

35TH DISTRICT COURT
POLICY/PROCEDURE MANUAL

Page 1 of 1	Date: 8/17/17	SUBJECT:
SECTION: Clerical -Civil		Receipt of LT cases

POLICY

PURPOSE:

To establish a policy that all Landlord Tenant pleadings, documents, papers and attachments, including but not be limited to complaints, summons and writs, must be received by the 35th District Court within a timely manner in order to process the files.

SCOPE:

This policy shall apply to all Landlord Tenant cases processed at the 35th District Court.

POLICY STATEMENT:

Receipt of documents:

It shall be the policy of the 35th District Court that effective September 1, 2017 all new filings for Landlord Tenant pleadings, documents, papers and attachments MUST be received no later than two (2) weeks before the scheduled court date. In the event that the 35th District Court is closed due to a scheduled holiday during the two (2) week period, the paperwork must be received a minimum of an additional day in advance of each day closed. If the Landlord Tenant pleadings, documents, papers and attachments are received later than the deadline, the court will change the date to the next available landlord/tenant date without notice. If no date is indicated on Landlord Tenant pleadings, documents, papers and attachments, the court will assign the next available landlord/tenant docket date without notice.

Receipt of LT filing fees:

It shall be the policy of the 35th District court that effective September 1, 2017, when filing new landlord/tenant cases, a separate check for each housing complex will be required for the filing fee and all paperwork being forwarded with a specific check MUST be enclosed in the same envelope as the check.

8-22-17

Date

Michael R. Lewis

Chief Judge