

Mary Brown
District Judge

Drew Ten Eyck
Associate Judge



Catherine Nicholson
Court Administrator

Shantel Beheler
Court Reporter

301st JUDICIAL DISTRICT COURT

600 COMMERCE STREET
DALLAS, TEXAS 75202
214.653.7407

FREQUENTLY ASKED QUESTIONS

What does the District Judge hear and how do I get a hearing set?

Judge Brown hears final trials, contempt/enforcement motions, appeals from the Associate Judge and IV-D Judges, motions for new trial, motions for continuance regarding final trials, summary judgments or any other dispositive motions, and any matter not referred to the Associate Judge.

Judge Brown's docket is maintained by the Court Administrator. Once you have filed your pleading, confer with opposing counsel/pro se about available dates and then send an email to Catherine at cnicholson@dallascounty.org. Please copy opposing counsel/pro se on the email when possible. Also include how much time you are requesting for the hearing.

What does the Associate Judge hear and how do I get a hearing set?

Judge Ten Eyck hears all temporary orders hearings, final modifications of child support and possession, writs of attachment and habeas corpus, all discovery disputes, special appearances, motions to reinstate, motions to withdraw and any other ancillary motion.

Judge Ten Eyck's regular docket is maintained by the Court Clerk. Once you have filed your pleading, you may call the Court Clerk at 214.653.7385 for a setting. A Notice of Hearing/Fiat must be filed separately and cannot be part of the pleading.

For specially set hearings, confer with opposing counsel/pro se about available dates and then send an email to Judge Ten Eyck. You must include opposing counsel and may not include any facts regarding the case in the email.

How do I get an Ex Parte Order or Writ signed?

Ex Parte Orders and Writs must be presented in person. You must efile your pleading before coming to the Courthouse. Please bring a copy of the efiled pleading along with the original order. Don't forget to include your Certificate of Conference.

What is the procedure for prove ups?

Judge Brown hears prove ups every morning at 8:30 and will work them into her docket at any other time during the day that she can. Attorneys do not have to set prove ups nor do they have to submit orders in advance of a prove up.

Pro se litigants must get their orders pre-approved and obtain a setting for a prove up from the clerk.

What is the best way to get an order signed?

Dallas County still is not able to electronically sign orders. You can walk orders through to be signed and we encourage you do so. If you want a certified copy of an order, you must walk it through to get it certified the same day or you will have to request a certified copy from the Records Department after it is signed and scanned.

You may efile some orders to be signed but it may take several weeks for those orders to be available on Public Access. If the order contains sensitive information (names of children) it will never be available on Public Access. You will have to request a copy from the Records Department.

If you want an efiled order presented, you must include a cover letter with the order asking the clerk to submit the order.

What is the best way to get a Notice of Hearing signed?

When you schedule the hearing, ask the clerk to sign it if it does not contain any order language. If it does contain order language, you can ask the clerk to submit it for signature or you can walk it through to be signed.

I have a trial set before Judge Brown. Is there anything I should bring in addition to my witnesses and evidence?

Judge Brown likes to have a written summary of requested relief and a financial information statement from each party at the beginning of trial. The Court Reporter will need a list of witnesses and a list of exhibits that may be introduced.

What is the best way to get a final order entered after trial?

The Court will set a dismissal date in accordance with Local Rule 8.02 after a rendition is made. If no order that is agreed as to form is ready by that date, the attorneys and parties should appear before Judge Brown on that dismissal date with proposed orders.

Any other helpful hints?

- Bring a copy of anything you file within 48 hours of hearing to court with you. The clerk may not have accepted it by the time you have your hearing.
- Any filing requiring a fee takes longer to process - please be patient.
- Any document containing sensitive information will be blocked from Public Access. If you want to be able to view the document, do not include sensitive information and do not put that notice on the top of the document.
- The clerks will only conform/certify orders the day they are signed. You cannot efile an order and then come in a week later to get your copies conformed and certified. Walk the order through to be signed. Otherwise you will have to request copies from the Records Department.
- Any notice or order that is submitted by the clerks to Judge Brown or Judge Ten Eyck for signature can take up to two weeks to appear on Public Access. Once we have electronic signature, that problem should be solved. For now, we must print the orders, get them signed, returned to the clerk, and then entered and scanned by the clerk. If you have a time sensitive notice or order, walk it through to be signed so you can leave with a conformed copy.