

### **Certificates of Conference Required**

All motions shall include a certificate of conference confirming that Counsel for movant has conferred, or attempted to confer more than once, with opposing counsel/party on the substantive issues in the motion, and an agreement could not be reached, or the motion is unopposed. Motions without a Certificate of Conference will not be heard.

### **Agreed Motions**

All motions submitted by agreement of the parties shall include “Agreed” in the title.

### **Motions for Additional or Amended Temporary Orders**

No hearing will be set for amended or additional Temporary Orders unless or until the prior Temporary Order is on file in the case. Additionally, Motions for Temporary Orders hearings after the first completed hearing must contain a showing of a substantial change of specifically identified circumstances to be heard.

### **Motion to Sign / Motion to Enter**

1. A certificate of Conference, including the specific attempts made to confer with opposing counsel/party before approaching the Court, must be included with ALL Motions to Sign/Enter. Motions without the Certificate of Conference will NOT be considered.
2. Properly filed Motions may include a ten (10)-day letter stating that the Court is asked to sign the proposed order presented if no objection is filed with the Court within ten (10) days.
3. If there is a dispute over the Judge’s ruling in the case, the objecting party must order a transcript of the ruling from the Court Reporter and notify the Court in writing. If the dispute continues, the Parties must submit disputed orders/issues and the transcript to the Court for resolution. The Court will determine if a hearing is needed.
4. If the dispute is not over a ruling, the Parties may set the matter for hearing and competing orders or a detailed outline of the discrepancies shall be filed no later than three (3) business days prior to the hearing.

### **Discovery Motions**

Discovery motions must include (either in the body of the motion or attached) the question and response for each item (or group of similar items) addressed in the motion. Counsel is further required to confer (or attempt to confer) on each issue contained in the motion, prior to filing same, and so certify in the motion.

### **Disposition of Cases**

Cases shall be brought to trial or final disposition according to the following time tables:

- **Criminal Cases** – As provided by Art. 32A.01 of the CCP

- **Civil Cases (other than Family)** – The Court requires that the Parties file a **proposed scheduling order in every case within 160 days of filing**. The Parties are ordered to confer to identify the appropriate category for the case and prepare a scheduling order with the final hearing date set within the appropriate time frame (contact Civil Court Coordinator, Teresa Steed at 817-556-6193 to obtain a final hearing date or Jury Trial setting):
  - Streamlined: 9-12 months;
  - General: 12-18 months; and
  - Complex: tailored (justification must be submitted).
  
- **Family Law Cases** – The Court requires that the Parties file a **proposed scheduling order in every case within 120 days of filing**. The Parties are ordered to confer to identify the appropriate category for the case and prepare a scheduling order with the final hearing date set within the appropriate time frame (contact Family Court Coordinator, Teresa Steed at 817-556-6193 to obtain a final hearing date or Jury Trial setting):
  - Streamlined: 6-8 months;
  - General: 9-12 months; and
  - Complex: tailored (justification must be submitted).
  
- If a date for trial or final disposition has not been set within the timetables above, the Court will set the case for final hearing consistent with the general timelines above at a time convenient to the Court.

#### **Jury Trial Setting / Scheduling Orders**

- Parties must:
  - confer in advance of the disposition deadlines set out above;
  - determine the time needed to prepare the case;
  - contact the Court Coordinator to obtain a trial/final hearing date; and
  - submit a scheduling order including *at least* a date for **MEDIATION, CLOSE OF DISCOVERY, EXPERT DESIGNATIONS, PRETRIAL HEARING, AND TRIAL/FINAL**.

#### **Family Law Bench Trial / Final Hearing (Contested)**

- Parties (all counsel) must submit the following to the Court **NO LATER** than 2 days before final hearing:
  - Requested relief;
  - Witness list; and
  - Exhibit list.