

**COUNTY COURT AT LAW
OF KERR COUNTY, TEXAS**

*Kerr County Courthouse
700 Main, Suite 123
Kerrville, TX 78028*

*Susan F. Harris, Judge
Alicia Pena, Court Coordinator
Kelly Rode, Court Reporter*

*Phone: 830/792-2207
Fax: 830/895-3711
E-mail: ccladmin@co.kerr.tx.us*

**LOCAL RULES AND PROCEDURE FOR SETTINGS AND DISPOSITION OF CIVIL AND
FAMILY LAW CASES**

The following procedures, as it now exists in this Court, is set out below for all parties desiring to set civil and family law cases in County Court at Law.

Civil cases may be set on any day so designated on the Court's calendar. Available dates may be obtained by contacting the Court Coordinator at 830-792-2207. Specific dates and times for settings may be scheduled by contacting the Coordinator. Telephoned scheduling is not final until a written Motion to Set is filed, an Order Setting is signed and notices are sent to all contesting parties.

The Motion to Set should contain agreed dates, if possible, the amount of time needed and whether a court reporter is required or waived. Motion to Set Jury Trials should also contain a prior setting for a pre-trial conference hearing. All contested matters require mediation prior to setting on trial docket.

An Order Setting should accompany all written Motions to Set, and contain dates and times prearranged with the Court, or blanks if no dates are agreed. The Order should contain a statement directing to whom the clerk should send conformed copies as notices. All notice periods should comply with notice requirements set out in applicable Civil Rules and Statutes.

Upon receipt of the Motion and Order to Set, it is presented to the Judge for his signature. The Clerk will send a file-stamped copy of the signed Motion and Order Setting to the attorney filing the Motion and all parties named in the Order. No separate notices from the Court or Clerk will be sent.

All attorneys shall confer with each other prior to the day of trial regarding all issues in the case to promote any chance of settlement.

To continue or cancel a hearing, a Motion and Order for Continuance must be filed with the Court, unless it is agreed to by all parties.

An appearance is required for uncontested divorces and default judgments unless there are extenuating circumstances.

These guidelines are designed to expedite the disposition of civil and family law cases in an efficient and legal manner, and to provide proper notice to adverse, contesting parties.