



122ND JUDICIAL DISTRICT COURT
603 GALVESTON COUNTY COURTHOUSE

JOHN A. ELLISOR, JR.
JUDGE

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MEMORANDUM

TO: ALL CIVIL ATTORNEYS

FROM: JUDGE JOHN ELLISOR
Janice Neumann
Court Coordinator

DATE: Jan. 16, 2003

RE: PROCEDURE FOR FILING MOTIONS

PLEASE FOLLOW THE FOLLOWING PROCEDURE WHEN FILING MOTIONS
WITH THE COURT:

1. All Motions, etc. should be filed with the District Clerks 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 Notice of Submission should accompany the Motion. The Court will complete the Fiat and fax it back to you.
4. The party filing the Motion is responsible for notifying ALL parties of the hearing/submission date.
5. All cancellations of hearings must be made in writing to the Court.