



**LOCAL RULES OF PROCEDURE  
AND  
RULES OF DECORUM FOR  
THE JUSTICE OF THE PEACE COURTS  
COLLIN COUNTY, TEXAS  
  
EFFECTIVE: 01/31/2022**

## CHAPTER 1: GENERAL

### 1.1 **Objective**

These rules are promulgated to provide a uniform system for the fair, impartial, and prompt disposition of matters properly before the Justice Courts of Collin County. They are to be interpreted consistent with this objective.

### 1.2 **Scope**

These rules govern cases filed in the Justice Courts of Collin County, Texas. They are promulgated pursuant to Section 27.061 of the Texas Government Code.

### 1.3 **Jurisdiction**

The Justice Courts of Collin County hear:

- (a) Civil cases in which the amount in controversy is \$20,000.00 or less.
- (b) Eviction cases, both residential and commercial, including writs of reentry.
- (c) Administrative hearings involving revocation of driver's licenses, concealed handgun permits, etc.
- (d) Criminal offenses which are fine only, both traffic and Class C.
- (e) Cases involving animal cruelty and neglect.
- (f) Peace Bond Applications
- (g) Emergency Mental Health Commitment Applications

### 1.4 **Construction**

These Rules shall not be construed so as to enlarge, diminish, modify or alter the jurisdiction, power or authority of the Justice Courts of Collin County.

### 1.5 **Organization**

Each Justice Court in Collin County has a specific geographical area of jurisdiction. Precinct One serves the north central portion of Collin County; Precinct Two serves the eastern part; Precinct Three serves the south central and south west; Precinct Four serves the western. Each court has its own court clerks responsible for setting cases on the individual docket of the court.

### 1.6 **Calendar**

Each Justice Court will keep a docket of scheduled hearings and trials. A weekly docket shall be available to the public for each week's proceedings.

The elected judges will generally be available as indicated by these rules and the calendar. However, when a judge is on vacation, at a judicial or educational conference, or has medical or dental needs, it is the policy of the Justice Courts to participate in a bench exchange or obtain a special or temporary justice, if possible, so that there will be no interruption in the work of each court. Special or temporary justices may also be scheduled to help with heavy workloads or crowded dockets. Notice of the assignment of a special or temporary justice will be posted as soon as is practical.

### 1.7 **Jury Selection**

The Justice Courts utilize the electronic method of selecting names of persons assigned for jury service. Jury impaneling is conducted in cooperation with the District and County Courts. Questions about the jury impaneling process and jury service may be addressed to the jury services office at 972- 548-4315.

**1.8 Recusals, Bench Exchanges, and Special or Temporary Justices**

In the case of recusal, sickness, or time off the Collin County Justices of the Peace have signed bench exchange agreements to cover each other's benches. If a bench exchange is not possible, a special or temporary judge may be assigned as dictated by Section 27.055 of Texas Government Code.

**1.9 Court Closure Due to Inclement Weather**

It is the policy of the Collin County Justice Courts to follow the decisions of the 4 major school districts in Collin County when severe weather or road conditions are a threat. If, due to weather, the Plano, Allen McKinney and Frisco school districts delay their openings or cancel school, the Justice Courts will also close. The Court will advertise its closure on both the Collin County and the Court's websites. When possible, phone message instructions will also be available. Generally, all court dates affected by these closures are reset and all parties will be re-notified of new dates. Due dates or appearance dates will be extended to the next date the Courts are opened.

**1.10 Court Equipment**

The Collin County Justice Courts have electronic capabilities including smart boards and document viewers. Please contact the Court for specific information on the electronic capabilities available.

**1.11 Recording Court Proceedings**

All Collin County Justice Courts are Courts of non-record. There is a standing order in all of the Collin County Justice Courts that, "NO RECORDING IS ALLOWED" without prior approval from the Judge.

## CHAPTER 2: CIVIL CASES

### 2.1 Filing Cases

All civil cases shall be filed in the Justice Court (1) where one or more defendants may reside, except as otherwise provided by law; (2) where the incident or majority of incidents giving rise to claim occurred; (3) where the contract/agreement giving rise to the claim was to be performed; or (4) where the property is located in a suit to recover property.

#### 2.1.1 Eviction Cases

Eviction cases shall be filed in the Justice Court where the leased premises are located. Apartment complexes with more than 50 units are required to electronically file eviction petitions.

### 2.2 Mediation

It is the policy of the Collin County Justice Courts to encourage the peaceful resolution of disputes and the early settlement of pending litigation. Each court shall determine which of its cases to refer to mediation and shall determine to which mediation service to refer a case.

Any party receiving notice of a referral to mediation has 10 days from date of notice to file a motion objecting to the referral. If any party to a case files a motion objecting to the referral to mediation, and the Court finds that there is a reasonable basis for the objection, the case may be excused from the referral.

The courts will not order mediation or any dispute resolution in an eviction case if it will delay trial.

### 2.3 Setting Cases

All civil cases are to be brought to trial or final disposition as promptly as practicable.

Each Justice Court shall be responsible for the setting of hearings and trials in each court and for the notices thereof.

### 2.4 Pre-Trial Conferences

At any time the Court may order a pre-trial conference. The Court may enter an order or orders following each pre-trial conference, which would address any applicable matters. The court will not schedule a pretrial conference in an eviction case if it would delay trial.

### 2.5 Demand for Jury

A party requesting a civil jury trial shall file a written request with the Court in which the case is filed not later than the 14<sup>th</sup> day before trial. The jury fee shall be paid upon filing the request. Once the demand is made and the fee paid, the request cannot be withdrawn without approval of all parties. Jury fees are not refundable. Civil cases will be heard by the judge (Trial Before Court) unless a party requests a jury trial.

### 2.6 Preferential Settings

Preferential settings may be obtained at the discretion of the judge.

### 2.7 Continuances

All Motions for Continuances must be agreed to by both parties and submitted in writing within a reasonable time prior to trial. Any motion submitted that is not agreed to by both parties will be heard at the discretion of the Judge.

## **2.8 Matters Preliminary to Trial on the Merits**

Except for motions for continuance based on new circumstances, all motions in limine, exceptions and all pre-trial motions and pleas in each jury case shall be presented and heard at pre-trial hearing. All such exceptions, motions, and pleas not presented and heard at scheduled pre-trial hearings will be deemed waived, except upon a showing of good cause.

For non-jury cases all exceptions, motions and pleas must be filed three days before the scheduled trial before the Court.

## **2.9 Hearings Conducted by Telephone or Other Electronic Means**

At the discretion of the judge, a party or attorney may appear by telephone conference call or other electronic means. A request by a party for such an arrangement must be made in advance. In rare cases in the interest of justice, the Court may permit a witness to appear by telephone conference call or other electronic means.

Usually, a judge will not initiate a conference call or other electronic means of a hearing.

At any time, even after the completion of a conference call or other electronic hearing, a judge may determine that a hearing by telephone or other electronic means will not be sufficient and may require a hearing in court upon notice to all parties.

## **2.10 Dismissal for Want of Prosecution by the Court**

### **2.10.1 Case Selection**

The following cases are eligible for dismissal for want of prosecution *sua sponte* by the Court:

- (a) Cases on file for more than 120 days in which no answer has been filed or no service has been effected;
- (b) Cases that have been on file for more than 12 months that are not set for trial and have had no filings or settings within 180 days;
- (c) Any other case designated by the Court.

### **2.10.2 Notice**

The court clerk shall give notice that certain cases will be dismissed for want of prosecution. Such matters will be dismissed on the date indicated in the notice of dismissal unless the Court orders it retained.

### **2.10.3 Docket Settings**

Only the Court may make a setting in cases set for dismissal.

### **2.10.4 Procedures for Retaining Cases and Objecting to Motions to Retain**

Motions to retain shall be filed with the Court at least 10 working days prior to the date specified in the notice of dismissal for want of prosecution.

- (a) Any party who files a motion to retain shall state in writing the factual and legal bases why the case should not be dismissed for want of prosecution.
- (b) Parties objecting to a motion to retain shall state in writing the basis for any objection to the motion to retain within 3 days of service of a motion to retain.
- (c) The Court shall notify all parties of the Court's ruling on a motion to retain.

### **2.10.5 Cases Not Requiring Oral Argument**

Oral arguments on motions to retain or objections to motions to retain, may be permitted by the Court.

### **2.10.6 Cases Requiring Oral Argument**

The Court shall notify the parties of the Court's decision to permit oral argument and shall notify the parties of any hearing on motion to retain.

A party wanting to argue a motion to retain or an objection to retention may appear on the date and time set for dismissal of the case.

### **2.10.7 Retained Cases**

If the Court decides to retain the case, the Court will set the case for trial at the convenience of the Court. The Court will notify the parties of the setting. At the setting, the case will be tried or dismissed.

### **2.10.8 Includes all Pending Claims**

References in this chapter to a "case" include all pending claims in the case.

## **2.11 Motions to Withdraw as Attorney**

Except as provided in Rules 8 and 10 of the Texas Rules of Civil Procedure, a motion to withdraw will be granted without a hearing only if the moving attorney:

- (a) Files written consents to the withdrawal signed by attorneys for all parties; and
- (b) Files a written consent to the withdrawal signed by the client, or includes in the motion a specific statement of the circumstances that justify the withdrawal and the circumstances that prevent the moving attorney from obtaining the client's written consent; and
- (c) Files a certificate stating the last known mailing address of the client.

If all requirements above are not satisfied, a motion to withdraw or to substitute another attorney must be presented at a hearing after notice to the client and to all other parties.

## **2.12 Holidays**

When any date mentioned in these rules falls on a court holiday then the applicable date shall be the first date following the holiday. The court holidays shall be published on the County website.

## **2.13 Authorization to Serve Citation (Rule 501.2)**

A person wishing to be authorized by written order of the Court to serve citations and other notices may file a written affidavit in application for authorization on a form supplied by the Court or a similar suitable application. The Court may, upon approval of the application, authorize service by the applicant in all appropriate suits pending in that Justice Court. Prior to, or in conjunction with the filing of return of service in any suit, the person verifying the return shall also file an affidavit that he or she is not a party to and has no interest in said suit. The affidavit may be part of the verified return required by Rule 501.3 of the Texas Rules of Civil Procedure.

## CHAPTER 3: CRIMINAL CASES

### 3.1 **Filing Cases**

Justice Court cases shall be filed in the precinct where the offense is alleged to have occurred, except for cases involving school attendance, which may be filed in any precinct in the county.

Offenses alleged to have been committed in more than one precinct may be filed in any precinct that the offense, or any portion of the offense, is alleged to have occurred.

The Justice Court may transfer a school attendance case to the 417<sup>th</sup> District Court whenever a defendant also has pending juvenile cases at the 417<sup>th</sup> district Court.

### 3.2 **First Appearance**

Unless otherwise directed, defendants will appear at the Justice Court in which the case is filed, according to the date and location written on their citation or summons.

A telephone call does not constitute an appearance. Subsequent appearances will be as scheduled by the Court.

Requests for language interpreter or special assistance for persons with disabilities shall be made at the time a plea is entered.

### 3.3 **Setting Cases**

Court clerks are authorized to give the following settings; all others must be approved by the Judge. The Judge may create ancillary dockets at such times and dates as may be deemed necessary.

#### **(a) Announcement/Pre-Trial Docket**

Defendants/Attorneys may discuss their cases with a prosecutor, plead guilty or no contest to resolve the case, or reset the case for trial.

#### **(b) Pretrial Motions**

Pretrial hearings are normally conducted in Class C cases on the day of trial. Special pretrial settings must be requested and approved by the Court. Pretrial motions must be filed with the Court 21 days prior to any pretrial hearing. The Court will provide the motions to the district attorney.

All pretrial hearings will be held on the day set unless a written State or Defense motion for continuance is granted.

#### **(c) Trial before the Court (TBC)**

Attorneys and defendants should not set a case for TBC unless the defendant and the State intend to waive jury. All cases shall be tried when set unless a written State or Defense motion for continuance is granted, or the judge resets for any reason within the Court's discretion.

#### **(d) Jury Trial**

Defense attorney and/or defendant shall appear at the scheduled jury setting. State and Defense must either announce ready or file a written motion for continuance. If the defendant waives jury at the docket call, a written waiver, signed by counsel and/or defendant must be presented.

### 3.4 **Plea of Guilty or Nolo Contendere**

Defendants may enter a plea of guilty or no contest at any time, with or without a plea agreement. Each Court shall maintain a list of "standard" fines for various offenses. Defendants may also elect to enter a plea of guilty or no contest and address the Judge regarding punishment.

### **3.5 Appointment of Counsel**

Indigent defendants are not entitled to a court appointed attorney, as a matter of law, when charged with a fine-only offense.

### **3.6 Motions to Withdraw or Substitute**

An attorney becomes attorney of record in a misdemeanor case by listing his or her name on pleadings or by setting or resetting the case. He or she remains attorney of record until relieved by written order of the Court. An attorney's motion to withdraw will be heard at any time when the defendant has had notice to appear or whenever the defendant agrees in writing. Adequate notice is by certified mail, return receipt requested.

Motions to substitute counsel will be granted without hearing so long as the scheduling of trial will not be delayed by the change in counsel.

### **3.7 Unscheduled Appearances**

**In General** Defendant or attorney representing defendant will generally not be able to meet with the prosecutor or judge in reference to specific cases outside the regular docket settings absent a show of good cause.

**Files** Defendant and the attorney shall have access to court files in the presence of court personnel. Files will not be released or removed from the courtroom or work area without authorization of the Judge. Case information may be viewed online on the county's website: [www.collincountytx.gov](http://www.collincountytx.gov)

### **3.8 Failure to Appear**

If a defendant fails to appear in person and announce ready for trial at the time the case is called without showing a good cause, the Court may issue a warrant for the defendant's arrest and require the defendant to post an appearance bond. If defendant is represented by an attorney who fails to appear and announce ready at the time the case is called, the Court may issue a Show Cause Notice for Contempt of Court to the offending attorney, and may require the defendant to post an appearance bond. If the State fails to appear and announce ready for trial without showing good cause, the Court may proceed to trial.

## **CHAPTER 4: RULES OF DECORUM**

### **4.1 Order**

All persons entering the courtroom are required to behave in a dignified and respectful manner. All persons shall refrain from any action that may be disruptive or any facial expressions, shaking or nodding of head or any other conduct that may express approval or disapproval of any testimony, statement or transaction in the courtroom. Order will be maintained at all times.

Violations of this rule may result in a reprimand from the judge, expulsion from the courtroom, or a finding of contempt punishable by three days in jail and/or a \$100 fine.

### **4.2 Opening Procedure**

Immediately before the scheduled time for the first court session on each day the bailiff shall direct all persons present to their seats and shall cause the courtroom to come to order. As the Judge enters the courtroom the bailiff or the court clerk shall state: "All rise."

And while everyone is still standing, the bailiff shall announce: "Justice of the Peace Court, Precinct "X" of Collin County, Texas is now in session, Judge " \_\_\_\_\_ " presiding. Please be seated. "

### **4.3 Recess**

When the Judge announces a recess, the bailiff shall state: "All rise".

And all shall remain standing until the Judge leaves the courtroom, whereupon the bailiff shall announce: "The Court is now in recess".

In reconvening after a recess, the bailiff shall call the courtroom to order and request everyone to rise as the Judge enters and shall state: "Please be seated."

Before a recess of a jury trial, the jury will be excused, and all other persons present shall remain seated while the bailiff conducts the jury from the courtroom into the jury room.

After a recess, the bailiff shall direct all jurors to the jury room and shall call the courtroom to order and request everyone to rise as the Judge enters, as in nonjury trials. The jury shall be returned to the jury box from the jury room, upon the instruction of the Judge.

### **4.4 General Rules of Courtroom Conduct**

All officers of the Court, except the Judge and jurors, and all other participants, except witnesses who have been placed under the rule, shall promptly enter the courtroom before the scheduled time for each court session. When the bailiff calls the Court to order, complete order should be observed.

In the courtrooms there shall be:

- (a) no excessively short pants, tank tops, or clothing that allows underwear, lingerie or bare midriffs to be seen, no caps, hats, do-rags or sunglasses;
- (b) no tobacco, or tobacco substitute, in any form used;
- (c) no vaping or using any form of electronic cigarette;
- (d) no chewing gum or edibles;
- (e) no reading of newspapers or magazines;
- (f) no audible cell phones or pagers (they should be turned off or set to vibrate mode);
- (g) no bottles, cups or beverage containers except court water, pitchers and cups or as permitted by the Judge;
- (h) no propping of feet on tables or chairs or leaning back in chairs;
- (i) no noise or talking that interferes with court proceedings;
- (j) no tape recorders, cameras or other electronic devices for recording proceedings without prior approval of the bailiff, and any devices allowed in will be turned off;

(k) no packages, suitcases, boxes, shopping bags or containers without prior approval of the bailiff.

The Judge, the attorneys, and other officers of the Court will refer to and address other court officers and other participants in the proceedings respectfully and impersonally, as by using appropriate titles and surnames rather than first names.

#### **4.5 Attorneys**

- (a) Attorneys should observe the letter and spirit of all canons of ethics, including those dealing with discussion of cases with representatives of the media and those concerning improper ex parte communications with the Judge.
- (b) Attorneys should advise their clients and witnesses of Local Rules of Decorum.
- (c) All objections, arguments, and other comments by counsel shall be directed to the Judge or jury and not to opposing counsel.
- (d) While another attorney is addressing the Judge or jury, an attorney should not stand for any purpose except to make an appropriate motion, request or objection to the Court.
- (e) Attorneys should not approach the bench without leave of court and must not lean on the bench.
- (f) Attorneys shall remain seated at the counsel tables at all times except:
  - (1) when the Judge enters and leaves;
  - (2) when addressing the Judge or jury; and
  - (3) when it may be proper to handle documents, exhibits, or other evidence (leave of court is not required)
- (g) Furniture and equipment should not be moved during court sessions, without Court approval.

#### **4.6 Self-Represented/Pro Se Litigants**

Individuals representing themselves without an attorney are to abide by the same rules of procedure and decorum as attorneys appearing before the Court. You must read and follow the Local Rules and Texas Rules of Civil Procedure, Part V, Rules of Practice in Justice Courts. This includes, but is not limited to, providing notice of filings to other parties in your case as outlined in Rule 501.4 of the Texas Rules of Civil Procedure.

Self-represented litigants are required to provide address, email, and telephone numbers at which they can be reached by Court personnel and opposing counsel. Failure to accept delivery or to pick up mail addressed to the address provided by a self-represented litigant will be considered constructive receipt of the mailed or delivered document and may be established by a postal service receipt for certified or registered mail or comparable proof of delivery.

By proceeding without an attorney before the Court, individuals understand that the Judge nor any Court personnel may give legal advice. It is the responsibility of each individual to do their own legal research or seek out legal advice before coming before the Court.

#### **4.7 Broadcast Media**

Requests to broadcast court proceedings shall be determined by each judge on a case by case basis. Consultation with all the parties to a case is discretionary, but parties may make appropriate objection.

#### **4.8 Open Courtrooms**

The public doors to the courtroom shall remain unlocked during court sessions. All persons shall be permitted to enter the courtroom and observe any public proceeding during court sessions unless their exclusion is authorized by law.

## CHAPTER 5: TRANSFER OF CASES

### 5.1 Civil Cases

At the judge's discretion, a Justice of the Peace Court in one precinct may transfer a pending civil case to another Justice of the Peace Court in Collin County, provided that the receiving judge has no objection to the transfer.

The parties lack standing to contest or request the transfer.

Once transferred, the case proceeds as if it arose originally in the Court to which it was transferred.

### 5.2 Criminal Cases

A judge may transfer a pending misdemeanor case to another Justice of the Peace Court in Collin County provided that the receiving Judge has no objection to the transfer.

The defendant has 10 days to object in writing to the transfer.

Once transferred, the case proceeds as if it arose originally in the Court to which it was transferred.