

342nd DISTRICT COURT DOCKET CALL PROCEDURE

JURY AND NON-JURY TRIAL CASES

All Trial Documents are Due on Monday at 12:00 p.m., the Week Preceding Trial

File the following documents

1. Exhibit List – Jury and Non-Jury
2. Witness List – Jury and Non-Jury
3. Motions in Limine – Jury
4. Proposed Jury Charge (Jury) or Proposed Findings of Fact, Conclusions of Law (Non-Jury)
5. Letter to the Judge – Jury and Non-Jury
 - a. Indicate which Exhibits are agreed to and can be pre-admitted – Jury and Non-Jury
 - b. Indicate which Limines are **not** agreed to – Jury
6. Deposition Transcript Designations and Objections to be offered in court (if applicable)
 - a. Highlight in **Yellow** – designations of counsel
 - b. Highlight in **Orange** – objections from opposing counsel

Email the following documents to 342dc@tarrantcounty.com

1. Proposed Jury Charge in MS Word – Jury
2. Findings of Fact and Conclusions of Law – Non-Jury
3. Total Days Needed for Trial – Jury and Non-Jury
4. Number of Witnesses – Jury and Non-Jury

Check-in for Trial: 8:15 a.m. the day of trial, unless otherwise instructed by the judge.
In addition, parties are to alert the bailiff if a shuffle is requested, no later than 8:20 a.m.

Pretrial Conference Both Jury and Non-Jury Cases

Pretrial Conference is In Person, on Thursday at 1:00 p.m., the Week Preceding Trial

If all parties **have** filed and emailed all trial documents by Monday at 12:00 p.m., the week preceding trial, **the parties are not required to attend a pretrial conference.**

If all parties **have not** filed and emailed all trial documents by Monday at 12:00 p.m., the week preceding trial, **all parties are required to attend an in-person pretrial conference. on Thursday at 1:00 p.m., the week preceding trial.**

Settlement

File a Rule 11 agreement regarding the settlement, in order to be removed from the court's Pretrial Conference Docket and the Trial Docket.

Continuance

File a Motion and Order for Continuance. Include either the date (i.e., May 1, 2023) or the time frame (i.e., 60 days, 90 days) you want the Trial reset.

Exhibits, Deposition Excerpts, Local Rules

EXHIBITS: Exhibits are to be handled in accordance with [Local Rule 3.03\(c\)](#).

Exhibit Binders (1) Binder for the court
(1) Binder for the court reporter
(1) Binder for each opposing party

All exhibits shall be redacted (as needed), pre-marked, tabbed and indexed with a table of contents, and placed in a binder. Exhibits are to be marked as Plaintiff or Defendant and numbered (**numerically - no alphabetical sub-parts**) with an exhibit number for each exhibit. 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 exhibit list.

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.

Audio Recordings must be in “mp3” format. **Video files** must be in “mp4” format, not to exceed 5 GB/gigabytes. Please contact the court reporter if you have any questions about exhibits, at 817-884-2712 or 342dc@tarrantcounty.com.

Please arrange for exhibits and any other items to be picked up from the court within 30 days after the conclusion of a trial or hearing. Otherwise, they are subject to being discarded.

DEPOSITION EXCERPTS: Videotaped depositions shall be handled according to [Local Rule 3.03\(d\)](#). Counsel shall tender a copy of deposition transcripts, with the admitted portions highlighted, to opposing counsel by the Monday of the week preceding 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 must be made before trial.

LOCAL RULES: [District Clerk Local Rules Webpage](#)

Civil Rules: <https://www.tarrantcounty.com/content/dam/main/district-clerk/civrules.pdf>

General Rules: <https://www.tarrantcounty.com/content/dam/main/district-clerk/genrules.pdf>