

**How do I set a civil matter for hearing/trial?**

Fill in the setting request form found on this website and send the original to the court coordinator (fax is fine), mail a copy to the district clerk and provide notice to all opposing counsel. If your request is approved, you will receive written confirmation from the court. Refer to our calendar for dates we will be in the county in which your case is filed, or call the coordinator for dates.

**How do I pass a case and get it off the docket?**

Civil: If it is your setting, send a written request copying all parties to the coordinator. You may fax your letter. If it is not your setting, if all parties agree, notify the court in writing that all parties agree to pass the hearing. Otherwise, file a motion for continuance.

Criminal: File a motion for continuance.

**How do I find out if an order has been signed?**

The District Clerk maintains the files and will be able to provide this information.

**How do I get copies of an order?**

The District Clerk maintains the files and will be able to provide this information.

**How can I tell when the Judge is holding court?**

Our court calendar is posted on this website. If you are still unsure, you may call the coordinator.

**How do I know where I am on the trial docket?**

The order of trial (civil and criminal) is set at docket call.