



**56TH JUDICIAL DISTRICT COURT
GALVESTON COUNTY**

KAY HENSON
COURT COORDINATOR

LONNIE COX
JUDGE

GALVESTON COUNTY JUSTICE CENTER
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GALVESTON, TEXAS 77550
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DONNA MCGUIRE
OFFICIAL COURT REPORTER

PIERRE OWENS
OFFICIAL COURT SECURITY OFFICER

TO: ALL CIVIL ATTORNEYS

FROM: JUDGE LONNIE COX

DATE: JANUARY 29, 2007

RE: PROCEDURES FOR SETTING HEARINGS ON MOTIONS

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1. All Motions, etc., should be filed with the District Clerk's Office, not the Court.
 2. A cover letter should accompany your Motion that requests that it be set on the court's Docket. Please inform the court of how much time you expect the hearing to take.
 3. A blank Fiat or Order Setting Hearing should accompany the Motion. The court will complete the Fiat or Order Setting Hearing, and fax it back to you.
 4. The party filing the Motion or requesting the hearing is responsible for notifying ALL Parties of the hearing/submission date.
 5. Prior to a hearing, all opposed motions and responses shall contain a certificate that the Movant and Respondent have conferred with each other and in good faith attempted to resolve the matter [See Local Rule 3.17 (E)].
 6. All cancellations of hearings must be made in writing to the court.