

PROBATE COURT NUMBER ONE OF TARRANT COUNTY, TEXAS

Policy on Setting Hearings & Confirmation of Setting

To schedule a hearing:

1. REQUEST a hearing by telephone or letter, specifying:
 - a. Regarding the Hearing:
 1. **style** and **number** of the proceeding,
 2. **date, time,** and **duration** of hearing,
 3. **type** of hearing requested,
 4. other **attorneys** involved
 5. whether a **court reporter** will be required
 6. whether a language or hearing **interpreter** will be required,
 7. any other **accommodations** (disability, etc.)
 - b. Regarding the Requestor:
 1. requestor's **name**,
 2. **firm** name,
 3. **SBOT ID**
 4. mailing **address**,
 5. **telephone** and **fax** numbers,
 6. **e-mail** address
2. CONFIRM the requested setting by
 - a. **e-mail** (preferred) to hbeyer@tarrantcounty.com or
 - b. **Fax** to 817-884-3178 or
 - c. **Letter** to
Heather Beyer, Coordinator
Probate Court One
Tarrant County Courthouse
100 W. Weatherford St., Rm260A
Fort Worth, Texas 76196-0241
3. The Party requesting the hearing is responsible for **notifying all other necessary parties** (including their own **clients, counsel** for opposing parties and **ad litem**) of the hearing.
4. **Cancellations** of hearings should be made no later than twenty-four (24) hours in advance.
5. Court Reporters and Interpreters are provided on a contract basis. Parties who request contract services and who **fail to appear or untimely cancel** the hearing may be taxed with the costs of the contract services.