

Policies and Procedures – 306th Judicial District Court – 01-03-03

1. The parties may choose their own mediator. If no mediator has been chosen by the status conference, then a mediator will be assigned from the list maintained by the court coordinator.
2. The general rule is that no ad litem will be appointed until the parties have participated in high conflict resolution counseling.
3. No opposed motion shall be set without a certificate of conference.
4. Temporary orders are due within 14 days of ruling. Failure to tender orders could result in the dismissal of the suit.
5. Protective orders shall be heard by Judge Radcliffe. Additional motions, in the same file, shall be set before Judge Radcliffe. It is the responsibility of the attorney to point out the need for a setting before Judge Radcliffe to the court coordinator. If the case is mistakenly set before Judge Baker, he shall cause the case to be reset before Judge Radcliffe.
6. Uncontested matters will be heard promptly at 8:30 a.m. – Monday through Friday. Please contact the District Clerk's office on the day prior to your uncontested hearing so that the file will be in the court.
7. All contested cases must be mediated prior to the contested final hearing in accordance with the terms of the docket control order. There will be no final hearing without attending the required mediation. The exception to this general rule is cases where there are allegations of family violence. Except for good cause shown, those cases with allegations of family violence will not be mediated.
8. If any party avails themselves of subsidized mediation, such party may be liable for reimbursement to the fund on final hearing.
9. All participants in contested cases must show proof of attendance at a parent education course. Failure to appear could result in non-consideration of the non-attending party's request for relief.
10. Continuances are discouraged. In order to obtain a continuance, the parties may be required to enter a Rule 11 agreement maintaining discovery deadlines and visiting judges.
11. The court coordinator will notify attorneys via facsimile of the entry of orders.
12. In all adoptions, the health, social, education and genetic history report will be required as provided in Section 162.005 TFC.

13. Modification in a CPS file will require the filing of a new suit. (create a yellow file)
14. Status conferences may be handled via letter signed by counsel. A docket control order will be issued and final trial set – with or without your input. Failure to appear/respond to the status conference may result in notice of possible dismissal.
15. At the very least, all orders must be signed by attorney drafting same.
16. The following forms shall be required at final hearings: BVS forms, Child Support Set-Up forms; Income Withholding forms; Medical Support Orders
17. Generally, parties will be required to mediate the case prior to hearing on any appeal from an Associate Judge.
18. Default hearings, involving property and/or children shall require proof of notice of the hearing time, date and place to the defaulting party.
19. If there is an attorney of record on the other side, you must notify them of any request for relief.