

MOORE COUNTY COURT AT LAW

Local Rules of Practice

1. **Settings.** All cases, contested and uncontested, jury and non-jury, will be set for trial at the request of any counsel or party in the case. The cases will be set for trial in the order that such request for trial setting is filed with the Court Administrator at 715 S. Dumas Ave., Room 206, Dumas, Texas 79029; phone: (806) 935-2440; fax: (806) 935-5102; email: portega@moore-tx.com.

All requests for setting must contain an estimate of the length of time required to conduct the trial or hearing with a copy of same sent to opposing counsel and the Clerk the case is filed in. **If the setting is contained in an Order Setting Hearing, a letter should accompany said Order setting out the length of time required for hearing.** The length of time requested for hearing is the amount of time that will be allocated. If a hearing requires more time than requested, the hearing will be recessed until it can be heard at a later time.

If a letter confirming hearing or order setting hearing is not filed with court within ten (10) days of the requested setting, the hearing time will be vacated and another hearing time will be required to be set.

2. **Jury Trials.** All jury weeks begin on Monday unless Monday is a Court holiday or unless otherwise scheduled by the Court. The jury will report at 9:00 a.m. All juries for the week will be selected on Monday. Counsel should be present in the courtroom at 8:30 a.m. for docket call and announcements unless the notice of setting from the Court Administrator advises otherwise.

The party requesting the setting of a case on the jury docket must certify that all discovery has been completed. If opposing counsel objects to the immediate setting of the case, he must notify the Court in writing, within 14 days of receipt of said request, setting out his objections to same in detail (e.g., if additional depositions are necessary, the names of those needing to be deposed, etc.). The original of said objections must be sent to the clerk of the county the suit is filed in, with a copy of same provided to the Court.

If no objections are received within 14 days, the case will be set for trial.

Suggested special issues are to be provided to the Court no less than two (2) weeks before trial. At the same time, each attorney will provide to the Court a brief summation of his case. Said summation is to be mailed, faxed, or emailed to the Judge and not filed with the Clerk.

3. **Pre-Trial Hearing.** No pre-trial hearings will be ordered in civil cases except in unusually complicated cases or as the Court deems necessary. Pre-trial hearing will be scheduled when counsel for one of the parties to the case shows cause and requests same. All motions, exceptions and other pre-trial matters, except motions in limine, filed in the cases must be called to the attention of the Court and set for hearing at least 14 days prior to the date of trial or same will have been waived.

Each criminal case set for jury trial shall have pre-trial hearings no less than 14 days prior to trial. The Court will allow conference calls on pre-trial matters when possible. All conference calls should be prearranged with the Court Administrator.

4. **Domestic Cases.** In all cases where support, either temporary or final, is an issue, financial information statements shall be filed before the temporary hearing, per Moore County Court at Law Standing Order.
5. **Motions for Continuance.** All motions for continuance shall be made in writing and signed by the client, or shall contain a certification by counsel that a copy has been mailed to the client. The motion or request shall state, in detail, the reason for the delay. **A motion for continuance will not be considered unless the foregoing has been complied with.**
6. **Lack of Prosecution.** Family law actions and actions for liquidated monetary claims on file over 12 months and not tried and all other civil actions on file over 18 months and not tried are subject to being placed on the inactive docket and may be subject to dismissal for lack of prosecution pursuant to Rule 165, T.R.C.P.
7. **Miscellaneous.** Counsel should notify the Court immediately upon settlement of any case. Counsel should notify the Court immediately if a hearing needs to be vacated.

If counsel is hired to represent a criminal defendant or a juvenile, counsel should send a letter of representation as soon as possible to the Court. Copies of the letter of representation should be sent to the County Attorney and the Clerk by which the case is filed. Any attorneys requesting continuances for criminal dockets shall contact the Court with such request. Any cases announced ready for trial will remain on certain docket dates until the case is resolved.

In all hearings, including Zoom and similar hearings, attorneys shall be dressed professionally.

Bail Bondsman: Any correspondence sent to the Court should also be served on the County Attorney.

My Court Administrator has full authority to make settings and can be reached at the address below.

/s/ Jerod Pingelton
Judge, Moore County Court at Law

Effective August 1, 2022.

**Moore County Court at Law
715 S. Dumas Ave., Room 206
Dumas, Texas 79029**

Phone: (806) 935-2440

Fax: (806) 935-5102

**Presiding Judge:
Hon. Jerod Pingelton
Court email: portega@moore-tx.com**

**Court Reporter:
Lindsey Corbin**

**Court Administrator:
Patsy Ortega**

Clerks: The appropriate Clerk should be contacted for their specific fee schedule.

**Moore County District Clerk
Mayra Rivero
715 S. Dumas Ave., Room 109
Dumas, Texas 79029
Phone: (806) 935-4218**

**Moore County Clerk
Brenda McKanna
715 S. Dumas Ave., Room 107
Dumas, Texas 79029
Phone: (806) 935-2009**