

Judge Sandra L. Jackson

302nd Judicial District Court Court Policies and Procedures

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

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

Appeals: If the Associate Judge's Report is reduced to a formal order while the appeal is pending, the Judge will sign it. After an appeal is filed it is the responsibility of the appealing party to get a setting from the Court Coordinator.

Appointments of 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.

Audio/Visual Equipment: Anyone wishing to use any of the equipment should become familiar with how to do so prior to any hearing or trial. Check with the Court Coordinator about the availability of the courtroom. If required, please be trained on the equipment

Child Interviews: To request a child interview with the AJ, a motion must be filed and hearing set on the AJ docket. Do not bring the child(ren) to Court until directed by the Court to do so. When requesting an interview by Family Court Services make prior arrangements with the Associate Judge so that the report will be available. The report must be viewed in the courtroom only.

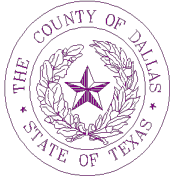
Child Support: All payments through Texas Child Support Disbursement Unit, P.O. Box 659791, San Antonio, TX 78265. The Court will not sign any child support order (including temporary orders) that is not accompanied by a wage withholding order (see TEX FAM CODE § 154.001).

Children: 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.

Contact Information: All attorneys and pro se litigants must provide the clerk their contact information (name, address, number and email) in writing.

Contempt: A prepared contempt order and Order of Commitment is REQUIRED prior to hearing on contempt matters.

Continuances before the District Judge: Once a case has a trial setting, no continuance or reset of any trial can occur unless you have the approval of the Judge. No case will be reset on the docket without the specific agreement of both sides communicating to the Court prior to beginning of the hearing or granting



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of a continuance by the Court. All motions for continuance must be in writing with an accompanying Order.

Continuances before the Associate Judge: A motion for continuance should be in writing accompanied with an order. A hearing for AJ continuances can be set by the court clerks can be heard via telephone conference. A request for a telephone conference must be made directly to the AJ via email with all parties included in the email.

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.

Final Order: Must be submitted within 30 days of trial or case will be dismissed.

Notice of Nonsuit: Must be presented by motion with an Order.

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 214-653-6189.

Mediated Settlement Agreements: 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.

Mediation: Mediation is mandatory in all cases. Any request to waive mediation must be in writing, accompanied with an order and set for hearing. The parties may agree on a qualified mediator and the Court may appoint a mediator. Costs assessed for mediation is in the discretion of the Court.

Parenting Classes: Not required but will be Court ordered if necessary.

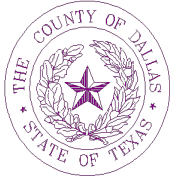
Paternity Issue in Divorce: Case-by-case determination. Make proper allegations in pleadings. Have mother sign an affidavit naming the biological father, if known. If biological father is known, he should sign a statement of paternity. Genetic testing must be ordered.

Pre-trials: All requests for pre-trials must be requested with the Associate Judge, email or in person. Pre-trials may be set at temporary hearings by the Associate Judge. 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 being entered.

Prior SAPCR: If there is a prior SAPCR, that case must transfer and consolidate into divorce action.

Prove-ups before the District Judge: Every Tuesday and Wednesday from 8:45am – 9:30am.

No Walk-ups after 10:00am.



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Pro-Se Prove-ups before the Associate Judge: They are held every Wednesday and Thursday at 12:00pm in the Associate Judge Court. You must arrive on time.

Pro Se Divorces: All final decrees will be reviewed by the Associate Judge on the day of prove- up. Please contact the clerk at 214-653-7375 to schedule a hearing.

Pro Se Name Changes: All name changes will be reviewed by the Associate Judge on the day of prove- up. Please contact the clerk at 214-653-7375 to schedule a hearing.

Special Sets: 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. All proposed exhibits should be sent and reviewed before the hearing with opposing side.

Status Hearing: Must appear in person. A failure to appear may result in a dismissal of your case.

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.

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.

Trial Settings: Trial settings are obtained at the pre-trial hearing. Please discuss settings with opposing counsel prior to requesting a trial setting in your case. Please notify the Court if you settle your case before final trial.

Withdrawals: Must be filed and approved 30 days before a final trial setting.

Court Staff:

Associate Judge: Jean Lee – (214) 653-7375 or www.jean.lee@dallascounty.org

Court Coordinator: Leslie Richardson - (214) 653-6189 or www.leslie.richardson@dallascounty.org

Court Reporter: Melva Key – (214)653-7489 or www.melva.key@dallascounty.org

Lead Clerk: Delmetra Washington - (214) 653-7375 or www.delmetra.washington@dallascounty.org

Support Clerk: Yvette Coleman- (214) 653-7375 or www.yvette.coleman@dallascounty.org



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Mailing Address:

302nd District Court
George L. Allen, Sr. Courts Building,
4th Floor, West Tower, Ste. #455
600 Commerce Street
Dallas, TX 75202

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