

**FAILURE TO FOLLOW THE INSTRUCTIONS BELOW MAY RESULT IN THE
TRIAL BEING RESET ON THE DAY OF TRIAL**

DOCKET CALL PROCEDURE – 342nd DISTRICT COURT
(For Monday Trial Call)

Attorneys are to report to the courtroom at 8:30 a.m. Monday morning.

CASES:

JURY CASES: Attorneys must e-file their exhibit lists, witness lists, proposed jury questions, and motions in limine **7 days before trial**. In addition, email Holly Bishop at hbbishop@tarrantcounty.com. the proposed jury charge (in WORD), witness list, exhibit list, videotaped deposition designations and objections. **On the Wednesday prior to trial by 5:00 p.m.**, submit a letter to the Court notifying the Judge which limine instructions are not agreed to by the parties and which exhibits can be agreed to and pre-admitted prior to the trial. **Further, counsel must furnish to the Court a copy of the deposition transcript being offered in Court with the designations highlighted in yellow and opposing counsel's objections highlighted in orange.**

If the foregoing documents are not filed 7 days before trial, the attorneys are required to appear at the Court on the Thursday prior to trial at 2:00 p.m. for a pre-trial conference. The parties are required to bring their exhibit notebooks, as required by these docket call procedures, to this pre-trial conference and be prepared to discuss same.

Exhibit Notebooks:

One (1) original exhibit notebook for jury, one copy for Judge, and a copy to opposing counsel.

NON-JURY CASES: Attorneys must e-file their exhibit lists, witness lists, proposed findings of fact and conclusions of law and proposed judgment 7 days before trial. In addition, email the proposed findings of fact, witness list, and exhibit list in WORD to Holly Bishop at hbbishop@tarrantcounty.com. On the Wednesday prior to trial by 5:00 p.m., submit a letter to the Court notifying the Judge which exhibits can be agreed to and pre-admitted prior to the trial. **Further, counsel must furnish to the Court a copy of the deposition transcript being offered in Court with the designations highlighted in yellow and opposing counsel's objections highlighted in orange.**

If the foregoing documents are not filed 7 days before trial, the attorneys are required to appear at the Court the on Thursday prior to trial at 2:00 p.m. for a pre-trial conference. The parties are required to bring their exhibit notebooks, as required by these docket call procedures, to this pre-trial conference and be prepared to discuss same.

Exhibit Notebooks:

One (1) original exhibit notebook, one copy for Judge, and a copy to opposing counsel.

PLEASE NOTE AND OBSERVE THE FOLLOWING:

DEPOSITION EXCERPTS: Videotaped depositions shall be handled as required by the Tarrant County Local Rules. Counsel shall tender a copy of other depositions, with the admitted portions highlighted to opposing counsel by or on Friday before trial. Prior to presenting deposition excerpts at trial, counsel shall provide highlighted testimony to the court reporter and to the Court. Any objections to deposition testimony should be made before trial.

EXHIBITS: Exhibits are to be handled in accordance with Local Rule 3.03(c). They are to be marked and numbered as Plaintiff or Defendant (**NUMERICALLY, NO ALPHABETICAL SUB-PARTS, WITH AN EXHIBIT STICKER NUMBER FOR EACH EXHIBIT AND PLACED IN A NOTEBOOK WITH TABBED INDEX NUMBERS**) prior to trial or hearing, and a list is to be provided to the court reporter and the Court. All redactions must be done before trial. Exhibits do not need to be numbered in the order in which they are offered, but the number on the exhibit must correspond to the list. Please call the court reporter if you have any questions about exhibits at 817-884-2712.

LARGE EXHIBITS exceeding 8 ½ X 11 must be accompanied by a letter-sized copy. After the trial, the letter-sized copy will be retained by the court reporter as the original exhibit and the large exhibit returned to the offering party.

PHYSICAL EXHIBITS (Tires, fenders, machine parts, airplane wings, etc.) shall be accompanied by a photo. After the trial, the photo will be retained as the original exhibit, and the physical item returned to the offering party.

ALL EXHIBITS SHALL have redactions made (if any), and be pre-marked, tabbed and indexed in a notebook to eliminate the problem of loose exhibits disappearing or hunting for exhibits during trial. Please make sure that any redactions are made prior to trial.