

1. **COURTESY IS THE NUMBER ONE RULE IN THE 308TH.** That means the attorneys, the parties, and the court staff are expected to be courteous to each other.
2. **UNCONTESTED matters** are heard every day from 8:00 through 8:45 a.m., or at any other time if arranged with the court.
3. **TRIAL DOCKET** is on Tuesdays at 9:00 a.m.
 - a. **Mediation is required** before all final trials, although exceptions may be made in certain cases.
 - b. Trials will generally be held on the day scheduled, and if not, during the week scheduled. If the court cannot reach the case that week, the trial will be reset.
 - c. If the court resets the trial, the discovery and scheduling deadlines are not extended and there will be no new scheduling order issued. However, the duty to supplement discovery continues per the Texas Rules of Civil Procedure.
4. **TEMPORARY ORDERS** hearings are set on Mondays and Wednesdays at 9:00 a.m.
 - a. **Mediation is required** before all *Temporary Orders* hearings, although exceptions may be made in certain cases.
 - b. *Temporary Orders* hearings will generally be limited to 45 minutes per party, including cross-examination.
 - c. A request for a *Temporary Orders* hearing on a modification case or for additional *Temporary Orders* must be supported by *Affidavit* and approved by the Associate Judge.
5. **ANCILLARY hearings (LAW DAY DOCKET)** are set on Mondays and Wednesdays at 9:00 a.m. (*Motions to Withdraw, Summary Judgments, jurisdiction/venue issues, discovery disputes, etc.*). A *Certificate of Conference* is required for contested motions, except *Summary Judgments*.
6. **CPS hearings** are set on Wednesdays at 8:00 a.m. and Thursdays at 1:30 p.m.

7. **ENFORCEMENT hearings** are set on Thursdays at 9:00 a.m.
8. **ENTRIES** are generally set on Fridays at 9:00 a.m.
9. **PRO SE** (no attorneys for any party) orders must be reviewed and approved by the Houston Volunteer Lawyers Program (HVLP). If not finalized on or before their first trial setting, Pro Se cases will be set for trial on Fridays at 9:00 a.m. with the Associate Judge.
10. **PRE-TRIAL CONFERENCES** are required for all jury trials and will generally be scheduled on the Wednesday before the trial. At the Pre-Trial Conference, all exhibits should be pre-marked and exchanged, any objections to the exhibits should be made, the *Proposed Jury Charge* should be submitted, *Motions in Limine* will be heard, any visual aids (Power Points, videos, a day in the life, etc.) to be used at trial should be disclosed, and requests for proposed relief and proposed property divisions should be filed and exchanged. All supplemental production must be exchanged on or before the Friday before trial.
11. **Attorneys** who plan to be **late for docket call** must call the clerk before docket call and state their expected time of arrival, the reason for their delay, and the other court(s) where they are appearing. **Cases are subject to being dismissed or reset** if the attorney for the moving party **does not arrive in the courtroom by 9:30 a.m.**
12. **TEMPORARY RESTRAINING ORDERS** should be mutual, although exceptions may be made if supported by an *Affidavit*. The court may edit a proposed TRO to make it mutual before signing it. The court may also strike certain non-standard proposed injunctions if they are not supported by an *Affidavit*. A TRO on a counterclaim must contain a *Certificate of Conference*. Alternatively, counter-petitioners should notice the other side of a hearing for Temporary Orders instead of having the petitioner served with a TRO.
13. **For children under 3**, competent parents may have frequent and regular visitation, including overnights. Exceptions may be made if appropriate, including cases involving drugs or family violence.

14. An **Attorney Ad Litem** will be appointed to represent a party served by publication, although exceptions may be made in cases with no children and no property. Parties seeking such an exception should approach the Associate Judge.
15. The **court may deviate from presumptions in the Texas Family Code**, such as child support guidelines or the *Standard Possession Order*, if there is sufficient evidence to support the relief requested.
16. An **Amicus Attorney** will be appointed in most contested custody and SAPCR cases. The parties' income will be taken into consideration when setting and allocating amicus fees. Parties may choose their own Amicus Attorney subject to the court's approval.
17. **Cell phones and laptops** must be in silent mode or turned off in the courtroom, and no **food or chewing gum** should be brought into the courtroom.
18. **Children** should not be brought to the courthouse and may not be brought into the courtroom without consent of the court, except for children being adopted, who may be brought to the courthouse and will be invited into the courtroom at the appropriate time.
19. **These rules are subject to change. Exceptions may be made on a case by case basis.**