

POLICIES AND PROCEDURES FOR DALLAS COUNTY PROBATE COURT NO. 2

Hearing Docket

The Court maintains an in-person and virtual docket, generally set forth as follows:

Judge Warren

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	EMERGENCY DOCKET (IN-PERSON)	UNCONTESTED DOCKET (VIRTUAL)	WILL- PROVE UPS (VIRTUAL)	EMERGENCY DOCKET (VIRTUAL)	CONTESTED DOCKET (OPTIONAL)
Afternoon	WILL- PROVE UPS (IN-PERSON)	CONTESTED DOCKET (OPTIONAL)	HEIRSHIPS ADMINISTRATION (VIRTUAL)	STATUS CONFERENCES (VIRTUAL)	

Associate Judge Monroe

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	NO DOCKET	GUARDIANSHIPS HEIRSHIPS ADMINISTRATION (VIRTUAL)	WILL- PROVE UPS (IN-PERSON)	GUARDIANSHIPS HEIRSHIPS ADMINISTRATION (VIRTUAL)	SHOW CAUSE (IN-PERSON) WILLS (VIRTUAL)
Afternoon		GUARDIANSHIPS HEIRSHIPS ADMINISTRATION (VIRTUAL)	WILL- PROVE UPS (IN-PERSON)	GUARDIANSHIPS HEIRSHIPS ADMINISTRATION (VIRTUAL)	

Virtual Hearing Guidelines

Setting a Hearing

To set a hearing with the Court, contact the Docket Coordinator, Tralan Mathis, by phone at 214-653-7138 or by email at Tralan.mathis@dallascounty.org. Once the application is filed, the Court recommends you e-file any proposed documents on or before the deadline for submitting the original will.¹ For all other matters when the Texas Estates Code requires the witnesses to reduce the testimony to writing, please submit proposed documents shortly after the application is filed.

Notarization of Prove-Up Documents. For virtual hearings, our Court does not countersign the proofs and oath. Instead, the documents should be notarized, either during or after the hearing (not beforehand). When the relevant judgment or order is signed and visible in the record, the signed and notarized prove-up documents are then e-filed directly into the case. Additional information regarding One-Minute Prove-Up designations is available on the Court Two website.

¹ TRCP 21(f)(12)

In-Person Hearing Guidelines

Social Distancing and Face Coverings

Face masks are optional for court participants. Face masks are required for persons entering either the Judge's chambers or court staff work areas.

Hygiene

Hand sanitizers will be available at the entrance of each courtroom.

Combined Routine Will Dockets

Starting May 1, 2022, routine will prove-up dockets will be structured in a larger single will prove-up docket. The judge will proceed through the docket, calling cases in the order they appear.

This procedure will occur in both in-person and virtual settings. For virtual hearings, the entire will docket will occur on one Zoom call and one Zoom link. The participants will remain muted until their matter is called and can leave the call at the conclusion of their matter. For in-person dockets, the judge will similarly call each case in turn, and the court participants will approach when called, and be excused at the conclusion of the hearing. By combining the routine will dockets, the Court can hear more will cases in the same amount of time and reduce the need to send out multiple Zoom links. All virtual will prove-up cases will have one link, varying depending on if the matter is set with the presiding judge or associate judge.