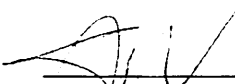


**TO ALL ATTORNEYS WITH CASES BEFORE THE
402ND DISTRICT COURT
COURT RULES**

FILED
2017 FEB -3 PH 2:39
JEFF FLETCHER, CLERK
402ND DISTRICT COURT, TEXAS

1. Court shall always commence and will be called to order at 9:00 a.m. **SHARP** unless specifically ordered at an alternate time by the Court. Attorneys and clients shall be present and ready for announcements.
2. Dockets will be set and posted each week. **ONCE A DOCKET IS SET, REQUESTS TO ADD A CASE TO A PREVIOUSLY POSTED DOCKET SHALL NOT BE MADE WITHOUT 72 HOURS NOTICE TO THE COURT COORDINATOR** unless it is to remove a case.
3. A docket for uncontested matters shall be held on **Friday mornings**. A request form shall be submitted to the Court Coordinator no later than **noon on Thursday before the Friday docket requested**. In the event a criminal plea is requested on the Friday Docket, Requesting Attorney shall coordinate with the District Attorney and Adult Probation to secure the appearance of all necessary parties to avoid scheduling conflicts.
4. Attorneys representing criminal defendants shall meet with the District Attorney assigned to their case to review the file and discuss settlement offers, scheduling and all matters related to resolution of the case. Defense counsel representing incarcerated defendants shall visit with their clients as necessary to discuss the case.
5. Unless otherwise indicated by the Court, A Pre-Sentence Investigation (PSI) shall be ordered on all felony pleas (except MTRs) prior to sentencing. Sentencing shall be set approximately 30 days from the guilty plea.
6. Attorneys seated in the jury box shall refrain from conversation in order to allow the Court Reporter to accurately record all matters before the Court.
7. Criminal docket call and pretrial matters (as necessary) shall occur on Friday mornings on felony cases. Announcements shall be made as to trial or plea shall be made at that time.



Jeff Fletcher
402nd District Judge