

THE DISTRICT COURTS OF BEXAR COUNTY



BEXAR COUNTY COURTHOUSE
100 DOLOROSA
SAN ANTONIO, TEXAS 78205

PROCEDURE FOR SETTING MOTION before a VISITING JUDGE

1. Only the following motions shall return to the Visiting Judge who originally ruled:
 - a. Motion to Enter
 - b. Motion to Reconsider
 - c. Motion to Clarify
 - d. Motion for New Trial
 - e. Motion to Set Aside Order
2. Go to Bexar County Website (<https://www.bexar.org/3659/Visiting-Judges-Calendar>) under Civil District Judges to locate the Visiting Judge calendar.
3. Set the motion in Presiding Court pursuant to the 6th Amended Bexar County Civil District Courts COVID-19 Court Operations Plan (<https://www.bexar.org/1703/Civil-District-Courts>) on a date the Visiting Judge is scheduled to assist Presiding Court.
4. Include (a) the Presiding Court ZOOM ID information in the Notice of Setting, and (b) the name of the Visiting Judge that previously heard the matter.
5. Set the hearing per local rules, either at 8:30 a.m. (non-evidentiary) or 9:00 a.m. (evidentiary).
6. Your announcement to the Presiding Judge must include the name of the Visiting Judge that should hear the matter.
7. The above Motions are ordinarily fairly short matters, however please confer with opposing counsel on your time announcement.

Note: All hearings before a Visiting Judge must adhere to these procedures and must be assigned by the Presiding Judge