

COUNTY COURT AT LAW NUMBER ONE

**THE ANSWER TO MANY QUESTIONS REGARDING CIVIL MATTERS MAY BE HERE.**

**JUDGE CORINNE A. MASON**

1800 N. GRAVES. ST., STE. 135 PHONE 972.548.3860; FAX 972.548.3868  
McKinney, Texas 75069 email: [jchambers@co.collin.tx.us](mailto:jchambers@co.collin.tx.us)

**DISCOVERY CONTROL PLAN AND SCHEDULING ORDER:** The Discovery Control Plan and Scheduling Order (DCP/SO) must be completed, signed by all parties, and returned to the Coordinator as instructed. If the DCP/SO is not complete, signed by all parties and returned to the court, your presence is required at the Pre Trial Conference. If the DCP/SO has been signed by all parties, and submitted to the court before the deadline, your appearance is not required. For convenience, you may e-mail the order to the coordinator, fax it to the number above, or by US mail to the address above.

To confirm that a matter has been removed from the docket, please check on line at [www.collincountytx.gov](http://www.collincountytx.gov) or contact the clerk of the court at 972.548.6420. Please do not contact the coordinator to check service, status, settings, or filings.

If you would like a blank DCP/SO emailed to you by the coordinator, please email your request to the address above. It will be sent to you in Microsoft word format. You may also obtain a copy from the download center for County Court at Law Number One. You may not substitute any form for this document. If a form other than the one provided by the court is submitted, it will not be accepted.

If the DCP/SO is not complete, or is illegible, it will not be accepted.

If you list dates on the DCP/SO not provided by the court, it will not be accepted.

If you submit a DCP/SO different from the one provided by the court, it will not be accepted.

\*Pre-trial Conference and Formal Pre trial are not the same setting. If you select a trial date that has a corresponding formal pre trial setting that has the same date as your current pre-trial conference, you must be present and comply with section "e" of the discovery control plan and scheduling order.

Failure to appear for a required pre trial conference or formal pre trial will result in dismissal.

**PRE TRIAL MOTIONS: DO NOT** mail, fax or email motions to the court coordinator they will not be accepted. They must be properly filed with the clerk of the court. The address for the County Court at Law Clerk is 1800 N. Graves Street, Suite 110, McKinney, Tx 75069. Motions will not be set for hearing unless they have been properly filed along with a fiat/order setting hearing. When filing your motion, please indicate the estimated amount of time needed for your hearing. If these requests are not met the hearing will not be set. Please do not contact the coordinator requesting a hearing be set unless a proper motion has been filed.

**FORMAL PRE TRIAL** is not required on Trials before the Court/Bench Trials. However, if you request formal pre trial, you must appear. Failure to appear for a requested formal pre trial will result in dismissal.

Formal Pre Trial is required on ALL jury trials. Failure to appear for formal pre trial will result in dismissal.

If no settlement or agreement can be reached, the jury fee must be paid 30 days prior to the trial date.

Mediation is required on all civil suits.

**TO CHECK STATUS, please** contact the civil clerk at 972-548-6420 or visit [www.collincountytx.gov](http://www.collincountytx.gov)  
Under departments, click on county court at law, then click case look up.