

# **CIVIL COURT AT LAW#2 OCCUPATIONAL INFORMATION**

***JUDGE THERESA W. CHANG PRESIDING***

**OCCUPATIONAL HEARINGS ARE HELD ONLY ON WEDNESDAYS AT 9:00 AM. THE CLERK WILL GIVE YOU AN AVAILABLE DATE**

## REQUIREMENTS

- **WRITTEN NOTICE OF ORAL HEARING MUST BE SUBMITTED TO THE CLERK**
- **WRITTEN NOTICE MUST BE SENT TO THE COUNTY ATTORNEY**

Address:

**Office of Vince Ryan  
County Attorney  
Attn: Graylon Wells  
1019 Congress 16<sup>th</sup> Floor  
Houston, Texas 77002  
Fax: 713-755-8848  
Phone: 713-274-5194**

**Paralegal, Compliance Practice Group  
Donna Stephens  
Phone: (713) 274-5208**

- **INFORMATION SHEET MUST BE COMPLETED AND FILED WITH THE CLERK ALONG WITH YOUR NOTICE OF HEARING**

**\*\*\*\*\*IMPORTANT\*\*\*\*\***

**PLEASE HAVE THE FOLLOWING WITH YOU WHEN YOU COME TO COURT:**

- 1) SR-22 (*BRING COPIES FOR THE FILE*)
- 2) CURRENT INSURANCE (*BRING COPIES FOR THE FILE*)
- 3) 6 MONTHS PAID IN FULL INSURANCE IS REQUIRED IF YOUR LICENSE HAS BEEN SUSPENDED FOR DRIVING WITH OUT INSURANCE (*BRING COPIES FOR THE FILE*)
- 4) SALCE RESULTS (ONLY FOR ALCOHOL OR DRUG RELATED CASES)

**PLEASE CHECK IN WITH THE CLERK IN THE COURT ROOM AT 8:30 a.m.**

***OUR COURT ROOM IS LOCATED AT 201 CAROLINE 5<sup>TH</sup> FLOOR***