



OFFICE OF CHIEF TRIAL ASSIGNMENT CLERK  
BEXAR COUNTY COURTHOUSE ROOM 422  
SAN ANTONIO, TEXAS 78205  
(210) 335-2520

## Trial Announcement

**NOTICE: The Monitoring Court Must receive your responses no later than 12:00 PM, the Monday before your scheduled trial. Failure to respond may affect your chances of assignment.**

Email your announcement to [MonitoringCourt@bexar.org](mailto:MonitoringCourt@bexar.org) include the cause number in the subject line and to avoid ex parte communication with the Court, copy ALL attorneys in the case with the following information.

1. Ready, Settled, Agreed Continuance, or hearing on Motion for Continuance set on \_\_\_\_\_
2. Time Announcement (approx. number of total trial days-include pretrial time)
3. Lead Counsel per party
4. Names & E-mails of current lead counsel on case (all parties)
5. Time Announcement for preliminary matters (i.e. motions in limine, depositions cuts, motions to strike experts, etc.)
6. Pro Se litigant e-mail
7. Is an interpreter needed? Language? Time period needed? Has one been requested?
8. Has the case been mediated?
9. Are there any out of state clients or witnesses?
10. Type of Hearing (Jury or Non-Jury)
11. Cause Number
12. Trial Date

Thank you,  
Monitoring Court Judge