

111th RULES FOR LAWYERS

Welcome to the 111th District Court, Judge Monica Z. Notzon Presiding. We look forward to making this courtroom a courteous and pleasant experience for the community.

Our whole focus is to do everything possible to fully assist you in the most efficient and most professional manner to prepare your cases for trial. The following rules have been adopted in order to make it easier for counsel to follow their cases through our system.

1. The Court and the staff are committed to do everything to assist, accommodate, and support counsel, parties, witnesses, and the public.
2. Court will begin at 9:00 a.m. every morning unless otherwise ordered.
3. One Jury week per month shall be dedicated to criminal cases.
4. Calendar Calls (docket control) will be moved to the morning dockets and will not require that attorneys be present *if* their selected trial dates are within 180-300 days from the guideline calendar call date; however; the guideline orders must be submitted to the court in writing and signed by all counsel of record by 5pm on the day prior to the Calendar Call. Calendar Call guideline orders not received by 5pm will require attorneys to make a personal appearance. A pre-trial guideline order along with available trial dates are available on the 111th web page.
5. When appropriate Certificates of conference will be required on all civil and family law cases.
6. Pursuant to the discovery rules, all cases will be classified by level and appropriate guidelines should be given on the first calendar call of the respective case.
7. Each case shall have two pre-trial settings. The first pre-trial will be held within 60-90 days of calendar call, depending on the level. The second and final pre-trial shall be conducted on the Thursday immediately prior to jury selection Monday.

8. Criminal cases shall be processed with dates for arraignment, pretrial, final pre-trial and jury selection.
9. Level 1 cases shall be tried within 6 months, Level 2 within one year and Level 3 cases within 18 months.
12. The Court will hear all divorces filed on the Monday following 61 days from filing. However, if there is no agreement, the first appearance will be turned into a pre-trial for the divorce.
13. We will accept motions on submission when appropriate.
14. All documents filed with the Court must be file-marked by the District Clerk before the court signs the same.
15. All motions or settings will be given on the next available setting.
16. After the Court approves a pretrial order and a trial date is given, there will be NO RESETS unless approved by the Court in the form of a written continuance.
17. It is highly recommended that counsel prepare a trial notebook for the court for non-jury trials, motions for summary judgments and any contested motions requiring extended hearings.
18. Mediation shall be ordered by the Court in all contested cases.
19. The Court will require all parties and/or corporate representative with full authority to be present at all mediations and final pretrial hearings.
20. All cases will be given an entry of judgment date within thirty days. If the judgment, decree or order is not on file, counsel will receive one courtesy call to have judgment in by 5:00 p.m. on the same day unless addition time is given.
21. Attorneys intending to use the electronic equipment in the courtroom must give the Court 24 hour notice so that the equipment can be properly prepared.
22. The Court requests that Attorneys bring courtesy copies of filed pleadings.