



**JUSTIN R. GILBERT**  
**District Judge**  
**412<sup>th</sup> Judicial District**  
**Brazoria County, Texas**

## **PROCEDURES FOR SETTING CIVIL MATTERS IN THE 412<sup>TH</sup> DISTRICT COURT**

All civil trial and ancillary setting requests for cases in the 412<sup>th</sup> District Court will be directed to:

Lisa Howell - Court Coordinator  
412th District Court  
3<sup>rd</sup> Floor, Room 320A  
Brazoria County Courthouse  
Angleton, TX 77515  
Tel: 979-864-1915  
Fax: 979-864-1918  
E-mail: [LHowell@brazoria-county.com](mailto:LHowell@brazoria-county.com)

### **THE CIVIL TRIAL DOCKET**

#### **TRIAL SESSIONS:**

The Court will schedule certain weeks for civil trials. This schedule is posted on the court's website. **All cases are number one on the docket until the Judge assigns the trial order. All Counsel are to be present at the docket call the morning their case is set for trial.**

#### **SETTINGS:**

All requests for trial settings may be set by an attorney of record or by the Court. The requests for trial setting must be in writing, and approved by the court coordinator. A Docket Control Order signed by the attorneys will **not** get your case set for trial. Your trial date must be approved by the Court. If you do not have a Docket Control Order, you must send a Trial Setting Request including the following information:

1. Number and style of case;
2. Month requested and the docket call date for said month;
3. Specify whether the case is jury or non-jury;
4. Certification that pleadings are in order, discovery is complete, requesting attorney has no conflicting settings and that settlement has been attempted;
5. Certification that each attorney of record has been served with a copy of the request for trial setting.

**The forms for Docket Control Orders and Trial Setting Requests for the 412<sup>th</sup> District Court are available on the court's website.**

**AGREED PASS:**

The 412<sup>th</sup> District Court does not let counsel pass cases by agreement. Cases filed in the 412<sup>th</sup> can only be passed by the Judge of that court.

**PREFERENTIAL TRIAL SETTING:**

The 412<sup>th</sup> District Court does not do preferential trial settings. Cases may be set preferably by motion to the Judge setting forth specific grounds of good cause for such request. A hearing is required.

**DISMISSAL DOCKET:**

All cases pending more than eighteen (18) months will be placed on a "Try or Dismiss" docket, docket call to be announced.

**THE CIVIL ANCILLARY DOCKET**

**SETTINGS:**

Requests for hearing motions and other ancillary civil matters shall be made by telephone, in writing, or by e-mail to the Court Coordinator who will set the matter for an available day and time in accordance with the court's schedule. The requesting attorney must give proper written notice to all opposing counsel of such setting.

Ancillary matters in civil cases will be heard the Monday and Tuesday of the Ancillary Week, which is the third (3<sup>rd</sup>) week of every month for this Court. Requests for settings on all motions other than Summary Judgment motions must be made no later than the second (2<sup>nd</sup>) Monday of the month. The Court will not hear Motions for Summary Judgment on the day of trial.

**THE COURT DOES NOT HAVE A SUBMISSION DOCKET.**

**COURTESY COPY:**

When you set a Motion for Summary Judgment or any motions that have exhibits, please send a courtesy copy to the court so the Judge may review before the hearing date.