

Cause No. _____

_____	§	IN THE DISTRICT COURT
	§	
v.	§	33 RD JUDICIAL DISTRICT OF
_____	§	_____ COUNTY, TEXAS

NOTICE OF SETTING

Notice is hereby given that the following matter in the above styled and numbered case is set as follows:

Matter Set: _____

Date/Time: _____ a.m. on _____, 20____

City & County in which set: _____

In the District Courtroom of the 33rd Judicial District Court in said city & county.

Time Allotted: _____

Judge Assigned: _____ (or unknown)

All parties and their attorneys are expected to attend.

The hearing has been confirmed through the office of the Court Administrator.

Respectfully Submitted,
Signature Block of Atty or *pro se*

CERTIFICATE OF SERVICE

INSTRUCTIONS ON USAGE

- 1 Initiating Attorney gets possible dates from court coordinator.
- 2 Select/confirm date with all counsel or *pro se* parties.
- 2.1 If unable to obtain agreement on setting you will have to file a formal motion for setting with a certificate of conference indicating the unsuccessful result.
- 3 Initiating Attorney verifies selected date with court coordinator via telephone, email or fax. **Essential:** must do this prior to sending the Notice because if there has been a substantial lapse of time, your selected date may be gone. Dates will NOT be reserved.
- 4 Coordinator confirms the date to Initiating Attorney and docket the matter.
- 5 Initiating Attorney sends the Notice
- 5.1 Show full name and address (or fax if applicable) of recipients. Do NOT merely say "all counsel of record."
- 5.2 File original with the Clerk.
- 5.3 Send copy to coordinator.

noticeofhearing.wpd