



302ND DISTRICT COURT

(Please read the Dallas Family Courts Local Rules in addition to these policies.)

JUDGE SANDRA JACKSON
600 Commerce, Suite 455 (4th Floor)
Dallas, TX 75202-4614
214.653.6189
214.653.6131 (fax)

ASSOCIATE JUDGE JEAN LEE
600 Commerce, Suite 475 (4th Floor)
Dallas, TX 75202-4614
214.653.6992
214.653.6131 (fax)

Contempt: Mon / 9:00 – 12:00 p.m.
Pre-Trial: Mon / 1:30 – 3:30 p.m.
Prove-Ups: Tues - Thurs / 8:45 – 9:00
Trial docket Tues - Thurs / 9:00 – 12:00
& 1:30 – 4:30 p.m.
Motions docket: Tues - Thurs / 9:00 – 9:30 a.m.
8.02 Dismissal docket: Friday / 9:00 – 12:00 p.m.
DWOP & REPORT BACK

Drug Court: Mon / all day
Motion Docket: Tues & Wed / all day
Thurs / 1:30 p.m.
CPS: Weds / 9:00 a.m.
Prove-Ups: Weds / 12:00 – 1:30 p.m.
Special Sets: Mon & Thurs / 9 a.m.
Fri / all day

COURT STAFF:

CLERK:	DELMETRA WASHINGTON	214.653.7375
ASST. CLERK:	YVETTE COLEMAN	214.653.6546
COORDINATOR:	EVA RICHARDSON eva.richardson@dallascounty.org	214.653.6189
REPORTER:	MELVA KEY melva.key@dallascounty.org	214.653.7489
BAILFF:	THOMAS CHISM	214-653-6185

Judge Jackson Hears: Final Trials (jury and non-jury); Final Custody Modifications; Contempt/Enforcement; Appeals from AJ and IV-D; Motions for New Trial; Motion for Continuance regarding Final Trials and District Court Settings; Summary Judgments and other dispositive motions; Bill of Review; 263 Hearings, and any matter not referred to AJ.

Associate Judge Lee Hears: All Temporary Hearings; All Motion Hearings; Temporary Restraining Orders; Writs of Attachment and Habeas Corpus; Motion to Withdraws, Special Appearances; Motion for Continuance regarding Associate Court Settings; Motions and Requests for Pretrial; Protective Orders; CPS 14 Day Hearings; CPS Permanency Hearings; CPS Status Hearings; all discovery disputes.

PLEASE CHECK IN WITH THE BAILIFF UPON ENTERING THE COURTROOM

1. **AFFIDAVIT OF INABILITY TO PAY:** If the District Clerk files a motion contesting an Affidavit of Inability to Pay Costs, the motion will be heard by the Associate Judge.
2. **APPEAL OF ASSOCIATE JUDGE’S REPORT:** If the Associate Judge’s Report is reduced to a formal order while an appeal is pending, the Judge will sign it, but will not enforce it by contempt until the appeal is either denied or becomes moot. Otherwise, the order is in full force and effect as an order of the Court. See TFC 201.007 and 201.013. After an appeal is filed it is the responsibility of the appealing party to get a setting from the Court Coordinator. The District Judge will conference with all parties at the pre-trial setting and a hearing date for the AJ Appeal will be set.
3. **APPOINTMENTS BY THE COURT:** There is a list of who will be appointed by the Court to serve as mediators, ad litem and amicus attorneys. Each person seeking appointments must complete an application annually. All applications must be hand delivered to the Court. The Court starts accepting applications from July 1st until August 15th. A new list is published by September 1st of every year.
4. **AUDIO / VISUAL EQUIPMENT:** Anyone wishing to use this equipment should become familiar with its use prior to trial. Check with the coordinator about the availability of the courtroom. If required, please be trained on the equipment.
5. **CHILD INTERVIEWS (DISTRICT JUDGE):** Judge will conduct interview if required, but only after completion of all other testimony. If either party wants a child interviewed, prior arrangements must be made with the Court. The interview of the child must be conducted by the Judge or Family Court Services. When reviewing an interview by Family Court Services make prior arrangements with the Associate Judge so that the report will be available at the 9:00am or 1:30pm docket. The report must be viewed in the courtroom only.
6. **CHILD INTERVIEWS (ASSOCIATE JUDGE):** The Associate Judge will only conduct child interviews upon request and approval. A motion will need to be filed and set with all parties receiving proper notice according to the Texas Rules of Civil Procedure. Children are not to be brought to court unless the request has been granted, however, the Associate Judge will conduct a hearing regarding the issues for the child.
7. **CHILD SUPPORT:** All payments through Texas Child Support Disbursement Unit, P.O. Box 659791, San Antonio, TX 78265. The Court will not sign any child support order (including temporary orders) that is not accompanied by a wage withholding order (see TEX FAM CODE § 154.001).
8. **CHILDREN:** Please follow Dallas County Local Rule 14.05 regarding: children at courthouse. Please advise the Court if children are present in the courtroom. If either party wants a child interviewed, prior arrangements must be made with the Court.
9. **CONFERENCES:** Scheduled like any other matter.

10. **CONTACT INFORMATION:** All attorneys and pro se litigants must provide the clerk their contact information (name, address, number and email) in writing.
11. **CONTEMPT:** A prepared contempt order and order of commitment IS REQUIRED prior to hearing on contempt matters.
12. **CONTINUANCES:** Once a case has a trial setting no continuance or pass of any matter can occur unless you have the approval of the Judge. No case will be withdrawn from the docket without the specific agreement of both sides communicating to the Court prior to beginning of the hearing or granting of a continuance by the Court. A motion for continuance must be in writing and served on all parties prior to trial.
13. **COURTROOM DECORUM:** Please turn cell phones off. Follow Dallas County Local Rule 14.05 regarding children. Beverages in courtroom permitted, but be cautious about electronic equipment.
14. **DAUBERT CHALLENGES:** Need to be scheduled and heard prior to pre-trial hearing.
15. **DECREES:** Submit within 30 days of announcement of agreement or conclusion of trial, per Local Rule 8.02. **"FAMILY VIOLENCE STATEMENT" REQUIRED.** Failure to do so will result in Court setting aside rendition (after a trial) and case will be dismissed.
16. **DISCOVERY DISPUTES:** Associate Judge will determine. If there is a dispute during a deposition contact the Court Coordinator.
17. **DISMISSAL DOCKET:** The court will dismiss the pending action for want of prosecution per Rule 165A of the Texas Rules of Civil Procedure unless there is good cause shown to maintain the case on the docket. To retain the case on the docket, you must appear in person in person before the court at the dismissal hearing. You may fax or email the Court Coordinator ten (10) days prior to the hearing date to request that the case be retained on the docket if good cause is shown. Do not phone or email your request for an extension. If your case has been dormant for 180 days, you must appear before the court and get a pre-trial setting.
18. **E-FILING:** If a cover letter is not submitted requesting that the clerks set a motion for a hearing or submit an order for signature, the clerks will only scan the document and take no action. It is recommended that the party filing follow up with a phone call to the clerk if you have not received a response to the filing in a timely manner.
19. **EMERGENCY CONTACT WITH COURT:** Contact the Court Coordinator.
20. **FAMILY VIOLENCE STATEMENT:** Required in orders / decrees. Oral testimony required at prove up.
21. **FINAL ORDER:** After Court has heard trial evidence or testimony for final prove-up, case will be set for 8.02 Dismissal, parties in case will need to prepare final order and must submit to Court within 30 days of Final Trial.

22. **HEARINGS AND FINAL TRIALS:** All parties must provide the Court with a written copy of their requested relief prior to the start of the Hearing or Final trial. The pre-trial order is your guide up to the final trial with the exception of contempt cases.
23. **INCLEMENT WEATHER:** The Court operates on DISD schedule. In the event that Dallas County is closed and not DISD the Court will be closed. You can always get updated inclement weather information on the Court Coordinator's voicemail at 214-653-6188.
24. **INTERPRETERS:** If a litigant is represented by counsel and requests an interpreter, the cost of the interpreter will be charged as court costs against the requesting party. Please check with the Court Coordinator for interpreter fees. Prior to the hearing, the litigant will be required to deposit the appropriate fee payable to Dallas County.
25. **MEDIATED SETTLEMENT AGREEMENT:** They must be in writing and meet the statutory requirements. If you have a trial setting you must do a prove-up for the MSA at your trial setting or before trial.
26. **MEDIATION:** It is mandatory in all contested cases, except the Court may waive mediation if the trial is short with non-complex issues. The Court will appoint a mediator if the parties cannot agree on a qualified person. Usually costs are assessed one-half to each party. If parties are unable to pay for mediation the case will be referred to Dallas County Family Court Services or the Dallas County Dispute Mediation Office.
27. **MOTION FOR SUMMARY JUDGMENT:** No summary judgment motions may be set for hearing within 30 days of trial. A party may move for leave to allow such hearing based upon good cause.
28. **NAME CHANGE:** An affidavit will be required in divorce cases where a name change is requested. Live testimony will be required in independent name change actions.
29. **NOTICE OF NONSUIT:** The Motion for Non-Suit must be presented with an Order.
30. **PARENTING CLASSES:** Not required but will be Court ordered if necessary.
31. **PATERNITY ISSUE IN DIVORCE:** Case-by-case determination. Make proper allegations in pleadings. Have mother sign an affidavit naming the biological father, if known. If biological father is known, he should sign a statement of paternity. Genetic testing must be ordered.
32. **PRE-TRIAL HEARING:** All requests for pre-trials must be requested to the Associate Judge by telephone, email or in person and may be set at temporary hearings. The requesting party is responsible for notifying all other attorneys and pro se parties in writing in accordance with TRCP 21a. Failure to appear at a pre-trial setting could result in a dismissal for want of prosecution or a default judgment entered.
33. **PRIOR SAPCR:** Even if modification is not requested, prior SAPCR must be transferred and consolidated into the divorce action.
34. **PRO SE DIVORCES & NAME CHANGES:** Litigants can contact the clerk at 214-653-7375 to get a court date for a hearing or a prove-up.

35. **RESIDENCY RESTRICTION:** Decided on case-by-case basis. It is the policy of this state to encourage frequent contact between a child and each parent for periods of possession that optimize the development of a close and continuing relationship between each parent and child. See TFC 153.251 and 153.252. If there is no restriction, allocation of expenses will be determined pursuant to TFC 156.103.
36. **SPECIAL SETS in ASSOCIATE JUDGE COURT:** They are only set by the Associate Judge. You must contact the Associate Judge in writing by email to request the date. A Financial Information Statement should be prepared before hearing.
37. **STATUS HEARING:** Must appear in person. A failure to appear will result in a dismissal of your case for District Court. The Associate Judge will not dismiss status hearings for failure to appear.
38. **TELEPHONE REQUESTS:** The Associate Judge may hear the following telephonically: Motions to Reinstate, Motions to Withdraw and Motions for Continuance-only on a case set before the Associate Judge, Status Conference. To request a hearing telephonically, you must email the AJ (no ex parte communication permitted) with your request.
39. **TEMPORARY HEARINGS:** It is advisable to obtain a special setting for contested hearings in excess of 1 hour. A Financial Information Statement should be prepared before hearing. All proposed exhibits should be sent and reviewed before the hearing with opposing counsel.
40. **TEMPORARY RESTRAINING ORDERS:** If relief in addition to that contained in the Standing Order is requested, the requested relief must be supported by affidavit.
41. **TEN (10) DAY LETTERS:** The Court will not sign an order that does not contain either the signature of all attorneys as to form or proof of notice that said order has been presented to all attorneys of record or parties requesting same to file written objections within ten (10) days. E-file your ten (10) day letter but do not submit your order until the ten (10) days have expired. It is recommended that the party filing follow up with a phone call to the clerk if you have not received a response to the filing in a timely manner.
42. **TRIAL SETTING:** Set at pre-trial conference. If settled prior to trial date, immediately give notice of settlement to the Court. Discuss settings with opposing counsel prior to setting the case. Time limits for voir dire, opening statements, closing statements, and trial will be determined at pre-trial on a case-by-case basis.
43. **WITHDRAWALS:** They must be filed and approved 30 days before a final trial setting.