



**122ND JUDICIAL DISTRICT COURT
3305 GALVESTON COUNTY JUSTICE CENTER**

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JUDGE

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FREQUENTLY ASKED QUESTIONS

WHAT IS A "STATUS CONFERENCE"?

The purpose of a status conference, in civil matters, is to put an Agreed Discovery and Docket Control Order in place.

CAN WE ATTEND VIA PHONE CONFERENCE?

No.

HOW DO WE COMPLETE THE DCO?

Download the DCO from our website. It can be found under "Online Forms".

Obtain trial dates from the Court Coordinator.

Work with all parties to complete the DCO.

All parties will also need to sign the "Dondi" Standards.

Fax or email the completed, signed DCO and "Dondi" Standards to the Court.

If this is done by the status conference date and time **no one will need to appear**.

Please rely on your fax confirmation for proof of receipt by the court of the DCO.

It is not necessary to call the court to verify receipt of the DCO or that appearance will not be necessary.

VERIFYING A COURT SETTING:

It is no longer necessary to call the court to verify a court setting.

You may access each case via the new online information system.

You may access this information either by visiting the District Clerk's web page or the 122nd District Court's web page. To access civil case information from the 122nd DC's web page simply select **Search County Data Base**, then select **District Civil & Family Court Case Records, Search by case, Case #** (enter case # including the letters CV), and **Search**.

VIEWING DOCUMENTS, ORDERS AND PLEADINGS:

Click on the case # (in blue).

Scroll down to view all settings. Please note that settings are in date order so future settings are at the bottom of the page.

To view a pleading or Order select the pleading, if the pleading appears under the heading **Image** select that pleading and it will open.

To turn pages use the double arrows in the **center** of the page.

If you have trouble printing or viewing a document please use the **Questions and Answers on Images** in the upper right hand corner or contact the District Clerk's office.

