

INSTRUCTIONS FOR ASSOCIATE JUDGE CRAIG'S DOCKET
(FOR THE 95TH COURT)

MINOR PROVE-UPS

If all parties agree, minor prove-ups shall be done by submission. This will require the following efiled documents: 1) an affidavit by the next friend; 2) a written GAL report (filed at least three working days prior to the hearing); 3) the broker's affidavit if an annuity is being purchased; 4) a proposed order approving GAL fees signed off on by defense counsel; and 5) a proposed final judgment. No hearing will be necessary.

DEFAULT PROVE-UPS

In cases where damages are proved by affidavits, the Court must be able to calculate the proposed damages from written instruments attached to the pleading on which the default judgment is based. Therefore, parties must "show their work" to substantiate and support calculations, i.e., proposed damages. Plaintiff's attorney shall e-file his client's affidavit, 18.001 affidavits with records attached, attorney's fees affidavit, etc. so that they are in the clerk's record and the court can consider by submission. No hearing will be necessary.

NON-EVIDENTIARY HEARINGS

Movant should call the clerk at 214-653-6603 to schedule a Zoom conference for a non-evidentiary hearing.

The other alternative is for all parties to consent to the court ruling on the motion by submission, based solely upon the papers in the clerk's record.

DWOP DOCKET

Plaintiff shall either accomplish the act required by the dwop notice (in which case the suit will not be dismissed) or call Judge Craig at 214-653-6167 or email her at Rachel.craig@dallascourts.org to request an extension of time.

FINAL DISPOSITION DOCKET

When a case has been announced settled, Plaintiff shall either file notice of nonsuit (with order) or a proposed agreed final judgment. When a settled case involves a minor child, parties shall file an agreed motion to appoint guardian ad litem (with order). Otherwise, call Judge Craig at 214-653-6167 or email her at Rachel.craig@dallascourts.org.