Court Clerk Procedures for all courts:
Mailing Address: DIANE TRAUTMAN, County Clerk, P.O. Box 1525 Houston, TX 77251-1525

Written Notices of Hearing and Notice of Submission

No court settings are set by fax or telephone. All court setting notices must be made in writing.

The Clerk does not fill in hearing dates for you on your written notices of hearing.

Agreed Motion, Orders

Agreed motions with orders signed by all parties do not require an oral hearing unless notified by court clerk.

Default Judgment Hearings

Unliquidated damages and Homeowners Cases --- must be set on oral hearing docket.

Liquidated damages --- no hearing necessary. File motion, certificate of last known address, proposed judgment and supporting affidavits (including applicable non-military affidavits) with the Clerk's Office for submitting to the Judge.

Set case for Trial

To set a case for trial, find the status of trial position; announce settled, status of DWOP or running late for trial the **Trial Coordinator** of the court must be called.

Hearing Docket per Court:

County Civil Court at Law No. 1
Judge George Barnstone

Clerks: 713-274-1345
Kelli Ramirez
Kayla Meyers
Trial Coordinator:
Melissa Hammond **832-927-1711**

Oral Hearing Docket:
Tuesday and Wednesday at 9:30 a.m. with 5 business days' notice to the clerk.

Late Calls:
713-274-1345
Occupationals: Thursdays at 9:00 a.m.

County Civil Court at Law No. 2
Judge Jim F. Kovach

Clerks: 713-274-1349
Maria D. De La Rosa
Janice Gonzales
Trial Coordinator:
Grace Cantada ***832-927-1722***
Oral Hearing Docket
Tuesday and Wednesday at 9:15 a.m. with 5 business day notice.

Submission Docket
Fridays at 8:30 a.m. with 5 business days written notice to the Clerk of the Court---file Motion, Notice of setting and proposed Order or Judgment. All Notices of Submission **must** include the statement: **The Motion may be Ruled upon unless an oral hearing is requested in writing.** *All Summary Judgment Motions must be set for submission.* ***Motions for Sanctions/Remove cannot be set on submission.***

Late Calls:
Before 8:30 a.m. **713-274-1349**
After 8:30 a.m. **832-927-1722**

County Civil Court at Law No. 3
Judge LaShawn A. Williams

Clerks: 713-274-1353
Kim Rojas
Elizabeth Lopez
Trial Coordinator:
Vanessa Richardson 832-927-1732

Oral Hearing Docket
Monday and Wednesday only at 9:00 a.m. with at least 5 business day written notice to the clerk. A motion must be filed in order to set a hearing.

Summary Judgments
Can be set on Submission for an oral hearing. Please contact the court for the next available date.

Submission Docket
Thursdays at 9:30 a.m. with at least a 10 business day notice to clerk. Motions for New Trial and Motion to Reinstate cannot be set on submission. All motions should include a proposed order.

Pretrial
Fridays at 10 a.m.

Late Calls:
713/274-1353

County Civil Court at Law No. 4
Judge Lesley Biones

Clerks: 713-274-1358
Tonya Garza
Ashley Shapiro
Trial Coordinator:
Rick Wilson 832-927-1704

Oral Hearing Docket
Tuesday and Wednesday at 9:00 a.m. with at least 5 workday's written notice to the clerk.

Occupational Hearing
Wednesday at 9:00 a.m.

Submission Docket
Fridays at 9:00 a.m. with 10 days written notice to the Clerk of Court --- file Motion, Notice of setting and proposed Order or Judgment. You may set any motion that does not require testimony. Motion to Withdraw of Counsel is required to be set for oral hearing.

Late Calls for Motion Docket:
Before 9:00 a.m. **713-274-1358**