

342<sup>nd</sup> District Court  
Email: [342dc@tarrantcounty.com](mailto:342dc@tarrantcounty.com)  
Phone: (817) 884-2710

### **Notice of Hearing**

Please confirm the date is still available before sending out the notice of hearing.

When you do send out the notice of hearing, please include:

1. The hearing is In-Person, by ZOOM, or by Submission.\*
2. Which motion(s) will be heard.
3. The amount of time allotted for the hearing – 30 minutes, 1 hour, etc.
4. All orders and responses must be filed according to the Texas Rules of Civil Procedures or the day before the hearing by 12:00 pm.
5. If the motion and response is over 50 pages, a notebook must be delivered to the court 2 days prior to the hearing, between 9:00 am – 11:00 am or 2:00 pm – 4:00 pm.

\*Some hearings may require an In-Person hearing.

The court will email a ZOOM link (usually one day) before the hearing.

### **How to Request a Hearing**

Email or call to request a hearing and include the following:

1. Cause number and style of the case.
2. Which motion(s) you want set.
3. The date the motion was filed.
4. The lead attorney's name requesting the hearing.
5. Request for hearing timeframe – soonest available, 1 week out, 21 days out, etc.
6. How you want the hearing set – In-Person, by ZOOM, or by Submission.\*
7. How much time is needed for the hearing – 30 minutes, 1 hour, etc.

\*Some hearings may require an in-person hearing.

The court will email a ZOOM link (usually one day) before the hearing.