

**CIVIL [including Family Law Jury Trials] PRE-TRIAL PROCEDURES for  
425<sup>th</sup> District Court**

**1. Docket Control Order:** Plaintiff's attorney is responsible for drafting and circulating a Docket Control Order within 120 days of the Defendants' answer date. This must be an *agreed* order and must conform to the Judge Lambeth's requirements for agreed orders.

**2. Jury Trial Settings:** Jury Trial settings shall be obtained by email to Marlys Tidrick at [mtidrick@wilco.org](mailto:mtidrick@wilco.org). ALL CASES ON THE JURY TRIAL DOCKET MUST BE MEDIATED.

**3. Pre-trial Conference:** At the time the parties obtain the trial setting the Court Administrator will set the pre-trial conference. The pre-trial conference is generally the week prior to the jury trial.

**2.1 Preparation for the Court Trial Notebook:** The parties are required to bring, and have exchanged, a Trial Notebook that contains the following items:

2.1.1 All Live Pleadings

2.1.2 Witness List with estimated time for direct and cross of each

2.1.3 Exhibit list – list of exhibits you intend to offer

2.1.4 Agreed Motion in Limine and objections

2.1.5 Motions Log

2.1.6 Court Order Log

2.1.5 A list of deposition cuts and objections, if any are to be read or played;

2.1.6 Proposed Jury Charge: Must also be sent to the court administrator in electronic form

2.1.7 Brief: Addressing anticipated legal issues

2.1.8 Timeline/Chronology of relevant events

2.1.9 Daubert challenges and responses

***2.1.10 Elements of Proof Rubric in the form found at the Attorney Tab on the 425<sup>th</sup> webpage. This is a crucial element of the Pre-trial Conference Notebook. The court may remove your case from the jury trial docket if the Elements of Proof Rubric is not contained in your Pre-trial Conference Notebook.***

2.1.11 Agreed Factual Stipulations

2.1.12 Exhibit Notebook: This should be separate from the trial notebook and should consist of four notebooks.

2.1.11.1 A joint notebook of exhibits that are agreed as to authenticity and admission.

2.1.11.2 A joint notebook of exhibits that are agreed as to authenticity but not admission.

- 2.1.11.3 Plaintiff's notebook of exhibits that have not been agreed as to neither authenticity and admission.
- 2.1.11.4 Defendant's notebook of exhibits that have not been agreed as to neither authenticity and admission.

- 3. All counsel shall be familiar with and shall comply with THE TEXAS LAWYER'S CREED.