



342nd DISTRICT COURT DOCKET CALL PROCEDURE

READ THIS IN ITS ENTIRETY BEFORE CONTACTING THE COURT

Please be advised that the referenced cases have been called to trial. All parties are required to attend an in-person pretrial hearing on Thursday of the week prior to trial at 1:00 p.m., or as scheduled by the Court. Please note that the court hears more than one (1) trial per week if time permits. Please see the jury and non-jury trial procedures below.

If your case has settled or is in the process of settling, you are required to attend the in-person pretrial hearing UNLESS a Rule 11 agreement regarding the settlement has been signed by all parties, filed with, and received by the court. Once the Rule 11 agreement is filed and received by the Court, your case will be reviewed for removal from the pretrial and trial dockets.

JURY AND NON-JURY TRIAL CASES

All Trial Documents are Due on Monday at 12:00 pm the Week of Pretrial

E-file the following documents

1. Exhibit List – Jury and Non-Jury
2. Witness List – Jury and Non-Jury
3. Motions in Limine – Jury
4. Proposed Jury Charge (Jury) or Proposed Findings of Fact, Conclusions of Law (Non-Jury)
5. Letter to the Judge – Jury and Non-Jury
 - a. Indicate which Exhibits are agreed and can be pre-admitted – Jury and Non-Jury
 - b. Indicate which Limines are **not** agreed to – Jury
 - c. Any pretrial motions
6. Deposition Transcript Designations and Objections to be offered in court (if applicable)
 - a. Highlight in **Yellow** – designations of counsel
 - b. Highlight in **Orange** – objections from opposing counsel

Email the following documents to 342dc@tarrantcountytx.gov

1. Proposed Jury Charge in MS Word – Jury
2. Findings of Fact and Conclusions of Law – Non-Jury
3. Total Days Needed for Trial – Jury and Non-Jury
4. Number of Witnesses – Jury and Non-Jury

Check-in for Trial: 8:15 a.m. the day of trial, unless otherwise instructed by the judge.
In addition, parties are to alert the bailiff if a shuffle is requested, no later than 8:20 a.m.

If you have any questions, please send an email to 342dc@tarrantcountytx.gov or call the Court at (817) 884-2710.