











COVID-19 Safety Information >



District Courts of Harris County



JUDGE TAMIKA CRAFT

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COURT PROCEDURES

Mandatory Electronic Filing:

In accordance with the Local Rules of Harris County District Courts, all cases in the 189th Civil District Court shall be electronically filed. Below are proper instructions regarding Electronic Filing. -

E-FILING INSTRUCTIONS-

Type the entire title of your pleading. Do not abbreviate parts of the title. The clerks need the full and complete title of the pleading to insure proper filing. Do not split your documents in different envelopes. Clearly label all exhibits. Do not attach proposed orders as exhibits.

Example:

Lead Document – Motion

Sub Document- Exhibit 1/A

Sub Document- Exhibit 2/B

Sub Document- Proposed Order

Sub Document- Filing Letter

Motions: ALL Motions and Responses filed with the Court must have a Proposed Order filed with the Court before the hearing or the hearing will automatically be passed.

All motions and responses should include a proposed order. All Motions require a Certificate of Conference, with the following exceptions: Motion for Default Judgment, Motion for Summary Judgment and Motion to Dismiss.

Discovery Motions-

The Court believes the parties can resolve most discovery disputes without Court intervention.

Discovery Motions should specify each specific discovery response at issue and include a copy of the response(s) at issue as sub-documents when e-filing, or state verbatim the request and answer in the body of your motion.

Proposed Orders should list each discovery issue separately so that the Court may sign a specific order granting or denying the requested relief. **If Court intervention is necessary, please note that the Court will order attorney fees if at the hearing the Court finds that court intervention was not necessary, and the rules of civil procedure were not adhered to by either party.**

Certificate of Conference-

The certificate of conference should include a detailed statement of the movant's efforts to resolve the issues in the motion with opposing counsel/party prior to filing the motion. If a party was unable to reach the other side prior to filing the motion, the certificate should state the efforts to communicate with that party. A statement along the lines of, "You faxed, emailed, or mailed a letter to opposing counsel and they did not respond," is NOT sufficient to meet the requirement to confer.

Further, a **supplemental certificate of conference should be filed** notating further efforts to resolve the discovery disputes at least 2 days before the **submission**/hearing date for the motion. If parties have not filed the supplemental certificate of conference, the hearing will be passed on the Court's docket. Parties with discovery motions pending on the oral hearing docket should arrive at least 15 minutes before their scheduled hearing to confer again with the other side prior to your case being called to the bench.

Trials:

The Court requires that all cases be mediated prior to trial (bench or jury).

Zoom appearance is never allowed for any trials. Counsel must appear in person.

Trial Ready-

Counsel is to announce Trial Ready on the Thursday prior the trial setting. You may file a Notice of Trial Ready with the court, or you may notify the trial coordinator, Danielle Gutierrez, via email at danielle_gutierrez@justex.net.

Bench Trial-

Counsel is to file a Findings of Fact and Conclusions of Law and a Final Judgment with the Court prior to trial.

Preferential Setting-

Counsel must file a Motion and Proposed Order. The motion must notate the reason for need of the preferential setting. There must be a signed order in the case file for a case to be observed as a preferential setting case.

Trial Continuance-

A Motion for Continuance must be filed in order for the Court to consider a trial to be continued. Motions that notate "Agreed" must contain signatures of all counsels. The Court will consider a first motion for continuance, a second motion for continuance must have a thorough reason, and a third motion for continuance must have a dire necessity reason notated. The Court will not be so inclined to grant a third, fourth, or fifth motion for continuance.

A Proposed Order must be filed with all Motions for Continuances.

A Docket Control Order must be filed as an order, not as an exhibit. If a Docket Control Order is filed as an exhibit, the coordinator or clerk will reach out to counsel to notify of a need to refile the Docket Control Order as an order.

Interpreter-

It is the responsibility of the attorney to provide and bring a CERTIFIED TRANSLATOR to trial with them if needed, it is NOT the Court's responsibility.

Court Reporter Transcript-

Please provide the Court Reporter with a USB of all hardcopy exhibits being provided for jury use. If a daily transcript of trial proceedings will be necessary, please notify the Court Reporter, Amanda King, with a month's advance notice. You may contact her at 832-927-2329 or email her at Amanda_King@justex.net.

Trial Technical Accommodations-

PRIOR TO THE START OF TRIAL, Counsel and/or counsel's Tech team MUST visit the Courtroom to test out the equipment. FAILURE TO DO SO WILL NOT DELAY THE TRIAL PROCEEDING AND COULD BE DETRIMENTAL TO THE PARTIES WHO HAVE FAILED TO COMPLY. It is not the Court's responsibility to walk you through the process of setting your technology up. For detailed instructions on the use of the audio-visual equipment, please visit the following web link: [Technology in Courtroom -](#)

189th.pdf (justex.net)

Pretrial-

All Pretrial Matters MUST be heard prior to jury selection.

If the parties believe more than an hour is needed for the pre-trial conference, contact the trial coordinator so additional time can be scheduled.

Counsel must provide the Court with a hardcopy trial binder.

Exchange: Motions in Limine, Witness Lists, Exhibit Lists, Deposition Excerpts, and any Objections thereto at least one day prior to the pretrial hearing. Discuss the matters among yourselves and attempt agreements. Advanced rulings on deposition excerpts are available by request, depending on the case. Captioning should be included on deposition videos used at trial.

Motion in Limine-

The Court has adopted a standing Order in Limine applicable to all cases. Do not duplicate these items in your Motions in Limine. Your motion should be limited to only those items specific to the facts and circumstances in your case. The Court's standing Order in Limine can be found under the forms section.

Trial Preparation Order-

The Court has adopted a standing Trial Preparation Order applicable to all cases. The Court's standing Trial Preparation Order can be found under the forms section.

Trial Notebooks-

All parties must prepare, exchange, and bring to the pretrial conference, a Trial Notebook that contains:

- * Motion in Limine and Order
- * Exhibit List
- * Witness List

* Proposed Order on ALL Objections

All parties are to submit a Proposed Jury Charge to the Court via email in Word Format or on a thumb drive. You may submit the Proposed Jury Charge to the trial coordinator, Danielle Gutierrez, at danielle_gutierrez@justex.net.

Daubert/Robinson-

A hearing should be requested pursuant to the DCO deadlines. All motions to exclude experts should be filed and heard 30 days prior to trial. The Court will NOT consider such motions filed after the deadline in the docket control order without a motion for leave demonstrating exceptionally good cause. Do not wait until the eve of or morning of trial to file your motion.

Hearings: Please contact the court clerks to schedule any hearings, oral and **submission** dockets, at 832-927-2325.

Submission Docket-

Submission dockets are held on Monday's at 8 AM, following the T.R.C.P guidelines.

ALL Motions for Summary Judgment will be heard by **submission** ONLY, following the 21-day guideline, per the T.R.C.P.

Law Day Docket- ALL Motions and Responses filed with the Court must have a Proposed Order filed with the Court before the hearing or the hearing will automatically be passed.

Law Day dockets are held on Tuesday's, beginning at 9 AM. Please contact the clerks of the Court at 832-927-2325 for dates and times.

Full Zoom mode must be in effect for attorneys appearing before the court.

Emergencies/Expedited-

If both sides agree to an emergency/expedited hearing, call the court clerk and set up a phone conference with the judge. If only one side feels it is an emergency, e-file a motion for emergency/expedited hearing.

Special Exceptions-

Attach a copy of the pleading you are excepting to as an exhibit (unless the exception is only to the amount of damages sought) or state verbatim which paragraphs you except to. Proposed orders should list each exception separately.

Severances-

The proposed Order of Severance should include the following:

1. How the severed case is to be styled.
2. The new cause number- (A) (B) (C)
3. The parties to be included in the severed case.
4. All the pleadings that are to be severed into the new file, which include document title, document filed date, and image number.
5. Whether the Order disposes of the severed case, or whether it will remain an active case; and
6. Who will pay for the costs of severance.

DWOP Docket-

A Motion to Retain and Proposed Order must be filed to retain the set case for dismissal on the Court's docket. There is no need to appear for the DWOP setting, the case will automatically be DWOP'd if a Motion to Retain is not filed.

Minor Settlement Hearings-

Regarding Minor Settlement Hearings, a Final Order and the Attorney Ad Litem's Fee Report must be filed three days in advance of the hearing.

Structured Settlement-

The Court requires the party to seek evaluator services. A Final Order must be filed three days in advance of the hearing.

Settlements:

Upon announcing settlement, a notification of settlement must be filed with the Court to remove the case from the active trial docket. Cases are set on the Dismiss for Want of Prosecution docket upon filing of Notice of Settlement. Counsel has sixty days to file an Agreed Judgment or Final

Non-Suit with the Court. If the case is DWOP'd due to failure to file judgment/non-suit, counsel will have to file a motion to reinstate the case. If a judgment/non-suit has not been filed at the time of DWOP and counsel would like to maintain the case on the docket, a Motion to Retain must be filed with the Court. A Proposed Order must be filed in order for a Motion to Retain to be granted and avoidance of DWOP.

HELPFUL RESOURCES



Judges



Attorneys

- Civil Ad Litem
- FDAMS Application
- FDAMS User Guide
- Standards and Procedures
- Vips Application
- Vips Support Documents and Useful Resource Links
- HCSO Inmate Visitation Info



Reporters

- Court Reporter Case Management System



Media

- Civil Electronic Media Rules



Employees

Microsoft Outlook Web Access
Accessing County Resources



Statistics

Civil
Criminal
Family
Juvenile



Career Opportunities

Job Vacancies
Externships
Internships
Volunteers

Harris County Links

Harris County | Texas
Harris County Community Supervision & Corrections Department
Harris County Pretrial Services
HC AZ
Court Agenda
County Directory
Employees
County Holidays
District Clerk

The Administrative Office of the District Courts

1201 Franklin, 7th Floor
Houston, Texas 77002

Thank you for visiting us

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