

## 342<sup>nd</sup> DISTRICT COURT DOCKET CALL PROCEDURE

### **JURY AND NON-JURY TRIAL CASES**

#### **All Trial Documents are Due on Monday by 12:00 p.m., the Week of the Pretrial Conference**

**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. The parties are ordered to confer regarding exhibits and indicate which exhibits are agreed and can be pre-admitted. – **Jury** and **Non-Jury**
  - b. The parties are ordered to confer regarding Limines and indicate which Limines are **not** agreed to – **Jury**
  - c. Specify any pretrial motions that need to be heard.
6. For deposition transcripts that will be read into the record or played by video, the page and line numbers of the designated testimony is to be filed with the Court.
7. **DUE BY 5pm WEDNESDAY BEFORE TRIAL**: Objections by a party to opposing counsel's designated deposition testimony will need to be received by the Court no later than 5pm on the Wednesday before trial. The objecting party will need to send in the condensed transcript via hand delivery or mail with the following instructions:
  - a. Highlight in **Yellow** – Plaintiff's designated testimony
  - b. Highlight in **Orange** – Defendant's designated testimony
  - c. The Court will **not** print deposition transcripts, they must be delivered to the Court

In addition to the condensed transcript, the objecting party will need to file a proposed order (located on the Court's website) indicating the page and line of the objected to testimony and the reason for the objection.

**Email** the Court with the following information: [342dc@tarrantcountytx.gov](mailto:342dc@tarrantcountytx.gov)

1. Proposed Jury Charge in MS Word – **Jury**
2. Findings of Fact and Conclusions of Law in MS Word – **Non-Jury**
3. Type of Case – vehicle accident, contract, injury, medical malpractice etc. - **Jury** and **Non-Jury**
4. Total Days Needed for Trial – **Jury** and **Non-Jury**
5. 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. Juror cards can be requested by email to the coordinator starting at 3pm on the day before trial.

In addition, parties are to alert the coordinator if a shuffle is requested, no later than 8am on the day of trial.

### **Pretrial Conference Both Jury and Non-Jury Cases**

#### **Pretrial Conference is In-Person, on Thursday at 1:30 p.m., the Week Preceding Trial**

All parties **are required** to attend an in-person pretrial conference, on Thursday at 1:30 p.m., the week preceding trial or as scheduled by the Court.

## Settlement

In order to be removed from the trial docket, the parties must file a Rule 11 settlement agreement with signatures of the parties before the pretrial hearing.

## Reset of Trial Date

Any request for a reset of the trial date is due by 5pm on the Wednesday before trial.

## Exhibits, Deposition Excerpts, Local Rules

**EXHIBITS:** Exhibits are to be handled in accordance with [Local Rule 3.03\(c\)](#).

**Exhibit Binders**

- (1) Binder for the court
- (1) Binder for the court reporter
- (1) Binder for each opposing party

**All exhibits shall be redacted (as needed), pre-marked, tabbed and indexed with a table of contents, and placed in a binder.** Exhibits are to be marked as Plaintiff or Defendant and numbered (**numerically - no alphabetical sub-parts**) with an exhibit number for each exhibit. Exhibits do not need to be numbered in the order in which they are offered, but the number on the exhibit must correspond to the exhibit list.

**Large Exhibits** exceeding 8 ½" X 11" must be accompanied by a letter-sized copy. After the trial, the letter-sized copy will be retained by the court reporter as the original exhibit and the large exhibit returned to the offering party.

**Physical Exhibits** (tires, fenders, machine parts, airplane wings, etc.) shall be accompanied by a photo. After the trial, the photo will be retained as the original exhibit, and the physical item returned to the offering party.

**Audio Files** must be in "mp3" format and submitted on a USB drive. DO NOT provide a link if you expect it to be used as an exhibit.

**Video Files** must be in "mp4" format and submitted on a USB drive. DO NOT provide a link if you expect it to be used as an exhibit.

Please contact the court reporter if you have any questions about exhibits, at 817-884-2712 or [342dc@tarrantcountytx.gov](mailto:342dc@tarrantcountytx.gov).

**LOCAL RULES:** [District Clerk Local Rules Webpage](#)

Civil Rules: <https://www.tarrantcountytx.gov/content/dam/main/district-clerk/civrules.pdf>

General Rules: <https://www.tarrantcountytx.gov/content/dam/main/district-clerk/genrules.pdf>