

Policies and Procedures for Judge Muñoz's Court

I. ASSOCIATE JUDGE APPOINTMENT

Judge Muñoz is assigned to support and preside over proceedings in the following District Courts:

14th District Court
68th District Court
116th District Court
162nd District Court
191st District Court
193rd District Court
298th District Court

The types of proceedings and hearings over which Judge Muñoz presides vary by District Court. If you would like to set a hearing before Judge Muñoz, please contact the Court Coordinator or Lead Clerk for the District Court in which your case is currently pending to confirm whether it may be set on her docket.

II. COMMUNICATIONS

Judge Muñoz's preferred method of communication is via direct email. Because Judge Muñoz presides over cases assigned to seven different District Courts, she does not always receive notice of e-filed correspondence, e-filed proposed orders, or communications sent to the District Court staff. Therefore, if you need to communicate with her regarding a hearing setting, a proposed order, a deficiency letter, or follow up on a pending matter, it is very important that you e-mail her directly at Nicole.Munoz@dallascounty.org. However, **ALL** e-mail correspondence with Judge Muñoz **MUST** include copying **ALL** opposing counsel (or pro se parties), and it is highly encouraged that you copy the underlying District Court's coordinator and lead clerk. Judge Muñoz typically responds within two (2) business days.

III. COURTESY COPIES

Courtesy copies are always encouraged and appreciated, especially for dispositive motions and appendices. At the very least, please provide Judge Muñoz with courtesy copies of filings with twenty-five (25) or more pages.

IV. DALLAS COUNTY LOCAL RULES

The Local Rules adopted for use in the District Courts of Dallas County, including this Court, may be located at: <https://www.dallascounty.org/government/district-clerk/civil-guidelines.php>. Please familiarize yourself with the Local Rules and ensure compliance with them for all proceedings.

V. TEMPORARY RESTRAINING ORDERS (TROs)

Judge Muñoz frequently hears TROs filed in the above-referenced District Courts. To set a hearing on an application for TRO, please contact the Lead Clerk for the District Court in which your case is currently pending. **NOTE:** Judge Muñoz strictly enforces Local Rule 2.02 for all TROs.