

## **How to Obtain a Court Date from the 328<sup>th</sup> District Court**

**\*\* PLEASE READ \*\***

**OBTAIN YOUR HEARING DATE BEFORE YOU  
E-FILE YOUR PAPERWORK, NOTICE OF HEARING,  
TRO, WRIT, ORDER TO APPEAR, ETC**

**PLEASE EMAIL THE COORDINATOR TO OBTAIN A  
HEARING DATE FOR YOUR SETTING BEFORE E-FILING  
YOUR NOTICE OF HEARING**

- 1. EXISTING CASES: Please secure your hearing date from the Court before e-filing any paperwork with the District Clerk. Fill in your Notice of Hearing/Order to Appear, TRO, etc with the date and time. Don't leave blanks for the date and time and for the Court to fill in for you.**
- 2. NEW CASES: There is a "Comments" section on the form (Envelope Details) you fill out when you are preparing to e-file paperwork. Use the "Comments" section to list your available dates to set your hearing. The Court will pick one of those dates you listed.**
- 3. If you don't give the Court some suggested dates, the Court will assign a date. If the date does not work for you and if it is paperwork requiring issuance, you will have to re-file your paperwork with the District Clerk with the new date, possibly costing your client another fee.**

**E-mail: 328<sup>th</sup>@fortbendcountytexas.gov**