



**PATRICIA A. MACÍAS, JUDGE**

388<sup>TH</sup> JUDICIAL DISTRICT COURT  
500 E. SAN ANTONIO, RM. 902  
EL PASO, TEXAS 79901  
915/543-3850 915/543-3832 (fax)

***Docket Call and Case Management Procedures***

All parties and counsel shall appear at 8:00 a.m. Cases will be called as they appear on the posted docket.

1. Parties/Counsel announce ***ready*** when the case is called if they have conferred and are prepared to discuss stipulations and contested issues requiring resolution along with a proposed date for case completion.
2. Cases without contested issues shall announce settlement and may appear at the next walk-in uncontested docket.
3. If Parties announce ***not ready***, they will be excused to confer and filled a scheduling order and must return to announce ***ready***.
4. Cases with contested issues will be ordered to settlement conference then referred to mediation if issues are not resolved.
5. Parties may agree on the selection of a 388<sup>th</sup> District Court mediator and must confirm a date certain before receiving an order of referral to mediation.
6. An affidavit of settlement/mediator's report shall be filed with the court.
7. Cases involving children resolved after settlement conference and/or mediation may appear at the walk-in uncontested docket.
8. Cases involving marital property without children resolved after settlement conference and/or mediation may entered by submission Proposed decrees with attached jurisdictional affidavits.
9. If mediation is unsuccessful, parties and counsel must appear at the next scheduled docket call.
10. A pretrial and final setting will be issued during the next schedule docket call only after completion of a settlement conference and/or mediation.