

EFILING QUESTIONNAIRE **DALLAS COUNTY FAMILY COURTS**

Hearings- generally

If a hearing needs to be set in conjunction with a pleading that is being filed, what will the procedure be regarding filing the pleading and getting the Clerk or Judge to sign the Notice of Hearing?

The Notice of Hearing or Order to Appear must be a separately filed document. It will be signed electronically once you have your hearing date.

How will I get a citation (and notice) issued?

When filing pleadings, one will have the option to choose optional services, such as citations, service, extra copies, etc. The optional services will appear with the filing of the corresponding pleading. We attempted to identify every pleading that could require service. If for some reason a particular pleading does not return options for service, filers are encouraged to use the REQUEST FOR SERVICE event. This event lists all available optional services. If using the REQUEST FOR SERVICE event, please note that a document must accompany the event (cover letter, or request for service form).

After e-filing the pleading, if I want to pick up a paper copy of the citation for service, will I be charged for printing?

Documents will be routed to work queues to obtain settings, etc. If the clerk is able, the clerk will update the forms. The clerks will work the queues to schedule hearings, and route documents for service to be issued. Documents will continue to be printed and forwarded to the Sheriff's Office for service. If an attorney wishes to have instruments served by private processors, the documents can be printed for the private processor or attorney to pick up, or the clerk can return the instruments to the attorney using e-service through TexFile. The charge is \$1 per page if the District Clerk's office makes copies of the pleading. This is the current procedure

Hearings- District Judge

How should I schedule a hearing with the District Judge?

Once you have filed your pleading, e-mail the coordinator. Copy opposing counsel or pro se litigant and provide several dates everyone is available.

Do I list dates that I am available for a hearing?

Yes. Also include how much time you are requesting for the hearing.

Do I need to contact opposing counsel for dates s/he is available first?

When possible you should contact opposing counsel first to coordinate dates and then send an e-mail the coordinator.

What happens if the Court Coordinator is out of the office for a day or longer?

254th	Lead Clerk can assist with Contempt/Enforcement hearing but all others will set the hearing upon return of the Court Coordinatr. Any emergency then follow exparte order procedures.
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Hearings- Associate Judge

How should I schedule a hearing with the Associate Judge?

A Notice of Hearing/Fiat must be filed separate and cannot be part of the pleading. When submitting a Notice of Hearing/Fiat to the Clerk for signature, an attorney will need to prepare a cover letter that reference all available dates. The Clerk will check available hearing dates for the Associate Judge and select the first available hearing date that matches a date contained in the list. If no dates correspond, the Clerk will immediately notify the attorney via email or by phone. Once the date has been selected, the Clerk will complete the Notice of Hearing/Fiat by affixing the hearing date and their signature. The completed Notice of Hearing/Fiat and the filed pleading will be uploaded to Odyssey DMS for viewing. If the attorney's email address has been updated on the case, we have the capability to notify them electronically whenever documents are entered. Attorneys are encouraged to submit their current email address to the Court.

What email address do I use to email the chief clerk of the Court in order to set a hearing with the Associate Judge?

The email address assigned for the Family Courts in order to set hearings before any Associate Judge is familycourts@dallascounty.org

What about a specially set hearing?

254th	E-mail Judge Turner directly and copy opposing counsel donald.turner@dallascounty.org
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Ex Parte Orders

What will the procedure be regarding presenting an ex parte order in a new or on-going case? Do I still need to come down to the courthouse to present an ex parte order to the Judge?

The only change will be that you will efile your pleading before coming to the courthouse to present your order. Bring a copy of the efiled pleading along with the original order you wish to present.

If I come to the courthouse, do I efile the proposed ex parte order first?

No, bring the original order to court with you.

If I efile it and then come down to the courthouse to present the ex parte order, should I bring copies of everything that was efiled?

As a general rule, you should always bring copies of anything you file if you have filed it within 24 hours of appearing before a judge.

If I want to pick up a paper copy of the citation (and notice) for service, will I be charged for printing?

If an attorney wishes to have instruments served by private processors, the documents can be printed for the private processor or attorney to pick up, or the clerk can return the instruments to the attorney using e-service through TexFile. The charge is \$1 per page if the District Clerk's office makes copies of the pleading. This is the current procedure

Filing Hours

What time does the Court close, and how will efilings be affected?

The clerk hours are still 8:00 a.m. to 4:30 p.m. You can efile 24 hours a day

When does the clerk's office for your Court close?

The clerk hours are still 8:00 a.m. to 4:30 p.m.

When does the Court Coordinator leave?

254th	Different times but difficult to see once clerks close at 4:30.
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How will after hours efilings work? Can I do this in person at the courthouse?

The clerk hours are still 8:00 a.m. to 4:30 p.m. You can efile 24 hours a day from your office

What time does the George Allen courthouse building close?

All departments in the George Allen Courthouse close at 4:30. If you have a hearing set after 4:30 you may have to show proof to Security to enter the building.

Prove-ups

How will I submit an order for a prove-up if testimony is not required?

Nothing has changed regarding prove ups. Orders are not required to be efiled under the Supreme Court mandate. If the Court will waive the prove up, you should walk the order through so you can obtain certified copies. Check each Court's policy regarding prove ups by affidavit.

How will I get certified copies?

Nothing has changed with the procedure for obtaining certified copies.

How will I submit an order for prove-up if testimony is required?

Nothing about prove ups will change. Orders are not required to be efiled under the Supreme Court mandate.

Orders Submitted

If a proposed order is efiled but the Judge wants to make changes to the order before approving it, what will happen?

Orders are not required to be efiled but if they are and the Judge wants to change the order before signing it, it will be printed and scanned after signing.

Eventually our technology will allow the Judge to electronically make changes to an order.

Certificate of Service

When I sign my certificate of service, certifying that I've served a copy of the above on each attorney of record or party in accordance with the Texas Rules of Civil Procedure, will the Court sanction me if the clerk's office takes a couple of days to process the pleading and the opposing parties do not receive a copy until days after the pleading was originally filed?

The Court will have to review each situation on a case by case basis