**OBTAINING A SETTING IN THE 33RD or 424th JUDICIAL COURT**

**1. The provisions of this setting apply to all dockets - civil - criminal - jury and non-jury settings, except where another section clearly provides another method.**

**2. The court maintains web-based resources for referencing its master settings calendar at www.dcourttexas.org (The online setting request is the preferred method)**

**3. A request to the court coordinator for a setting may be made by email at**

 **a.** **33coordinator@dcourttexas.org**

 **b.** **424coordinator@dcourttexas.org**

**4. Attempt to determine a mutually agreeable date and the requesting attorney shall represent that either:**

 **a. all counsel agree on the requested date**

 **b. or that an agreement could not be reached after consultation with all counsel of record. (must provide opposing side with at least three possible dates to choose from)**

 **c. Notice of Setting must be filed with the clerk and a copy emailed to the above email address or faxed to the court coordinator. (fax: 512-756-8478)**

**REQUIRED: CONTENTS OF REQUEST OF NOTICE OF SETTING**

1. **Each request for a setting shall contain a clear description of the matters to be heard.**
2. **Time estimate to be required for the hearing**
3. **and the affirmation required above.**

 **(All hearing request for more than two hours (including jury trials) will be ordered to mediation prior to the setting)**

**The judge should not be requested to sign an order setting cases except when a show cause order is necessary, or when some rule of law requires that an order for a setting be signed**