

HELPFUL HINTS FOR COURTROOM APPEARANCES

(revised July 26, 2012)

1. All counsel are strongly urged to use the technology in the courtroom. For example, if counsel has voluminous exhibits, counsel should consider putting the exhibits on a disk and bringing the disk to the courtroom so that the exhibits may be shown on the screens in the courtroom (as opposed to putting the exhibits in a thick binder that becomes difficult to handle). For wireless access questions, please contact Evangeline C. Attaway at (713) 250-5136 or cmA679@txs.uscourts.gov
2. Counsel must comply with Local Rule 9013-2 regarding exhibits and witness lists. Counsel are urged to carefully review this Local Rule so that counsel understands what he/she must do in preparing for hearings and trials.
3. The court will want counsel for each party to give closing arguments in all contested matters and adversary proceedings.
4. Please deliver to chambers copies of any pleadings that contain voluminous exhibits.
5. If a hearing is set and an agreed order has been filed, signed and entered on the docket prior to the hearing, then no appearance is necessary.
6. If an application to compromise is filed regarding an adversary proceeding, and a pre-trial conference or trial is scheduled, please email the case manager, Evangeline C. Attaway, to inform the court. Her email address is cmA679@txs.uscourts.gov.