

POLICIES AND PROCEDURES OF THE COURT
MISDEMEANOR DOCKET

Misdemeanor docket begins at 8:30am Monday through Friday. A prosecutor should be in the courtroom to speak with defense attorneys. If you are a defendant without representation, you must sign a waiver before the District Attorney can speak with you.

Attorneys and their clients or pro-se defendants must be present at all court settings. There will be no resets over the phone. Exceptions to this rule will be granted for good cause only.

MOTIONS

All motions should be filed with the County Clerk's Office, Misdemeanor Section. If you want a hearing, please request it on your cover letter. The party filing said motion(s) is responsible for notifying all parties of any hearings. The Court does not accept fax filing. An extra copy for the Court is not necessary. MOTIONS TO SUPPRESS must be filed and heard before the pre-trial conference date.

PRE-TRIAL AND JURY TRIAL DOCKET

All pre-trial motions will be heard at the pre-trial conference. Pre-Trial Conferences are set on Fridays at 10:00 a.m., 10 days prior to trial. Jury trials are on Mondays. Attorneys, pro-se Defendants, and Prosecutor should be present at 10:00 a.m. unless instructed by the Court. The jury panel will come in at 1:30 pm. Testimony will begin on Tuesday morning.

A Docket Control Order will be issued for all trial setting, including trials before the Court. If the case is continued by agreement or is not reached, you must notify the Court so you can get a new trial date before the end of the jury week.

COURT APPOINTMENTS

If you want to be on the court-appointed list, please complete the application, which can be found online on the county website under Justice Administration.

JAIL DOCKET

Jail docket is held Monday through Friday at 1:00 p.m. Currently, court appointed attorneys are paid \$950 per week to handle the jail docket. Jail docket attorneys are to report to the Galveston County Jail at 5700 Avenue H every day at 1:00 p.m. If you are not able to attend, you must contact the Court who appointed you. You can submit your **voucher** for payment at the end of the week.

SEE LOCAL RULE 5 FOR DETAILED INFORMATION