

507th Court Policies and Procedures

1. Scheduling Information for the 507th District Court

1.1. Online Scheduling

Except for CPS hearings and final trials, all hearing dates for e-filed motions must be scheduled through the e-hearing system available through the District Clerk's website. For non-electronically filed motions by self-represented litigants, the party should contact the Court Clerk to schedule a hearing.

1.2. Contested Matters

Contested trials and hearings will be heard in-person unless prior arrangements for remote appearance (Zoom) have been made.

1.3. In Person Appearance Policy

All proceedings in the 507th District Court are conducted in-person. Parties, counsel, and witnesses must appear in-person for all hearings, trials, conferences, and docket settings. Remote appearances, including Zoom, are not permitted unless a written motion is filed and granted before the setting. No one may appear remotely without a signed order authorizing the appearance. The courtroom remains open to the public for in-person observation.

1.4. Electronic Devices and Recording

Electronic devices may not be used for photography, audio recording, video recording, or livestreaming unless authorized by written order. All devices must be silenced before entering the courtroom. Unauthorized recording or transmission is prohibited and may result in confiscation of the device or removal from the courtroom.

1.5. Courtroom Attire

All parties, counsel, witnesses, and members of the public must comply with the dress code required in Texas state courts. Business attire or other appropriate courtroom clothing is required. Clothing that is excessively casual, revealing, or disruptive is prohibited. Hats or head coverings may not be worn unless required for religious or medical reasons. The Court may remove any individual whose attire is inconsistent with the dignity and decorum of the proceedings.

2. General Docket Information

2.1 Proving Up an Agreed Order

An agreed order may be proven up by Zoom, in -person, or by filing an affidavit or unsworn declaration. Agreed orders generally do not need to be set for submission unless they are contested or missing signatures from a party or their counsel.

2.2. Dismissals for Want of Prosecution

The 507th dismissal for want of prosecution (“DWOPs”) is set on the court’s DWOP docket (via submission).

2.3 Monitoring the Docket Sheet

It is the responsibility of the parties to monitor the case docket sheet for the court’s rulings. Docket sheets are available through the Case Search function on the [Harris County District Clerk’s website](#).

3. General Policies for Hearings

3.1. Late Calls

If you are running late for a hearing, email [**507late@justex.net**](mailto:507late@justex.net) with a copy to all counsel or self-represented litigants. Tardiness, without reasonable excuse, will result in the duration of the delay being deducted from the tardy party's time in the hearing.

3.2. Exhibits

For all settings, exhibits must be exchanged by 2:00 p.m. the business day before the hearing and must be emailed to [**507Exhibits@justex.net**](mailto:507Exhibits@justex.net) using a file share link.

- *Labeling and Naming*

Exhibits must be pre-marked and numbered using numerals. Exhibits must be pre-marked on the document itself, and the title of each exhibit file shall correspond with the pre-marked exhibit, for example, “Petitioner Ex. 01.”

3.3. Time Limits

- *Temporary Orders*

Where there are no contested parent-child issues, the hearing is limited to 1.5 hours total. When parent child issues are contested, the hearing is limited to 3 hours total. Time will be evenly allocated between the parties with an allotment for 1-2 short breaks.

- *Final Trial*

The parties will be limited to the amount of time reserved for trial when scheduling, with the time evenly allocated between the parties or as otherwise equitably allocated by the court.

3.4. Mediation

Mediation is required before all temporary order hearings and final trials, unless waived by the court.

4. Hearings by Submission

4.1. No Oral Hearing

A matter set for consideration by submission will be considered and ruled upon without an oral hearing.

4.2. Motions that Must Be Set for Hearing by Submission

The following contested motions must be set for hearing by submission:

- a. Adoption evaluation
- b. Appointment of attorney ad litem or amicus attorney
- c. Attorney's fees*
- d. Confer with child*
- e. Consolidate
- f. Continuance*
- g. Custody evaluation
- h. Discovery disputes (compel discovery/deposition, motion for protection/to quash)**
- i. Drug testing*
- j. Enter/sign order
- k. Genetic testing
- l. Judgment nunc pro tunc
- m. Leave of Court*
- n. Mediation (compel and referral)
- o. Objection to remote/in-person proceeding
- p. Reconsider
- q. Reinstate
- r. Retain
- s. Substituted service
- t. Summary judgment
- u. Transfers that are not mandatory
- v. Withdrawal of counsel*

* These motions may be set concurrently with a hearing for temporary orders, pretrial, or final trial if insufficient time exists.

** In the 507th District Court, discovery disputes are considered by oral argument, not by submission.

5. Entries

5.1. Temporary/Interim Orders

Entry dates on Temporary/Interim Orders will be set by the Court in its rendition or at an oral announcement of an agreement.

5.2. Final Orders

Entry dates on final orders will be set by the Court in its rendition or at an oral prove-up of an agreement. Failure to enter the order before that date may result in dismissal of the case.

5.1. Contested Entries

In the 507th District Court, contested entry is heard by oral argument by any method permitted by the court, including Zoom, in-person, or hybrid.

6. Temporary Orders and Final Trial

6.1. Local Rules

The parties shall comply with the applicable provisions of the Rules of the Judicial District Courts of Harris County, Texas Family Trial Division, including but not limited to Rule 4, Disclosure of Property, and Financial Information.

6.2. Temporary Injunctions

The parties are encouraged to agree to standard mutual injunctions and it is the policy of the court to grant these to maintain the status quo of the parties.

6.3. Time Standards for Disposition

Rule 6 of the Texas Rules of Judicial Administration provides time standards for the disposition of cases.

6.4. Scheduling Trial

Trial dates will be set by the court in automatically generated scheduling orders. You may also contact the court coordinator to request that a scheduling order be generated.

7. Trial by Default

7.1. No Answer

If the respondent has not filed an answer or appeared in the case, a certificate of last known address and nonmilitary affidavit/declaration must be on file before trial.

7.2. Inventory and Appraisalment Required

In all divorces, a sworn inventory and appraisal must be pre-marked and submitted as an exhibit before the trial by default begins. (See Rule 6.4, above.)

8. Pretrial Conferences

8.1 Pretrial conferences are required only for the following matters: jury trials; adoptions; terminations; and suits requesting special immigrant status findings (i.e. SIJS).

8.2 Other matters may be set for a pretrial conference on a case-by-case basis if requested by the court or by the parties.

9. Court Appointments

9.1. Wheel

Wheels are used for appointments where the parties are not in agreement, although the court may deviate from the wheel for good cause if permitted by statute.

9.2. Applications for Inclusion

Counsel wanting to be placed on a wheel shall send the application located on the court's website to Melissa_Love@justex.net.