

REVISED COUNTY COURT AT LAW NO. 4
LOCAL RULES

- 1.) Upon successful mediation or settlement, please submit an Order of Dismissal as soon as possible for Judge's signature. Otherwise, case will remain in pending status and will be subject to a drop docket setting in the future.
- 2.) Proposed orders must be attached with all filed motions.
- 3.) All civil cases MUST be mediated before getting a trial setting. Order setting DCC hearings must be accompanied by proof of mediation. Failure to mediate will result in sanctions against the party or parties at fault.
- 4.) Parties are encouraged to select mediator, if not, Court will appoint mediator.
- 5.) All agreed or unopposed motions for continuance in both criminal and civil settings MUST be signed by all attorneys of record and clients.
- 6.) All Order Setting Hearings/Fiats are to be requested on a separate sheet of paper and should include the cause number, style of the case and include all Attorney/Party addresses.
- 7.) Any and all inquires regarding: a.) service; b.) returned citations; c.) answers; d.) judgments; and e.) signed order, are to be directed to County Clerk's Office at 318-2128. Court files are kept with the Clerk, not the Court.
- 8.) Uncontested matters from other Courts are welcome, provided the Court is available. Check with Court Coordinator, not judge or other staff members.
- 9.) All Court settings are to be requested from and given by the Court Coordinator. NOT FROM THE JUDGE OR ANY OTHER STAFF MEMBERS.
- 10.) Attorneys are to review D. A. criminal files/videos or conference with the D. A.'s office prior to any court setting.
- 11.) Only one criminal pre-trial setting will be allowed.
- 12.) Waivers of Arraignments are accepted. They are to be filed with the Clerk's office and walked up to Court Coordinator's office at least one day before arraignment. NO WAIVERS WILL BE ACCEPTED ON DAY OF ARRAIGNMENT.
- 13.) Cause numbers are always required at all times in court or over the telephone. Otherwise, the Court will not be able to assist you.

- 14.) Defendant's are to appear in all court hearings, unless arrangements are made with the Court Coordinator and prosecutor. Otherwise, a NISI will be granted and capias issued for the defendant.
- 15.) All agreed or unopposed motions for continuance are to be filed at least 72 hours before the hearing.
- 16.) Criminal plea negotiations are to be conducted before the day of hearing, not in court. This includes "bust-downs."
- 17.) "Bust-down" paperwork is to be turned in to the D. A.'s office on or before Pre-Trial date.
- 18.) Any capias recalled will be at the expense of the defendant, unless the defendant pleas guilty. Otherwise, a capias will not be recalled unless a payment receipt is presented. Defendant Must appear in person and with a picture I. D.
- 19.) Misdemeanor criminal cases disposed or unjudicated in felony court will remain pending with this court until attorney provides a certified judgment or an order barring offense.
- 20.) Court appointed attorneys for felony defendants with a misdemeanor charge pending out of the same transaction must notify Court Coordinator for possible appointment. Appointment to the misdemeanor case is not automatic.
- 21.) Do not interrupt court proceedings during arraignments and jury trials. Please check with Court Coordinator for next available time or recess.
- 22.) No orders, decrees or judgments will be signed without the court file and docket sheet.
- 23.) Court decorum is to be strictly followed. No talking, no chewing gum, no food or drinks, no beepers or cellular phones in court.
- 24.) These rules are in addition to those specified in the Texas Rules of Court and other Hidalgo County rules.



JUDGE FEDERICO (FRED) GARZA, JR.