_\_ **PRE-TRIAL CONFERENCE** will be held at 10:30 a.m. Trial counsel is ordered to attend and be prepared to discuss all aspects of the suit and trial.
8. \_\_\_\_\_ **BENCH/JURY TRIAL** at \_\_\_\_\_ am/pm. \_\_\_\_\_ days/hrs. of trial.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
JOHN GRADY, JUDGE

APPROVED:

\_\_\_\_\_  
Attorney for Plaintiff(s)

\_\_\_\_\_  
Attorney for Defendant(s)/pro se