



505TH DISTRICT COURT

Fort Bend County, Texas

David S. Perwin
Judge Presiding

281-238-3244
Fax 281-238-3255

Quick Reference Guide for Practicing in the 505th District Court

This is a quick reference guide for practicing in the 505th District Court. The Rules of Practice in the 505th District Court can be found online at www.fortbendcountytexas.gov and offers more detail on the information provided below.

Contact Information:

Coordinator: Becky Fisher
Becky.fisher@fortbendcountytexas.gov
281-238-3244

Court Reporter: Melinda Bowers
Melinda.Bowers@fortbendcountytexas.gov
281-238-3246

Bailiff for Judge Perwin: Kendrick Randon
Kendrick.randon@fortbendcountytexas.gov
281-238-3241

Bailiff for Judge Aguirre: Jose Falcon
Jose.falcon@fortbendcountytexas.gov
281-238-2064

Physical Address: 1422 Eugene Heimann Circle
Richmond, TX 77469

Judge Perwin's courtroom is 1-C
Judge Aguirre's courtroom is 1-A

District Clerk's Fax-File #: 281-341-4519

Docket Information:

Contested docket - Monday through Thursday, docket call is at 9:30 a.m. All odd numbered cases are set on Judge Perwin's docket in Courtroom 1-C, and all even numbered cases are set on Judge Aguirre's docket in Courtroom 1-A. Friday settings are subject to Judge's approval.

Uncontested docket - Monday through Friday, docket call is at 9:00 a.m. Sign up in the District Clerk's office before 8:45 a.m. or sign up in the courtroom before 9:30 a.m. on the morning of. Odd numbered cases sign up on Judge Perwin's docket, even numbered cases sign up on Judge Aguirre's docket.

Adoption docket – Adoptions in the 505th are heard on the 3rd Friday of the month at 9:30 a.m.

Pro Se docket – Wednesday and Thursday, docket call is at 8:30 a.m. Sign up in the District Clerk's office. All required documents must be filed 7 days prior to your court date. Wednesday docket is held by Judge Perwin in Courtroom 1-C and Thursday docket is held by Judge Aguirre in Courtroom 1-A.

Telephonic Appearance – The 505th does not allow telephonic appearances by any party.

Video Appearance – Video appearances are determined on a case by case basis, determined by the Judge.

Late Calls - Late calls to court should be done by email to the coordinator prior to the 9:30 docket call.

Hearing Dates:

All hearing dates must be requested in writing by emailing the coordinator **prior to filing your paperwork.**

Obtain your hearing date from the coordinator before you file your paperwork. For new cases that have not been assigned to a court, list your preferred hearing dates in the “Comments” section when e-filing your paperwork.

If your paperwork is filed without a hearing date, the coordinator will set your case on the Court's first available docket. The coordinator does not send hearing notices.

Passing or Resetting: If your hearing needs to be passed or reset, notify the coordinator by email that you are passing your hearing. If you are resetting your hearing, notify the coordinator by email and provide your preferred reset dates in your email. Please CC the opposing side in your email when passing or resetting your hearing. You may not reset or pass another party's hearing.

Trial Dates:

Before requesting a trial date, please note:

- Mediation is required prior to final trial
- If trial date is not agreed by both sides, a hearing is required
- Nonjury trials are heard Monday – Thursday
- Jury trials are heard on the third Tuesday of the month unless there are county holidays or judicial conferences that week.

Email the coordinator with your mutually agreed trial dates or request dates from the coordinator to confer with the opposing side if a date has not been agreed to. Once a trial date has been confirmed with the coordinator, fill out and email the Trial Setting Request (TRS) form to her for calendaring and filing. The TRS form can be found in the 505th's Forms Library on the Fort Bend County website.

Online Information:

The District Clerk's office has gone through great efforts to offer online public access to most cases filed in their office. For the quickest answers to your questions, the Court encourages attorneys and their assistants to take advantage of this feature. Online access will give you access to court settings, filed documents and the docket sheets used by the judges for their docket entries. If your proposed order has not been signed by the judge, please check the online docket sheet for a possible docket entry made by the judge.

To access the online search:

Got to www.fortbendcountytexas.gov

Go to **Government** and click on **District Clerk** in the dropdown selection

Click on **Case Search** located on the left-hand side of the page

Click on the **Civil, Family Case Records** link

This will take you to the search screen where you are able to search by party or case number.