

COLLIN COUNTY COURT AT LAW 5
Waiver/Cancellation of Formal Pre-Trial Hearing
Prior to Bench Trials in Civil Cases

FOR BENCH TRIALS IN CIVIL CASES ONLY:

When scheduling a trial before the court (TBC) in civil cases, it is the Court's standard policy to hold a **Formal Pre-Trial Conference** the week before the TBC.

The **Formal Pre-Trial Conference** may be canceled on request from the parties if the parties submit a **JOINT WRITTEN PRE-TRIAL STATUS REPORT**, signed and agreed to by **ALL** parties confirming:

- a. the parties are ready for trial,
- b. the estimated length of trial,
- c. there are no pretrial matters needed to be heard before trial, **and**
- d. all exhibits other than rebuttal exhibits have been pre-marked¹ and exchanged by the parties.

This report must be signed and agreed to by the party if the party is self-represented,² or by the party's attorney if the party has retained counsel.

The joint status report and request for cancelation must be filed with the Court no later than seven (7) days before the trial date; otherwise, the parties will be expected to attend the pre-trial conference at the time and on the date specified in the scheduling order.

[May 1, 2024]

¹ CCL5's web portal includes ***Exhibit Marking Instructions***.

² CCL5's web portal also includes ***Information for Pro-Se Litigants*** that may be helpful to parties that are self-represented.