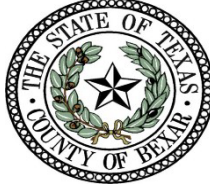


# THE CIVIL DISTRICT COURTS OF BEXAR COUNTY



BEXAR COUNTY COURTHOUSE  
100 DOLOROSA  
SAN ANTONIO, TX 78205

## **BEXAR COUNTY CIVIL DISTRICT COURTS LOCAL RULES** **Updated Effective date: January 9, 2024**

### **Local Rule 1. Civil Court Dockets.**

Every trial and hearing in civil district court is scheduled on one of the following dockets: (a) the Nonjury Docket administered by the Presiding Civil District Judge ["Presiding Judge"], or (b) the Jury Monitoring Docket administered by the Monitoring Civil District Judge [Monitoring Judge"].

### **Local Rule 2. Allocation of Judges to Civil Court Dockets.**

The civil district judges rotate monthly as Presiding Judge. Each week a fixed number of judges, as determined by the Civil District Judges, are assigned to assist the Presiding Judge with the nonjury docket. The other judges are assigned to try jury cases (and nonjury trials of more than two days or as referred by the Presiding Judge). The judges trying jury cases assist the Presiding Judge with nonjury matters from 8:30 to 9:30 and resume their jury trials at 9:30. When the jury docket for the week has been completed, the available judges assist the Presiding Judge for the rest of the week.

### **Local Rule 3. Nonjury Docket (Presiding Civil District Court).**

The Presiding Civil District Court ["Presiding Court"] hears all nonjury matters, including pretrial matters in cases set for jury trial (except for motion

filed the week before the trial setting), with the exception of issues allocated to the Monitoring Judge under Rule 4.

**A.** Each morning, and most afternoons, the Presiding Judge calls several dockets. Settings on all dockets are handled by the Presiding Civil District Clerk: 210-335-2000.

1. **The 8:30 Docket.** The 8:30 docket hears matters that do not require witnesses, such as discovery hearings, summary judgments, pleading disputes, etc.
2. **The 8:45 Docket.** Each Tuesday, Wednesday, and Thursday, the State's protective order docket is called.
3. **The 9:00 Docket.** The 9:00 docket hears matters that may require significant court time or involve witnesses, such as nonjury trials on the merits, temporary orders, injunctions, family law protective orders, special appearances, venue hearings, etc.
4. **The 1:30 Docket.** The 1:30 "walk-up" docket hears any uncontested matters that require a court order and emergency proceedings. See Local Rule 3(H)(6) for 1:30 Docket policies.
5. **The 2:00 Docket.** The 2:00 docket consists of three specialty dockets. The tax docket is heard two times each month on Wednesdays. The cost docket is heard the last Thursday of each month. The expunction docket is heard every Thursday.

**B. Presiding Court Announcements.** When each case is called at docket call, parties shall announce whether they are ready or not ready, whether they want to confer, or whether the matter will be dropped, reset by agreement, or disposed of by agreed order. Parties are also expected to provide an accurate estimate of the amount of court time contested hearings will require including appropriate time for judges to review briefing and authorities. Where time announcements prove to be inaccurate, the Presiding Judge or the Judge to whom the case is assigned shall have the option to confer with the attorneys and parties regarding an accurate announcement and reassign the case for hearing to another court and/or on another day. When no announcement is made, the setting on the matter will be dropped. **Once noticed, a setting may be dropped only by agreement of all present parties.**

**C. Multiple Announcements by an Attorney.** When an attorney has more than 2 civil, criminal, or other settings either on the Presiding Court docket or which conflict with settings on the Presiding Court docket, the Presiding Judge shall have discretion as to how those cases set on the Presiding Court docket are assigned. Judges will ordinarily, in the exercise of their discretion, give preference to federal settings, criminal settings and court-ordered special settings. If an attorney has more than 2 settings, the attorney must confer with all counsel on all cases at least two days prior to the date of the settings. The scope of this conference is to notify counsel of the multiple settings, discuss resetting, and to provide opposing counsel with a cell phone number or other contact information. If an agreement as to how to resolve the conflict cannot be reached, it is the responsibility of the attorneys involved to advise the Presiding Judge of same when the case is called for hearing. The Presiding Judge will then direct the attorneys as to how to proceed. It is the responsibility of the attorney, not the attorney's client, to make announcements in Presiding Court. Failure to comply with this section may result in the settings of the case(s) on the Presiding Court docket being dropped or such other action as the Presiding Judge deems appropriate.

**D. Setting Hearings – Certification of Conference Requirements.** Prior to setting a hearing, the parties must make reasonable efforts to actually speak to one another regarding the date, time, and format (i.e., whether in-person or remote) of a hearing or trial and the substance of the motion in a genuine effort to narrow their disputes before seeking court intervention. To that end, every motion must include a certification that “counsel has conferred with (or made reasonable efforts to confer with) all parties about the date, time, and format of the setting”, and every motion (other than dispositive motions) must also certify either:

1. “Counsel has conferred with all parties who may be affected by the relief sought in this motion in a good faith effort to resolve or narrow the issues raised.”; or
2. “Counsel has made reasonable efforts to confer with all parties who may be affected by the relief sought in this motion but has been unable to do so.”

The court retains discretion to strike any setting in which the motion (or an amended version of the motion) does not include such certificates.

**E. Computation of Time.** Consistent with Rules 4, 21, and 21a, T.R.C.P., the courts will not count Saturdays, Sundays, or legal holidays when calculating any three-day notice period, except when the period has been extended because notice was given by mail or facsimile. In both Presiding Court and in Monitoring Court, the day of filing the notice is not counted and the date of the hearing is counted for the required 3-day notice.

**F. Orders.**

- 1. Separate Documents.** Except in the case of motions and orders setting hearings, all proposed orders and judgments must be filed separately from any motion or other document.
- 2. Approval Blocks Required.** Unless otherwise ordered by the Court, all proposed orders and judgments presented for a judge's signature must have appropriate signature blocks for the attorney and/or self-represented litigant presenting the order and all other attorneys of record and/or self-represented litigants indicating their approval as to form and substance or approval as to form, as appropriate. If a local attorney is presenting an order on behalf of an out-of-county attorney, the order should bear the signature block of the local and out-of-county attorneys. A full signature block consists of the attorney's and/or self-represented litigant's signature, printed name, mailing address, email address, bar number, telephone number, fax number (if available), and the identity of the party represented, if applicable.
- 3. Agreed Orders.** If the order involves a matter that is agreed to by the attorneys of record and/or self-represented litigants, the order must bear full signature blocks for all attorneys of record and/or self-represented litigants and state "Agreed" or "Agreed as to Form and Substance."

Agreed orders may be submitted for the court's signature pursuant to the following procedures:

**a. Presentation of Agreed Orders by Email.**

All agreed orders where an attorney or party does not intend to appear in Presiding Court must be submitted through the CivilDistrictAgreedOrders@bexar.org email address.

**b. Presentation of Agreed Order via Zoom or Personal Appearance.**

Agreed orders where an attorney or party has appeared in Presiding Court must be submitted through the [CivilDistrictPresiding@bexar.org](mailto:CivilDistrictPresiding@bexar.org) email address.

**c. Presentation of Agreed Orders from Prior Hearing.**

If the order resulted from a court ruling other than the Presiding Court and is agreed as to form, please submit the order by email or mail directly to the court issuing the ruling.

**d. Presentation of Agreed Order by Other Means.**

Attorneys and parties may also present agreed orders by mail, subject to the above requirements for Agreed Orders.

**4. Limited Ruling on Submission.** Except for the matters addressed below, Bexar County Civil District Judges do not ordinarily rule on submission. A hearing must be set with the Presiding Clerk or an agreed order bearing a full signature block of all attorneys of record and/or self-represented litigants may be presented. All default judgments must comply with the Servicemembers' Civil Relief Act, 50 U.S.C. *Appendix*, section 521. All default judgments must be reviewed by the Staff Attorney's Office prior to submission to a Judge for signature.

**Motions for Summary Judgment Submission Docket.** When all parties agree, they may submit Motions for Summary Judgment to be resolved on submission without a hearing. To set a summary judgment motion on the submission docket, the attorneys and/or self-represented litigants must file a joint notice setting the hearing and providing an estimate of the time required for reading the summary judgment filings. The Presiding Judge will assign the matter to an available Judge during the Presiding Court 1:30 docket on the date of the hearing.

**Uncontested motions where no record is required** (i.e., default judgment with liquidated damages or substituted service) may be submitted to [CivilDistrictUncontestedMotions@bexar.org](mailto:CivilDistrictUncontestedMotions@bexar.org) for review by the staff attorney. Upon review, if the motion does not require an appearance before the court, it will be submitted to the Presiding Court for

consideration. Uncontested motions where no record is required may also be submitted in person or by Zoom at the Presiding Court's 1:30 docket pursuant to subsection III.A above or by U.S. mail, subject to review by the staff attorney.

**For uncontested divorces**, attorneys and self-represented litigants must file:

1. an affidavit or sworn interrogatories to prove up the divorce (the parties' declaration of bankruptcy status must be included); and
2. the agreed Final Decree of Divorce.

**For adoptions**, attorneys and self-represented litigants must file all statutorily-required documents and an affidavit or interrogatories to prove up the adoption order, along with the Decree of Adoption, including affidavits and/or interrogatories to prove up the adoption and the Decree of Adoption.

**5. Preparation of Orders.** Unless otherwise ordered by the Court, orders made by the Court must be reduced to writing, presented to the Court for entry not later than two weeks from the date of hearing, and must bear the approval blocks for all attorneys of record and self-represented parties. If a proponent of the order is unable to secure the approval of the other attorney/party, a Motion to Enter the order must be filed and set in the Court which heard the motion. A copy of the Judges' Notes for the hearing at which the Judge rendered the order or a copy of the court reporter's notes for the hearing should accompany all Motions to Enter.

**6. Severance Orders.** Any severance order must state the style of the case and list the names of the parties and the attorneys of record in the severed case. When a severance order is entered, a new cause number will be assigned to the severed case.

## **G. Hearings and Bench Trials to be Conducted In Person or Via Zoom.**

Proceedings in the Presiding Court will be conducted pursuant to the following protocols:

1. Hearings to be heard as part of the 8:30 Presiding Court docket – Parties and attorneys may appear by Zoom or in person.

2. Hearings to be heard as part of the 9:00 Presiding Court docket – Parties and attorneys are to appear in person **EXCEPT** as follows:
  - a. If, after conferring, the parties and their attorneys agree in writing that the time required for their hearing is **2.5 hours or less and agree in writing** to have the hearing held via Zoom; then
  - b. The attorneys must file a joint notice of hearing stating that the time required for the hearing is **2.5 hours or less and that the parties have agreed** to have the matter heard by Zoom. The joint notice must be filed at least 2 days prior to the date on which the hearing is set to be heard. See Appendix A – Sample Joint Notice.

Where the attorneys and parties have agreed that their hearing meets the requirements to be heard via Zoom **and file the required joint notice of hearing**, the hearing will be called during the 9:00 Presiding Court docket and assigned to a judge to be heard via Zoom.

**Hearings that extend beyond the 2.5 hour time announcement shall be referred back to Presiding Court for reassignment.**

3. All uncontested matters set in Presiding Court can be heard via Zoom or in person as the attorney and/or party chooses.
4. All proceedings before the Associate Judges in the Children's Court Division of the Civil District Courts will be conducted pursuant to the following procedures:
  - a. All non-evidentiary hearings will be heard as docketed by the courts. Parties and attorneys may appear by Zoom or in person. Zoom information is available from the assigned Associate Judge.
  - b. All evidentiary hearings will be heard in person as docketed by the courts **EXCEPT** as follows:

1. If, after conferring, the parties and their attorneys agree in writing that the time required for their hearing is **2.5 hours or less** and agree in writing to have the hearing held via Zoom; then
2. The attorneys may file a joint notice of hearing stating that the time required for the hearing is **2.5 hours or less** and that the parties have agreed to have the matter heard by Zoom.

See Appendix A – Sample Joint Notice.

Where the attorneys and parties have agreed that their hearing meets the requirements to be heard via Zoom and file the required joint notice, the hearing will be called as docketed by the court and heard via Zoom.

5. Any party or attorney who believes that a hearing should not occur pursuant to the protocols described above must file a motion to be heard on the 8:30 Presiding Court Docket or by the Associate Judge before whom the hearing is set, preferably before the date of the hearing. See Appendix B – Sample Motion.
6. **Regardless of whether the parties and/or attorneys appear in person, witnesses may still be presented via Zoom.**
7. **Setting Hearings.** Attorneys and self-represented litigants shall set matters pursuant to the above protocols and the Texas Rules of Civil Procedure by efileing the appropriate Fiat or Notice of Setting.

All fiats, orders setting hearings, and orders to appear must identify whether the hearing will occur in person in Presiding Court **OR** remotely on the Presiding Court Zoom. All Fiats, Notices of Setting, orders setting hearings, and orders to appear **must** also include the following:



1. The time announcement<sup>1</sup>;
2. Telephone numbers for all attorneys and/or self-represented litigants;
3. Email addresses for all attorneys and/or self-represented litigants; and
4. Whether an interpreter is required and the desired language.  
*For languages other than Spanish interpretation, please make arrangements with court administration as soon as practical in advance of the hearing at (210) 335-2300.*

See Appendix C – Sample Notices.

Additionally, where the attorneys and parties agree that the evidentiary hearing will be **2.5 hours or less** and that the hearing is to be held via Zoom, the attorneys must file a joint notice of hearing signed by both attorneys. See attached sample notices. See Appendix A.

- 8. Appearing for Presiding Court and Hearing Assignments.** Attorneys and self-represented litigants are expected to appear at the Presiding Court docket call in-person where required by these protocols on the date and time listed on the fiat, notice of setting, order setting hearing, and/or order to appear. Attorneys and self-represented litigants may appear at the Presiding Court call docket on Zoom on the date and time listed on the fiat, notice of setting, order setting hearing, and/or order to appear for non-evidentiary hearings or for evidentiary hearings that by agreement will be **2.5 hours or less** and the required joint notice of hearing has been filed with the court as set forth in these protocols.
  - a. To Appear in Person.** The address to the Presiding Civil District Courtroom is Room 1.09 (1<sup>st</sup> Floor), Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205.
  - b. To Appear Remotely.** The Zoom meeting link for Presiding Court is <https://zoom.us/my/bexarpresidingcourtzoom>. The Zoom meeting identification number for Presiding Court is 917-895-

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<sup>1</sup> A time announcement is the total amount of time it takes to present your case to the judge, including the time necessary to read the materials presented.

6796. The Zoom telephone access number for Presiding Court is 1-346-248-7799.

During the docket call, the Presiding Judge will assign each case to another judge for hearing. **Any hearing set via Zoom by agreement will be held to the 2.5 hour or less time announcement.**

If you appear remotely, the Presiding Judge will provide the Zoom Meeting ID Number for the assigned judge. Attorneys and self-represented litigants are expected to immediately log out of the Presiding Court Zoom Meeting and log into the assigned judge's Zoom Meeting using the provided Meeting ID. Failure to do so in a timely manner may result in your hearing being dropped.

If you appear in-person, you are expected to promptly report to the courtroom of the assigned judge.

If your case is not assigned during the docket call, attorneys and self-represented litigants shall be on standby, readily available for their hearing assignments and are encouraged to continue conferring on their cases.

DO NOT use the Zoom Chat feature to engage the Court and Court Staff unless given permission by the Presiding Judge. DO NOT make time announcements using the Zoom Chat feature and DO NOT submit your time announcement to ANY court email address in advance of your appearance. **All time announcements must be made to the Presiding Judge in person or live on Zoom.**

Upon checking in with the assigned judge, attorneys and self-represented litigants will receive instructions from the assigned judge on how to share pleadings and exhibits with the court.

**Time announcements will be strictly enforced absent extenuating circumstances.**

To prevent disruption, attorneys and self-represented litigants must mute themselves in their settings upon entering the Court Zoom Meeting and may unmute when given permission by the Court or when their case is called. Attorneys and self-represented litigants must turn on their video when addressing the Court and identify themselves by their legal name on their video feed.

All attorneys, self-represented litigants, parties, witnesses, observing members of the public, and others appearing before the courts via Zoom shall have their video feed on at all times until given permission by the court to turn the video feed off and shall have their legal name displayed on their video feed. Violation of the foregoing may result in the individual being removed from the Zoom hearing.

Attorneys and self-represented litigants are responsible for advising each witness how they can participate in the hearing and should make every effort to avoid delays. If a witness is not available to testify at the designated time, the witness may not be heard.

Witnesses appearing before the courts via Zoom are further advised that they are expected to dress and conduct themselves as they would if they were appearing in person before the court. They shall not appear while operating a moving vehicle or in any other circumstance that the court determines risks the safety of the witness or others. Any witness violating these requirements is subject to being excluded from testifying or otherwise participating in the proceeding.

Unless permission is granted by the court, proceedings may not be recorded.

**H. Policies (General).** The Presiding Judge will adhere to the following policies:

- 1. A.I. Certification.** All pleadings shall include a certificate on the form approved by the Civil District Court Judges and available on the Presiding Court website, signed by the attorney, attesting that:

- a. all drafted language, quotations, sources, citations, arguments, and legal analyses produced by generative A.I. will—before submission—be verified by an attorney licensed in Texas as accurate through traditional (non-A.I.) legal sources, and
- b. that the attorney of record understands and acknowledges that they are responsible for their and their co-counsel's failure to comply with this order.

- 2. Zoom Telephone Hearings (non-inmate).** If an attorney or a self-represented litigant is in need of a hearing by telephone, a Motion for Telephone Hearing must be filed and set with the Presiding District Clerk on three days' notice to the opposing party/attorney. Alternatively, if all parties agree that the telephone hearing can take place, a Rule 11 Agreement must be efiled prior to the date that the hearing will take place. Any such Agreement must be reviewed and approved by the Presiding Judge or the Judge to whom the case is assigned. If no agreement can be reached, a telephone or other hearing on the motion will take place as designated by the Presiding Judge or the Judge to whom the case is assigned. The telephone number for Zoom telephone hearings is (346) 248-7799.
- 3. Telephone Hearings (Inmates).** If a party to any proceeding is incarcerated and has filed an answer or has been notified of a hearing but the time for filing an answer has not yet passed, or the inmate or their counsel has otherwise requested a hearing, the incarcerated party shall have the right to participate in the scheduled hearing by telephone, or, if the inmate is in the Bexar County Jail, a bench warrant may be issued. The decision to schedule a telephone hearing with a Bexar County inmate or to bench warrant the inmate shall be made by the Presiding Judge. All telephone hearings are processed by the Staff Attorney's Office, (210) 335-2123.
- 5. Copies of Documents.** All persons requesting copies of documents by mail from the District Clerk must furnish the clerk a return, self-addressed, stamped envelope.
- 6. Mediation Rules.** The Bexar County Civil District Judges have adopted rules for mediation which are available on the District Clerk's website. Mediation may be ordered in a non-jury case by a judge at the judge's

discretion. Mediation is required in jury cases pursuant to Rule 8 of these local rules unless excused by the Monitoring Judge.

**7. 1:30 Uncontested Presiding Court Docket.** No setting is required. Matters considered by the court at this docket are:

- a. uncontested divorce prove-ups;
- b. uncontested adoptions;
- c. uncontested name changes;
- d. friendly-suits;
- e. agreed orders;
- f. requests for *ex parte* temporary restraining orders;
- g. requests for *ex parte* protective orders;
- h. default judgments;
- i. alternative service requests; and
- j. other matters (at the discretion of the Presiding Judge).

Court participants must have ready to share with the court all statutorily-required documents, pleadings, and proposed orders. If appearing remotely these documents must be in digital .pdf format.

**DO NOT email documents to ANY court and staff counsel email addresses in advance of your appearance.** If appearing remotely, the Presiding Judge will tell you where to email your documents when you make your appearance for this docket. Failure to follow these instructions will delay your case and frustrate procedures in place.

**I. Policies (Family Law).** These policies are not intended to, and shall not modify or supersede the Texas Rules of Civil Procedure or the Texas Family Code.

**1. Standing Order Regarding Children, Property and Conduct of the Parties in Divorce Suits and Original Suits Affecting the Parent-**

**Child Relationship.** Bexar County Civil District Courts require that in every divorce case and in original suits affecting the parent-child relationship, the Petitioner shall attach to the original petition and to each copy of the petition a copy of the Bexar County Standing Order Regarding Children, Property and Conduct of the Parties.

- 2. Required Education.** Unless otherwise ordered by the Court, all parties involved in divorces with minor children must complete the Helping Children Cope with Divorce, KIDS (Kids in Divorce Situations), or similar education before their divorce will be granted.
- 3. Testimony by Minors.** The Courts discourage calling minor children as witnesses to testify in court in family law matters involving their parents. If a minor child's testimony is absolutely required, children are not to be brought to court to testify until such time as their testimony is scheduled by the judge.
- 4. Default Divorces.** On entry of default divorce decrees, all parties shall comply with the requirements of Texas Rules of Civil Procedure 239 and 239a including the requirement that a certificate of last known address of the defaulting party be filed. Pursuant to the Servicemembers' Civil Relief Act, all default judgments must be accompanied by a non-military affidavit with sufficient facts for the Court to determine the military status of the defaulting party or with a Military Status Report from the Department of Defense Manpower Data Center attached.
- 5. Custody Evaluations and Psychological Evaluations.** When the Court orders a custody evaluation or a psychological evaluation, the parties shall not appear for a contested final hearing until the custody evaluation or psychological evaluation has been completed. If there is difficulty obtaining the custody evaluation or psychological evaluation, or some reason that the evaluation is no longer warranted, the parties must seek relief from the order requiring the custody evaluation or psychological evaluation before appearing for trial. **All custody evaluations and psychological evaluations shall be completed within 90 days absent leave of the court.**
- 6. Divorce Trials.** Unless waived by the Court, all litigants appearing for trial involving property or liability issues shall present the Court with a

sworn Inventory & Appraisement substantially in the format of the sample posted on the Bexar County District Clerk's website, which shall contain an itemization including values of all contested items of property and all debts.

**7. Trials and Hearings Relating to Support.** Unless otherwise waived by the Court, all litigants involved in trials or hearings relating to child support or spousal support shall present the Court an itemization or summary of all of their income and expenses, substantially in the format of the sample posted on the District Clerk website, as well as a minimum of the prior 3 months of wage and income information and a tax return from the previous year, if child support and/or spousal support is an issue in the trial or hearing.

**8. Domestic Relations Office.** In cases involving children, the Court may, on its own motion, request that the Domestic Relations Office assist the Court. If the parties to a proceeding wish to involve the Domestic Relations Office in the case, a motion must be filed and a hearing set before the Presiding Judge. The Presiding Judge will determine if the involvement of the Domestic Relations Office is appropriate. No orders, including orders agreed to by the parties, will be signed unless the Presiding Judge has determined at a hearing that the involvement of the Domestic Relations Office will assist the Court.

### ***Comments to Local Rule 3. Non-jury Docket.***

***The following comments carry the same force and enforceability as the rules:***

***8:30 Docket.*** The 8:30 docket was created in the 1980's to serve three purposes: (1) it clears out shorter matters early in the morning before the general docket is called at 9:00; (2) it gives the Presiding Court the early-morning assistance of the judges who are trying jury cases; and (3) it helps minimize conflicts for lawyers who have pretrial hearings but are in trial elsewhere in the courthouse by releasing them from their jury cases until 9:30.

***Computation of Time.*** Under Rules 4, 21, and 21a, T.R.C.P., weekends and holidays are not counted when calculating three-day notice periods and therefore notice must be given by Wednesday for a motion hearing on

*Monday. Three days are added to the notice periods when notice is given by mail.*

**Announcements.** *It is helpful to understand how the Presiding Judge will interpret the common announcements at docket call and what action the judge will take:*

**No announcement by other side.** *If the opposing party does not answer, the judge will call you to the bench after the docket has been called and will review the file to confirm notice and to discuss with you the relief to be granted. In certain situations, the judge may ask you to telephone the other lawyer and find out why he or she did not come to court. This practice helps avoid time-consuming motions for rehearing.*

**Ready.** *If you have already conferred with opposing counsel, the matter cannot be resolved by agreement, and you need a hearing, you should announce ready. Once you have made a time announcement with the Presiding Court, you should not leave Presiding Court until you are assigned. Your failure to be present in Presiding Court when the case is to be assigned to the trial court will result in your matter not being assigned at that time.*

**Not ready.** *This means you have conferred, you are not ready, and you want to postpone the hearing. Presumably, the other side will not agree to a continuance; otherwise, the setting would be dropped or reset by agreement.*

**Conferring.** *Frequently you will want to talk with opposing counsel in the hall or a conference room, but you want to keep your setting and be assigned to a court in the event you cannot reach an agreement. Judges want lawyers to confer because many disputes can be resolved when the lawyers talk face-to-face. Frequently, in family law cases there has been no opportunity to talk. The suit has just been filed, and the petitioner does not know whether the respondent will appear, or whether he has retained an attorney or is proceeding without representation by an attorney. In such cases the judge will want both sides to confer, at least briefly. After you have conferred, if there is no agreement and you need a ruling, you should return to court and give your announcement and time estimate to the clerk or the judge. If you are still conferring at 11:00, you must report*



*this to the clerk so the case will be kept on the docket while you continue to confer.*

**Dropped settings.** *In many cases you have not been able to serve or notify the other side, or you have your opponent's agreement to drop the setting and try to work things out informally, or perhaps you and your opponent have resolved your matter by agreement but do not intend to have a written order signed. In these situations you should ask that the setting be dropped. You have no right to drop a setting over your opponent's objection, even when it is your setting.*

**Agreed resets.** *This means you and opposing counsel both want the matter reset. If you are ready and have conferred but cannot agree to the other side's request for a reset, you should announce ready and let your opponent seek a continuance.*

**Agreed orders.** *When the issues set for hearing have been settled, a written agreed order should be submitted later. Be sure to state whether you need to present proof (e.g., in divorce settlements) or make a record pursuant to Rule 11, T.R.C.P.*

**Time estimates.** *Attorneys are expected to make realistic estimates of the time they think will be needed for the entire hearing, including the time necessary for the judge to read any materials presented during the hearing.*

#### **Local Rule 4. Jury Docket (Monitoring Court and Jury Assignment Clerk).**

**A. General Policies.** Trials on the merits in all jury cases and in nonjury cases referred by the Presiding Judge are scheduled and assigned by the Monitoring Judge with the assistance of the Jury Assignment Clerk. Each week, the Monitoring Judge with the assistance of the Jury Assignment Clerk assigns jury trials (and referred non-jury matters) to courts as they become open. Jury cases are set for a specific week. All trials are set on Mondays and the case may be assigned for trial on that Monday or any day that week. Cases not reached during the week of the setting are automatically reset for trial during carry-over week generally — the last week of the month — without further notice. Each quarter of the year, a different civil district judge serves a rotation as Monitoring Judge.

**B. Appearances.** Monitoring Court will be called by Zoom, but parties may choose to appear in person. A participant appearing in person must be prepared to introduce documents and evidence during the hearing using Zoom. It is highly recommended (but not required) that in-person participants appear with a personal computer or smart device with the Zoom App or Zoom software installed, all evidence uploaded on the computer or smart device, and equipped with a wireless modem or air card. WI-FI access may not be available in the courtroom.

The link to Monitoring Court ZOOM is <https://txcourts.zoom.us/monitoringcourt>. The Zoom telephone access number for Monitoring Court is 1-346-248-7799. The Zoom personal meeting identification number: 992-478-8545. The Monitoring Court telephone access code is 992-478-8545.

**C. Procedures.** Each week's jury docket is handled pursuant to the procedures set forth below.

- 1. Announcements.** All cases set on the Monitoring Court trial docket require a trial announcement. The parties must announce "Ready" or "Not ready" for trial. **If a party announces "Not ready", they must file a motion for continuance of the trial date at the time of or before making their announcement and set their motion for hearing prior to the trial setting.** Each attorney and self-represented litigant shall submit their announcement three weeks prior to the trial date but no later than 12:00 p.m. on the Monday before each scheduled trial date. The responses must be sent electronically to [monitoringcourt@bexar.org](mailto:monitoringcourt@bexar.org). The requirements for the Trial Announcement are set forth in Appendix E to these rules.

**Time announcements for trial will be strictly enforced absent extenuating circumstances.**

**At any time, if the case resolves or for another reason will not be tried on the scheduled trial setting, the parties must contact the Civil Jury Assignments Office immediately.**

## **2. Assignment for trial.**

- a. *Friday.* By Friday, the Monitoring Judge with the assistance of the Jury

Assignment Clerk assigns cases to specific courts for trial. The clerk of the court assigned to try the case will email or otherwise contact the attorneys and/or self-represented litigants and notify them that they are assigned for trial in that court beginning on Monday. Motions in Limine, proposed Jury Charges, and motions to realign parties or equalize peremptory strikes must be delivered to all parties by noon on the last business day before the trial date. **Failure to do so could result in waiver of the issues, instructions, and/or questions presented.**

Attorneys and self-represented litigants must confer on all motions prior to presenting any issue to the trial court and must bring to the hearing an order conforming to any agreements reached on an issue and providing space for the trial judge to rule on the remaining disputed issues.

- b. *Monday.* The cases remaining on the docket after the Friday assignments have been made are called for announcements at 8:30 on the following Monday in Monitoring Court. Attorneys and self-represented litigants are expected to appear and announce whether they are ready for trial (with the estimated trial time), not ready (and having filed a motion for continuance), or that the case has been settled. Every case set for trial that week remains subject to assignment through Thursday. Cases not reached and assigned to a court by Thursday will automatically be placed on the trial docket for carry-over week (generally, the last week of the month) for trial at that time.
- c. *Tuesday, Wednesday, and Thursday.* Except when a holiday falls on a Monday, all hearings on motion to be heard by the Monitoring Judge shall be set on any Tuesday, Wednesday or Thursday at 8:30 a.m. When Monday is a holiday, the available hearing dates for that week are Wednesday and Thursday. Settings are obtained through the Jury Assignment Clerk's office and available dates may be found at <http://bexar.org/1813/Chief-Trial-Assignment-Clerk>. Hearings on all motions heard by the Monitoring Judge require 3 days' notice.

**D. Motions.** The Monitoring Judge hears the following trial-related motions:

- 1. Set on Jury Docket;

2. Continuance of Trial;
3. Scheduling Order/Docket Control Plan;
4. Designate case as Complex;
5. Special/Preferential Setting;
6. Level III Discovery Control Plan;
7. Accelerate/Advance Trial Setting;
8. Strike jury demand; and
9. Motion for or to Compel Mediation.

**Certification of Conference Requirement.** Prior to setting a hearing, the parties must make reasonable efforts to actually speak to one another regarding the date, time, and format (i.e., whether in-person or remote) of a hearing or trial and the substance of the motion in a genuine effort to narrow their disputes before seeking court intervention. To that end, every motion must include a certification that “counsel has conferred with (or made reasonable efforts to confer with) all parties about the date, time, and format of the setting”, and every motion (other than dispositive motions) must also certify either:

1. “Counsel has conferred with all parties who may be affected by the relief sought in this motion in a good faith effort to resolve or narrow the issues raised.”; or
2. “Counsel has made reasonable efforts to confer with all parties who may be affected by the relief sought in this motion but has been unable to do so.”

The court retains discretion to strike any setting in which the motion (or an amended version of the motion) does not include such certificates.

Motions set to be heard by the Monitoring Judge must include a fiat or notice of setting. All fiats setting hearings to occur remotely by ZOOM, and must include the following:

1. The link to Monitoring Court ZOOM: <https://txcourts.zoom.us/monitoringcourt>
2. The Zoom telephone access number for Monitoring Court: 1-346-248-7799. The personal meeting identification number: 992-478-8545.
3. The Monitoring Court telephone access code: 992-478-8545.

**E. Policies.** The Monitoring Judge will adhere to the following policies:

1. **Agreed Continuances.** When a continuance is agreed or unopposed, the parties must file a motion and an agreed order providing the new trial date. Available trial dates can be found at the following website and are updated each week: <https://www.bexar.org/1813/Chief-Trial-Assignment-Clerk> and <https://www.bexar.org/2999/Monitoring-Court>.
2. **Special Settings.** The Monitoring Judge may grant a special setting, which will give cases a priority over the ordinary settings. This decision requires a motion and hearing in Monitoring Court, even if all parties agree.
3. **Complex Cases.** The Monitoring Judge has the discretion to remove a case from the central docket for assignment to one judge for all further pretrial matters and trial on the merits. A motion and hearing in Monitoring Court is required even if all parties agree. If the motion is granted, the Monitoring Judge will use a predetermined random procedure to determine which judge will preside over the case to its conclusion.
4. **Dismissal Docket.** Periodically the District Clerk sets older cases for dismissal for want of prosecution and notifies the parties of the dismissal setting in Monitoring Court. Cases will be set for hearing on designated Tuesdays as identified on the Monitoring Court calendar on the Monitoring Court website. If no one appears at the hearing to ask that the case be retained on the docket, it will be dismissed. The Monitoring Judge decides which cases to retain on the docket and hears any motions to reinstate cases that have been previously dismissed for want of prosecution. It is the responsibility of the attorney or the party, if self-represented, to notify the Dismissals Clerk that a final order has been signed on a case which is set on the dismissal docket. The Dismissals Clerk may be reached at (210) 335-2120.

Failure to notify the clerk of the signing of the final order may result in dismissal of the cause. Any case set on the dismissal docket cannot be set on the jury docket until a hearing is held before the Monitoring Judge and an order allowing the jury setting is obtained.

- 5. Proposed Orders.** All agreed orders or orders pursuant to the rulings of the Monitoring Judge must be submitted pursuant to the procedures set forth on the Monitoring Court website. All agreed orders must have a complete signature block for an attorney representing each party to the proceeding and each self-represented litigant and the order must be signed by the attorney or each party and any self-represented litigant (electronic signatures and signatures by permission remain acceptable). Orders pursuant to a hearing also need to include the signature block for each attorney representing a party and signatures for each attorney or self-represented litigant, unless obtained by default.

If the ruling was made by a judge other than the Monitoring Judge, the order must be submitted to the judge who issued the ruling.

***Comments to Local Rule 4. Jury Docket (Monitoring Court and Jury Assignment Clerk)***

***The following comments carry the same force and enforceability as the rules.***

***Processing the Trial Docket.*** Monitoring Court will call the “Trial Docket” on Mondays at 8:30 a.m. If Monday is a holiday, then the trial docket will be called Tuesday.

*Bexar County does not have a “line” system when assigning cases and many variables are used to assign cases. Cases may be assigned on any day of the trial week. If your case has been assigned to a court prior to the trial docket call, you will be contacted with instructions on when to appear by the assigned court. Do not appear at the Monitoring Court docket call but follow the assigned court’s instructions or contact the clerk for the assigned trial court.*

*If you have not received a court assignment, prior to the trial docket call, you must appear at the docket call via Zoom or in person. If the case is not*

assigned at docket call; you are considered on standby and must contact the Jury Assignments Office at 10:15 a.m. at 210-335-2520.

If you are still not assigned to a court at 10:15 a.m.; you remain on “standby” until your case is assigned to a court and will continue to be on standby until Thursday of your trial week. **Once your case is assigned to a Court, be prepared to report in person (unless instructed otherwise by the trial court) to the assigned courtroom within one hour of your assignment.**

**Limits on weekly settings.** Years of experience with this system have proven that no week should be overloaded with jury settings because if too many cases are set at one time the courts will not be able to try all of them. If this were allowed to happen, the system would lose the predictability that is one of its main strengths. For this reason, the Monitoring Judge, with the assistance of the Jury Assignment Clerk, sets limits on the number of weekly jury settings. Most of the time, each case is reached and disposed of during the week of the initial setting. Any remaining cases are invariably reached and tried during carry-over week.

**“Longer non-jury cases”** are removed from the Presiding Court docket and assigned with the jury cases because the Presiding Court cannot afford to devote any of its assisting judges to a long case.

**“Carry-over week”** is an important part of the system because it adds certainty to the trial settings earlier in the month: Lawyers and litigants know that any cases not reached earlier in the month will be tried during carry over week, generally, the last week of the month, and this knowledge promotes settlement.

**“Special settings”** are given typically when there are several out-of-town witnesses or parties, or when the litigants and witnesses have significant scheduling problems. In addition, they are sometimes granted in cases that will require two weeks or more to try. Within one week after a case has been given a special setting, the attorneys are expected to submit an agreed pretrial scheduling order or, if agreement is not reached, to set the matter for hearing.

**“Complex Cases.”** The central docket is not designed to handle those rare cases which are very complicated and require repeated pretrial hearings. In such cases, the central docket can produce inconsistent rulings, as lawyers constantly have to “reinvent the wheel” with each new judge who is assigned

*a hearing. The designation of a case as complex results in the assignment of the case to a judge, not a court. In the event the judge to which the case is assigned leaves the bench prior to the conclusion of the case, the case must be reassigned pursuant to the procedures described in Local Rule 4(C)(3).*

## **Local Rule 5. Scheduling Hearings and Trials.**

**A. Non-jury Settings.** A party may schedule a nonjury trial or hearing by filing a motion to set on a specific date and time with the Presiding Court (210-335-2000) and serving a copy of the motion and a conformed copy of the order on all other parties. If the non-jury matter is expected to last longer than two days, a Motion for Referral to the Monitoring Court must be filed and set at 8:30 A.M. in Presiding Court. The Presiding Judge will decide if the matter will be referred to the Jury Assignments Clerk for a setting.

**B. Jury Settings.** A party may set a case for jury trial or non-jury trial in cases referred by the Presiding Judge by selecting an available date from the Monitoring Court website – <https://www.bexar.org/1813/Chief-Trial-Assignment-Clerk> and <https://www.bexar.org/2999/Monitoring-Court> -- and filing an agreed motion to set and an order or an agreed scheduling order or docket control order containing a trial setting and serving a copy of the motion and/or order on all other parties or, if there is no agreement, by setting a hearing before the Monitoring Court. All cases must be mediated no later than 45 days before the trial date as provided in Local Rule 8 below. The jury fee must be paid prior to the setting or at the time of setting a case on the jury docket.

### ***Comments to Local Rule 5. Scheduling Hearings and Trials.***

***The following comments carry the same force and enforceability as the rules.***

*The notice of hearing or fiat that sets the matter for trial or other hearing must substantially comply with the forms contained in the Appendix to these rules. See Appendix D.*



## **Local Rule 6. *Ex Parte* Requests.**

**A. General.** Every request for relief from a Civil District Court must be presented to the Presiding Court, with the exception of the uncontested matters specified in Subsection B.

**B. Uncontested Matters.** The following matters may be presented to any available district court judge: agreed and waiver divorces; agreed orders; nonsuits; friendly suits; uncontested adoptions; and uncontested requests for change of name.

**C. Temporary Restraining Orders.** All temporary restraining orders must be presented **by an attorney or a self-represented litigant** to Presiding Court for decision or for assignment to another judge. The attorney or party, if self-represented, making the request shall state in writing that: (1) to the best of his knowledge the respondent is not represented by counsel, (2) he has tried and has been unable to contact opposing counsel about the application and the means by which the attempt was made, (3) opposing counsel has been notified of the application and does not wish to be heard, or (4) notifying the respondent or his counsel would cause irreparable harm to the movant.

**D. Other Extraordinary Relief.** Other requests for extraordinary relief, such as requests for writs of habeas corpus, sequestration, attachment, and garnishment, and requests for family law protective orders, must be **presented by an attorney or a self-represented litigant** to the Presiding Judge for decision or assignment to another judge. When any judge has denied such a request, the matter may not be presented to a different judge without assignment by the Presiding Court. In the case of *ex parte* and final protective orders, there are two forms which must be attached to all said orders. The forms are entitled "Schedule A" and "Data Entry Form for Texas Crime Information Center" and are available in the Bexar County District Clerk's Office and on the Bexar County District Clerk's website.

## ***Comments to Local Rule 6. Ex Parte Requests.***

***The following comments carry the same force and enforceability as the rules.***

***Temporary Restraining Orders.*** Except as set out in Rule 6C of these rules, if an attorney is aware that another party is represented by counsel or is

*reasonably sure that the other party has counsel, the proponent of the temporary restraining order must give notice to opposing counsel that the TRO will be presented to the Presiding Judge at a specific date and time. To the extent possible, notice should be provided by telephone. When relying on rule 6(C)(2), the applicant should describe with reasonable particularity the unsuccessful efforts to contact opposing counsel.*

## **Local Rule 7. Post-Trial Hearings.**

**A. Contested Trials and Hearings.** With the exception of post-judgment discovery and enforcement proceedings and family-law motions to modify or clarify a final order, after a contested trial on the merits all motions must be scheduled with and heard by the judge who presided over the trial. Motions to enter a judgment, order, or decree should be scheduled directly with the judge who made the ruling at issue.

**B. Default Judgments.** Motions to set aside or modify no-answer default judgments must be set before the Presiding Court in the same manner as other non-jury matters. Motions to set aside or modify post-answer default judgments (e.g., after failure to appear for trial or after the granting of sanctions) must be set before the judge who granted the judgment.

## **Local Rule 8. Mediation.**

**A. Deadline for Mediation.** All cases set on the jury docket must be mediated no later than 45 days before the trial date.

**B. Mediation Orders.** The court will honor agreements that choose a particular mediator. Agreed mediation orders must be submitted pursuant to the Monitoring Court website. All orders must state the mediator's name, how the fee will be split, the deadline for mediation, and must contain a provision authorizing sanctions for noncompliance.

**C. Pro Bono Mediations.** Any agreement to use a Pro Bono mediator must be approved by the Monitoring Judge after a showing of the inability to pay by one of the parties to the suit.

**D. Report of Mediator.** The Mediator's Report must be filed no later than thirty (30) days before the trial date. **Parties are responsible for ensuring the Mediator's report is filed.**

**E. Failure to Comply.** Failure to comply with the provisions of this section regarding mediation will likely result in the trial setting being dropped or other sanctions which the Monitoring Judge deems appropriate.

#### **Local Rule 9. Vacations and Other Unavailability.**

**A. Notice.** Attorneys who plan to take a vacation, or who know that they will be unavailable for hearings, and who wish to prevent the scheduling of hearings during their absence must give written notice to the Bexar County District Clerk and to the attorneys-in-charge for other parties in the cases affected at least two weeks before the vacation or period of unavailability will begin. The notification letter must provide an address, telephone number, email address, and telecopier number for service of notice. In family-law cases, the notification letter must also designate alternate counsel in the event an emergency arises during the vacation or period of unavailability.

**B. Existing Settings.** Existing settings will not be dropped, postponed, or rescheduled solely on the basis of a vacation or unavailability letter. Attorneys who desire to take a vacation or otherwise be unavailable must reschedule existing hearings by agreed order or by motion for continuance and ruling from the Presiding Court.

#### **Local Rule 10. Attorney General Involvement and Right to Notice.**

**A. Orders for Child Support.** Each order or decree which provides for child support to be paid through the Texas State Disbursement Unit shall be deemed to include an application for Title IV-D child support services provided through the Office of the Attorney General, pursuant to Texas Family Code Chapter 231. Unless required to accept such services pursuant to other laws, a person entitled to receive Title IV-D child support services may decline such services by filing a written Refusal of Child Support Services with the Bexar County District Clerk. Refusal of Title IV-D Child Support Services does not preclude that person from making a subsequent written application for such services.

**B. Orders Adjudicating Parentage.** All timely proceedings to adjudicate parentage and suits in which a denial of parentage has been filed and an order for genetic testing has been entered shall, upon filing, be deemed to include an application for Title IV-D services provided by the Office of the Attorney General of Texas pursuant to Chapter 231 of the Texas

Family Code. The Office of the Attorney General is thereby a party entitled to notice of proceedings pursuant to Section 102.009(d) of the Texas Family Code. Unless required to accept such services pursuant to other laws, a person entitled to receive Title IV-D Child Support Services may decline such services by filing a written Refusal of Child Support Services with the Bexar County District Clerk. Refusal of Title IV-D Child Support Services does not preclude that person from making a subsequent written application for such services.

**C. Paternity Testing.** The Office of the Attorney General shall coordinate genetic testing through the accredited and state-approved and -contracted vendor laboratory in all cases in which parentage is an issue to be determined and adjudicated by the Court, unless the parties agree to an adjudication of parentage, a valid acknowledgement of paternity has been filed, or the time limitation to bring the suit to adjudicate parentage has expired. Unless required to accept such services pursuant to other laws, a person entitled to receive Title IV-D child support services may decline such services by filing a written Refusal of Child Support Services with the Bexar County District Clerk. Refusal of Title IV-D Child Support Services does not preclude that person from making a subsequent written application for such services.

#### **Local Rule 11. Foreign Language and Sign Language Interpreters.**

All interpreters are scheduled through the Office of the Civil District Court General Administrative Counsel (210) 335-2300. A party that needs an interpreter, other than Spanish language interpreters, should, to the extent possible, call the office to arrange for the interpreter at least two weeks in advance of the hearing or trial. If the party requesting the interpreter determines that the interpreter is no longer required, the party must notify the Office of the Civil District Court General Administrative Counsel immediately.

#### **Local Rule 12. Public Access to Court Proceedings.**

Unless otherwise noticed, public access to all court proceedings is available in person in the respective courtrooms of the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas 78205.

#### **Local Rule 13. Applicability.**

These rules supersede and replace all prior Rules of Practice, Procedure and Administration in the District Courts of Bexar County and are effective December 1, 2023.

**Administrative Offices.** The administrative offices of the Civil District Courts may be contacted as follows: *Presiding Civil District Court: (210) 335-2000; Civil District Courts General Administrative Counsel: (210) 335-2300; Jury Assignment Clerk: (210) 335-2520; Dismissals Clerk: (210) 335-2120; Staff Attorney, Bexar County Civil District Courts: (210) 335-2123.*

## **APPENDIX OF FORMS**

**APPENDIX A** – SAMPLE NOTICE OF HEARING PRESIDING COURT ONLY – ZOOM HEARING BY AGREEMENT

**APPENDIX B** – SAMPLE MOTION TO CONDUCT HEARING VIA ZOOM

**APPENDIX C-1** – SAMPLE NOTICE OF SETTING IN-PERSON HEARING

**APPENDIX C-2** - SAMPLE NOTICE OF SETTING ZOOM HEARING

**APPENDIX C-3** - SAMPLE NOTICE OF SETTING HEARING FOR MONITORING COURT

**APPENDIX D** - SAMPLE NOTICE OF MOTION AND ORDER SETTING TRIAL DATE

**APPENDIX E** – SAMPLE TRIAL ANNOUNCEMENT

**APPENDIX A – SAMPLE NOTICE OF HEARING  
PRESIDING COURT ONLY – ZOOM HEARING BY AGREEMENT**

Cause No. \_\_\_\_\_

Plaintiff/Petitioner	§	In the District Court
	§	
v.	§	_____th Judicial District
	§	
Defendant/Respondent	§	Bexar County, Texas

**JOINT NOTICE OF ZOOM HEARING BY AGREEMENT**

The [name of motion or pleading] is set for hearing on [date], at [time] in the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205.

**PURSUANT TO THE ATTORNEYS' AND PARTIES' AGREEMENT YOU MUST PARTICIPATE IN THE HEARING BY LOGGING ON TO ZOOM.**

**TO APPEAR BY ZOOM:** At the designated time above, log on to the Presiding Civil District Court Zoom using this link: <https://zoom.us/my/bexarpresidingcourtzoom>. Alternatively, log on to the Presiding Civil District Court Zoom using meeting ID is 917-895-6796. If you are unable to log on with a computer or smart device, you can call the Zoom telephone access number for Presiding Civil District Court at 1 (346) 248-7799. You will need to input the Presiding Civil District Court Zoom access code: 917-895-6796. However, calling in is not recommended by the court.

**OTHER REQUIRED INFORMATION:**

1. The time announcement:
2. Telephone numbers and emails for all attorneys or self-represented litigants:

[name, phone number, email address]

*NOTE: You must include information for all parties, not just yourself. Including information for all participants is very helpful.*

3. Whether an interpreter is required: A [language] interpreter is

required.

*NOTE: For languages other than Spanish interpretation, please make arrangements with court administration as soon as practical in advance of the hearing at (210) 335-2300.*

**The undersigned attorneys and/or self-represented litigants have conferred and have agreed in writing that the time required for the hearing is 2.5 hours or less and that the hearing should be conducted by Zoom. Further, they acknowledge that they will be referred back to the Presiding Civil District Court to be reset for an in-person hearing on a later date if the hearing exceeds 2.5 hours.**

**ADD FULL SIGNATURE BLOCKS & CERTIFICATE OF SERVICE**



## APPENDIX B – SAMPLE MOTION TO CONDUCT HEARING VIA ZOOM

Cause No. \_\_\_\_\_  
Plaintiff/Petitioner                      §                      In the District Court  
   §  
v.     §                      \_\_\_\_th Judicial District  
   §  
Defendant/Respondent                      §                      Bexar County, Texas

### **MOTION TO CONDUCT HEARING VIA ZOOM**

On [date], [party] filed their [name of motion or pleading]. Pursuant to the protocols established by the Bexar County Civil District Court Judges, the [motion/pleading] is set to be heard in person on the [date of hearing] on the Presiding Civil District Court's 8:30/9:00 a.m. docket.

The hearing on [name of motion or pleading] should not be held in person for the following reasons:

1. [list all reasons that hearing should not be held in person (i.e., party has or recently had Covid, parties or attorneys must travel long distance for hearing or incur unnecessary expense)].

The parties and attorneys conferred on the relief requested in this motion but could not reach an agreement.

[Name of party requesting change] respectfully requests that the Court conduct the hearing on [name of motion or pleading] via Zoom on the date and time as currently set.

## **FULL SIGNATURE BLOCK**

### **NOTICE OF SETTING**

[party]'s Motion to Conduct Hearing Via Zoom is set for hearing on [date], at 8:30 am in the Bexar County Presiding Civil District Court, 100 Dolorosa, San Antonio, Texas, 78205.

### **YOU MAY PARTICIPATE IN THE HEARING BY LOGGING ON TO ZOOM OR BY APPEARING IN-PERSON AT THE COURTHOUSE.**

**TO APPEAR BY ZOOM:** At the designated time above, log on to the Presiding Civil District Court Zoom using this link: <https://zoom.us/my/bexarpresidingcourtzoom>. Alternatively, log on to the Presiding Civil District Court Zoom using meeting ID is 917-895-6796. If you are unable to log on with a computer or smart device, you can call the Zoom telephone access number for Presiding Civil District Court at 1 (346) 248-7799. You will need to input the Presiding Civil District Court Zoom access code: 917-895-6796. However, calling in is not recommended by the court.

**TO APPEAR IN PERSON:** At the designated time above, report in-person to the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205. If you appear in person and plan to introduce documents and evidence during your hearing, you must be prepared to share them on Zoom using a personal computer or smart device equipped with a wireless modem or air card and Zoom app or Zoom software installed. Wi-Fi access may not be available at court.

#### **OTHER REQUIRED INFORMATION:**

1. The time announcement:
2. Telephone numbers and email addresses for all attorneys or self-represented litigants:

*NOTE: You must include information for all parties, not just yourself. Including information for all participants is very helpful.*

3. Whether an interpreter is required: A [language] interpreter is required.

*NOTE: For languages other than Spanish interpretation, please make arrangements with court administration as soon as practical in advance of the hearing at (210) 335-2300.*

4. The total number of participants in the call:
5. Whether a record is required: A record is required.

## CERTIFICATE OF SERVICE

**APPENDIX C-1 – SAMPLE NOTICE OF SETTING  
IN-PERSON HEARING**

Cause No. _____	§	
Plaintiff/Petitioner	§	In the District Court
	§	
v.	§	_____th Judicial District
	§	
Defendant/Respondent	§	Bexar County, Texas

**NOTICE OF IN-PERSON HEARING**

The [name of motion or pleading] is set for hearing on [date], at [time] in the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205.

**YOU MUST PARTICIPATE IN THE HEARING BY APPEARING  
IN-PERSON AT THE COURTHOUSE.**

At the designated time above, report in-person to the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205. If you plan to introduce documents and evidence during your hearing, you must be prepared to share them on Zoom using a personal computer or smart device equipped with a wireless modem or air card and Zoom app or Zoom software installed. Wi-Fi access may not be available at court.

**OTHER REQUIRED INFORMATION:**

1. The time announcement:
2. Telephone numbers and emails for all attorneys or self-represented litigants:

[name, phone number, email address]

*NOTE: You must include information for all parties, not just yourself. Including information for all participants is very helpful.*

3. Whether an interpreter is required: A [language] interpreter is required.

*NOTE: For languages other than Spanish interpretation, please make arrangements with court administration as soon as practical in advance of the hearing at (210) 335-2300.*

**ADD FULL SIGNATURE BLOCK & CERTIFICATE OF SERVICE**

**APPENDIX C-2 - SAMPLE NOTICE OF SETTING  
ZOOM HEARING**

***NOTE: To be used only for Presiding Court (other than trial settings),  
the 8:30 a.m. Presiding Civil District Court, the expunction, the tax,  
and the 10:00 a.m. Protective Order dockets.***

	Cause No. _____	
Plaintiff/Petitioner	§	In the District Court
	§	
v.	§	_____th Judicial District
	§	
Defendant/Respondent	§	Bexar County, Texas

**NOTICE OF ZOOM HEARING**

The [name of motion or pleading] is set for hearing on [date], at [time] in the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205.

**YOU MAY PARTICIPATE IN THE HEARING BY LOGGING ON TO ZOOM OR BY APPEARING IN-PERSON AT THE COURTHOUSE.**

**TO APPEAR BY ZOOM:** At the designated time above, log on to the Presiding Civil District Court Zoom using this link: <https://zoom.us/my/bexarpresidingcourtzoom>. Alternatively, log on to the Presiding Civil District Court Zoom using meeting ID is 917-895-6796. If you are unable to log on with a computer or smart device, you can call the Zoom telephone access number for Presiding Civil District Court at 1 (346) 248-7799. You will need to input the Presiding Civil District Court Zoom access code: 917-895-6796. However, calling in is not recommended by the court.

**TO APPEAR IN PERSON:** At the designated time above, report in-person to the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205. If you appear in person and plan to introduce documents and evidence during your hearing, you must be prepared to share them on Zoom using a personal computer or smart device equipped with a wireless modem or

air card and Zoom app or Zoom software installed. Wi-Fi access may not be available at court.

**OTHER REQUIRED INFORMATION:**

1. The time announcement:
2. Telephone numbers and emails for all attorneys or self-represented litigants:

[name, phone number, email address]

*NOTE: You must include information for all parties, not just yourself. Including information for all participants is very helpful.*

3. Whether an interpreter is required: A [language] interpreter is required.

*NOTE: For languages other than Spanish interpretation, please make arrangements with court administration as soon as practical in advance of the hearing at (210) 335-2300.*

**ADD FULL SIGNATURE BLOCK & CERTIFICATE OF SERVICE**

## APPENDIX C-3 - SAMPLE NOTICE OF SETTING HEARING FOR MONITORING COURT

Cause No. \_\_\_\_\_

Plaintiff/Petitioner	§	In the District Court
	§	
v.	§	____th Judicial District
	§	
Defendant/Respondent	§	Bexar County, Texas

### **NOTICE OF HEARING**

The [name of motion or pleading] is set for hearing on [date], at 8:30 a.m. in the Monitoring Civil District Courtroom [ \_\_\_\_ District Court] located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205.

**YOU MAY PARTICIPATE IN THE HEARING BY LOGGING ON TO ZOOM OR BY APPEARING IN-PERSON AT THE COURTHOUSE.**

**TO APPEAR BY ZOOM:** At the designated time above, log on to the Monitoring Civil District Court Zoom using this link: <https://zoom.us/my/monitoringcourt>. Alternatively, log on to the Monitoring Civil District Court Zoom using meeting ID 992-478-8545. If you are unable to log on with a computer or smart device, you can call the Zoom telephone access number for Monitoring Civil District Court at 1 (346) 248-7799. You will need to input the Monitoring Civil District Court Zoom access code: 992-478-8545. However, calling in is not recommended by the court.

**TO APPEAR IN PERSON:** At the designated time above, report in-person to the Monitoring Civil District Courtroom [ \_\_\_\_ District Court] located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205. If you appear in person and plan to introduce documents and evidence during your hearing, you must be prepared to share them on Zoom using a personal computer or smart device equipped with a wireless modem or air card and Zoom app or Zoom software installed. Wi-Fi access may not be available at court.

#### OTHER REQUIRED INFORMATION:

1. The time announcement:
2. Telephone numbers and emails for all attorneys or self-represented litigants:  
[name, phone number, email address]  
*NOTE: You must include information for all parties, not just yourself. Including information for all participants is very helpful.*
3. Whether an interpreter is required: A [language] interpreter is required.  
*NOTE: For languages other than Spanish interpretation, please make*



*arrangements with court administration as soon as practical in advance of the hearing at (210) 335-2300.*

**ADD FULL SIGNATURE BLOCK & CERTIFICATE OF SERVICE**

**APPENDIX D - SAMPLE NOTICE OF MOTION AND ORDER SETTING  
TRIAL DATE**

Cause No. \_\_\_\_\_

_____	§	IN THE DISTRICT COURT
	§	
	§	
VS.	§	_____ JUDICIAL DISTRICT
	§	
	§	
_____	§	BEXAR COUNTY, TEXAS

**MOTION TO SET ON JURY DOCKET**

Motion is now made that the above-numbered and entitled cause be set for trial on the Jury Docket on [Date of Setting].

The estimated length of trial is \_\_\_\_\_ days.

Indicate: [TYPE OF CASE]

**ADD FULL SIGNATURE BLOCK**

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**ORDER**

The above-styled and numbered cause is set for trial on the Jury Docket for the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ at 8:30 o'clock a.m. in the Courtroom of the \_\_\_\_\_ District Judge, Bexar, Texas.

**MEDIATION DEADLINE** is hereby **ORDERED** and shall be **COMPLETED 45 days prior to your trial date**. The Mediator's Report must be submitted to the Jury Assignments Office no later than thirty (30) days before the trial setting. **Failure to comply will likely result in the trial setting being dropped.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Monitoring Judge

**ADD FULL SIGNATURE BLOCK & CERTIFICATE OF SERVICE**

## APPENDIX E – SAMPLE TRIAL ANNOUNCEMENT

**NOTICE: The Monitoring Court Must receive your responses no later than 12:00 PM, the Monday before your scheduled trial. Failure to respond may affect your chances of assignment.**

Email your announcement to [MonitoringCourt@bexar.org](mailto:MonitoringCourt@bexar.org) include the cause number in the subject line and to avoid *ex parte* communication with the Court, copy ALL attorneys in the case with the following information.

1. Ready, Settled, Agreed Continuance, or hearing on Motion for Continuance set on [Date]
2. Time Announcement (approx. number of total trial days-include pretrial time)
3. Lead Counsel per party
4. Names & E-mails of current lead counsel on case (all parties)
5. Time Announcement for preliminary matters (i.e., motions in limine, depositions cuts, motions to strike experts, etc.)
6. Self-represented litigant e-mail
7. Is an interpreter needed? Language? Time period needed? Has one been requested?
8. Has the case been mediated?
9. Are there any out-of-state clients or witnesses?
10. Type of Hearing (Jury or Non-Jury)
11. Cause Number
12. Trial Date