

# NAVARRO COUNTY

JOURDAN HARRELSON  
COURT COORDINATOR  
(903) 875-3322



LISA EASLEY  
OFFICIAL COURT REPORTER  
(903) 875-3323

## AMANDA DOAN PUTMAN

JUDGE, COUNTY COURT AT LAW  
NAVARRO COUNTY COURTHOUSE  
300 W. 3<sup>rd</sup> AVE., Ste. 103  
CORSICANA, TEXAS 75110

September 12, 2022

Navarro County Attorneys and Litigants

VIA E-MAIL

RE: Navarro County Court at Law Procedures

### CRIMINAL CASES

1. At this time, all criminal dockets will proceed in-person unless a defendant is in jail. In that case, such hearing will be held via Zoom.
2. If there is a contested evidentiary hearing that you would like to have heard in-person and your client is jail, please E-File a Motion and Order for an in-person hearing and the Court will rule upon the Motion without the necessity of a hearing.
3. If there is a need for a remote hearing or for a party or witness to appear remotely, please E-File a Motion and Order for Remote Hearing and the Court will rule upon the Motion without the necessity of a hearing.
4. ALL plea paperwork must be E-Filed PRIOR to a setting request. Please email the Court Coordinator once all paperwork is E-Filed to request a plea setting.

Once the Court has reviewed the plea paperwork, a plea date will be set. If the paperwork is not complete or is not correct, the Judge will send it back to the Clerk and a plea date will not be set until such time as the plea paper work is correctly E-Filed.

The State will have forty eight (48) hours to E-File the Judgment once the plea is set by the Court.

## **FAMILY & CIVIL (INCLUDING PRO SE LITIGANTS)**

1. For all civil and family matters, those such matters that are currently set via Zoom, will remain set as such. However, from this date forward, all matters will be set in-person.
2. If there is a need for a remote hearing or for a party or witness to appear remotely, please E-File a Motion and Order for Remote Hearing and the Court will rule upon the Motion without the necessity of a hearing.
3. Uncontested matters will continue to be taken up via affidavit if requested.
4. When requesting a trial setting, you must E-File a trial setting request. Such request MUST include a blank order for the Court to set the request, whether mediation has occurred, if applicable, the type of trial you have requested, the amount of time you will need for the trial, and if requesting a jury trial, whether or not the fee has been paid. Upon receiving such request, the Court will proceed accordingly.
5. Pro Se Litigants shall review the Court's Pro Se Orders PRIOR to any hearing. The Court's Orders can be found at <http://www.co.navarro.tx.us/page/navarro.County.Court.Orders>.

If the party is not prepared to prove up their case or proceed with their case on the date of their setting, the Court cannot proceed and another hearing date will have to be requested by such party.

6. The party requesting a hearing is responsible for providing notice of such hearing to all parties entitled to such notice.

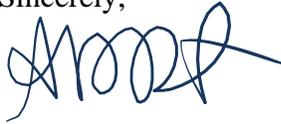
## **ALL CASES**

1. Please do not E-File an Order regarding any hearing until such hearing has been held except for Final Decrees of Divorce. If you need to hold any Order for ten (10) days to allow the opposing party time to review and respond to a proposed Order, do not file the Order and ten (10) day letter until such time as the ten (10) day time period has passed.
2. Any exhibit to be used and/or admitted via audio or video conferencing method must be in a format easily transmitted to opposing party and the Court Reporter at the time of use.
3. Please remember that if you E-File any document and there is nothing for the Court to set or sign, those documents do not come to the Court for any type of review. If you have filed something that the Court needs to be aware of, you must notify the Court of such in writing.
4. When requesting a setting, please E-File a cover letter including any preferential dates requested with any Notice of Hearing or setting request. The Court will take those dates into consideration and will try to accommodate when able to do so.
5. If a hearing is set on any matter and an agreement is reached prior to the setting, you must notify the Court in writing prior to the hearing.

The Court can continue to be reached through the Court Coordinator, Jourdan Harrelson, at 903-875-3322 or via email at [jharrelson@navarrocounty.org](mailto:jharrelson@navarrocounty.org).

These Orders will remain in effect until further Order of this Court. This Court Orders this letter be posted at the Navarro County Courthouse, the Navarro County website and sent via e-mail to the Court's daily docket list.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Amanda D. Putman', with a stylized flourish extending to the right.

Amanda D. Putman, Judge