



Preferential Pre-Trial Requirements

All parties must exchange pretrial documents prior to pre-trial conference and identify which documents are agreed to and which have objections.

Pretrial documents must be e-filed by the Wednesday preceding the pre-trial conference.

Courtesy copies of all pretrial documents are required to be delivered to the Clerk of the Court, no later than the Wednesday prior to the pre-trial conference. Copies may be delivered to 201 Caroline, 5th Floor, Houston, Texas 77002. Office hours are Monday through Friday 8:00 am – 4:30 pm.

Pre-Trial Documents:

- Witness List
- Motion in Limine
- Jury Charge
- Exhibit List
- Exhibits (All Exhibits must be pre-marked with numbers, please do not use letters)

The Court Reporter's Request for Record (see attached) must be filled out prior to pre-trial conference and emailed to the Court Reporter at Lettie_Witter@ccl.hctx.net

Pre-Trial Conference will be conducted via Zoom

<https://hccocm.zoom.us/my/hccivil01>

Dial in Information: (346) 248-7799

Meeting ID: 592 794 4638

For answers to frequently Asked Questions, please visit the Court's website <http://www.ccl.hctx.net/civil/1/default.htm>