

**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:**

Before 9:15 a.m. 713-274-1345

After 9:15 a.m. 832-927-1711

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, Wednesday, and Thursday 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 to Compel/Sanctions/Reinstate 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**

May be placed on the hearing or submission dockets.

**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 William "Bill" McLeod***

***Clerks: 713-274-1358***

*Tonya Garza*

*Ashley Shapiro*

***Trial Coordinator:***

*Kirina McNamara*                      *832-927-1742*

**Oral Hearing Docket**

Tuesday and Wednesday at 9:30 a.m. with at least 3 workday's written notice to the clerk.

**Occupational Hearing**

Wednesday at 9:30 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.

**Late Calls for Hearings and Motion Docket:**

Before 9:00 a.m. **713-274-1358**