

Judge Andrea D. Plumlee

330th Judicial Court Court Policies and Procedures

(Please read the Dallas Family Courts Local Rules in addition to these policies.)

Judge Plumlee Hears: Final Trials (jury and non-jury); Final Custody Modifications; Contempt/Enforcement; Appeals from AJ and IV-D; Motions for New Trial; Motion for Continuance regarding Final Trials and District Court Settings; Summary Judgments and other dispositive motions; Bill of Review; 263 Hearings, and any matter not referred to AJ.

Associate Judge Diaz Hears: All Temporary Hearings; Temporary Restraining Orders; Writs of Attachment and Habeas Corpus; Motion to Withdraws, Special Appearances; Motion for Continuance regarding Associate Court Settings, Protective Orders; CPS 14 Day Hearings; CPS Permanency Hearings; CPS Status Hearings; all discovery disputes.

Agreed Orders: Agreed orders can be finalized by an affidavit. The order and affidavit must be e-filed with the District Clerk's office. The District Clerk's office will submit the order to the Judge for signature.

Appeals: If the Associate Judge's Report is reduced to a formal order while the appeal is pending, the Judge will sign it. After an appeal is filed it is the responsibility of the appealing party to get a setting from the Court Coordinator.

Appointments of the Court: There is a list of who will be appointed by the Court to serve as mediators, ad litem and amicus attorneys. Each person seeking appointments must complete an application annually. All applications must be hand delivered to the Court. The Court starts accepting applications from July 1st until August 15th. A new list is published by September 1st of every year.

Audio/Visual Equipment: Anyone wishing to use any of the equipment should become familiar with how to do so prior to any hearing or trial. Check with the Court Coordinator about the availability of the courtroom.

Child Interviews: If either party wants a child interviewed, prior arrangements must be made by the Court. The interview of the child must be conducted by the Judge or Family Court Services. When reviewing an interview by Family Court Services make prior arrangements with the Associate Judge so that the report will be available at the 9:00am or 1:30pm docket. The report must be viewed in the courtroom.

Child Support: All payments through Texas Child Support Disbursement Unit, P.O. Box 659791, San Antonio, TX 78265. The Court will not sign any child support order (including temporary orders) that is not accompanied by a wage withholding order (see TEX FAM CODE § 154.001).

Children: Please advise the Court if children are present in the courtroom. If either party wants a child interviewed, prior arrangements must be made with the Court.

Conference Hearings: Before a decree/order can be approved all pro se litigants must be set for a conference hearing. The clerk's office will provide you with a setting. If you efile your decree it is your responsibility to contact the clerk's office at 214-653-7208 to get a conference setting.

Contact Information: All attorneys and pro se litigants must provide the clerk their contact information (name, address, number and email) in writing.



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Contempt: A prepared contempt order and Order of Commitment is REQUIRED prior to hearing on contempt matters.

Continuances: Once a case has a trial setting no continuance or pass of any matter can occur unless you have the approval of the Judge. No case will be withdrawn from the docket without the specific agreement of both sides communicating to the Court prior to beginning of the hearing or granting of a continuance by the Court.

Copies of Orders: Any copy or certified copy of an order must be retrieve from the District Clerk's Office in the Record's Department at 214-653-6076 or dcrecords@dallascounty.org or <https://research.txcourts.gov>.

Default Orders: All default orders must be scheduled for a prove-up with the District Clerk's office at 214-653-7208. A Final Order, Certificate of Last Known Address, Military Affidavit and Austin Form must be e-filed and accepted before your prove-up hearing.

E-filing: If a cover letter is not submitted requesting that the clerks set a motion for a hearing or submit an order for signature, the clerks will only scan the document and take no action. It is recommended that the party filing follow up with a phone call to the clerk if you have not received a response to the filing in a timely manner.

Ex Partes, Writs, Temporary Restraining Orders: Ex Partes, Writs of Attachment, Writs of Habeas Corpus and Temporary Restraining Orders must be submitted in person to the Associate Judge on duty.

Inclement Weather: The Court operates on DISD schedule. In the event that Dallas County is closed and not DISD the Court will be closed. You can always get updated information on the Court Coordinator's voicemail at 214-653-6188.

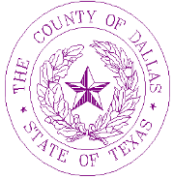
Mediated Settlement Agreements: They must be in writing and meet the statutory requirements. If you have a trial setting you must do a prove-up for the MSA at your trial setting or before trial.

Mediation: It is mandatory in all contested cases, except the Court may waive mediation if the trial is short with non-complex issues. The Court will appoint a mediator if the parties cannot agree on a qualified person. Usually costs are assessed one-half to each party. If parties are unable to pay for mediation the case will be referred to Dallas County Family Court Services.

Parenting Classes: Not required but will be Court ordered if necessary.

Paternity Issue in Divorce: Case-by-case determination. Make proper allegations in pleadings. Have mother sign an affidavit naming the biological father, if known. If biological father is known, he should sign a statement of paternity.

Pre-trials: All requests for pre-trials must be requested to the Court Coordinator by telephone, email or in person. Pre-trials may be set at temporary hearings by the Associate Judge. The requesting party is responsible for notifying all other attorneys and pro se parties in writing in accordance with TRCP 21a. Failure to appear at a pre-trial setting could result in a dismissal for want of prosecution or a default judgment entered.



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Prior SAPCR: Must transfer and consolidate SAPCR into divorce action.

Prove ups: They are held every Tuesday and Thursday at 8:30am in the District Court via Zoom ID 459 216 5747.

Pro Se Final Orders: All final decrees/orders must be approved by the Associate Judge at a conference hearing before scheduling a prove- up.

Special Sets: They are only set by the Associate Judge. You must contact the Associate Judge in writing by email to request the date. A Financial Information Statement and Summary of Requested Relief must be prepared before hearing. All proposed exhibits should be sent and reviewed before the hearing with opposing side.

Status Hearing: Must appear via Zoom ID 459 216 5747 as indicated on your notice. A failure to appear will result in a dismissal of your case.

Temporary Hearings: It is advisable to obtain a special setting for contested hearings in excess of 1 hour. A Financial Information Statement and Summary of Requested Relief must be prepared before hearing. All proposed exhibits should be sent and reviewed before the hearing with opposing counsel.

Ten (10) day Letters: The Court will not sign an order that does not contain either the signature of all attorneys as to form or proof of notice that said order has been presented to all attorneys of record or parties requesting same to file written objections within ten (10) days. E-file your ten (10) day letter but do not submit your order until the ten (10) days have expired. It is recommended that the party filing follow up with a phone call to the clerk if you have not received a response to the filing in a timely manner.

Trial Settings: Trial settings are obtained only at the pre-trial hearing. Discuss settings with opposing counsel prior to setting the case. Please call the Court if you settle your case before trial.

Withdrawals: They must be filed and approved 30 days before a final trial setting.

Court Staff:

Associate Judge: Danielle T. Diaz – (214) 653-6156 or danielle.diaz@dallascounty.org

Court Coordinator: Rita Bartley - (214) 653-6188 or rita.bartley@dallascounty.org

Court Reporter: Francheska Duffey - (214) 653-7450 or francheska.duffey@dallascounty.org

Lead Clerk: Angelina Meade - (214) 653-7208 or angelina.meade@dallascounty.org

Mailing Address:

330th District Court
George L. Allen, Sr. Courts Building
600 Commerce Street
Dallas, TX 75202

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3rd Floor Old Tower
Dallas, TX 75202