

# Court Setting Request & Order Setting Hearing

Request for Setting for Judge William G. Squires III, County Court at Law

By submitting this "request for setting" the requesting attorney certifies to the Court that you have conferred in good faith with the attorney for all opposing parties to resolve the issues to be raised in this setting; that a copy of this has been furnished to all counsel in this case; that you have attempted to confer with all opposing counsel on a mutually convenient date for this setting; **AND** you have filed all motions with the appropriate Clerk's Office.

Once this form is completed **EMAIL** it to Calesse A. Carter, Court Coordinator at [calessec@co.guadalupe.tx.us](mailto:calessec@co.guadalupe.tx.us)

Cause No:

Style of Case:

**Petitioner/Applicant/Plaintiff**  **Movant**

Attorney Name and Address:

Attorney Contact:

Phone Number:

Fax Number:

Email:

**Respondent/Contestant/Defendant**  **Movant**

Attorney Name and Address:

Attorney Contact:

Phone Number:

Fax Number:

Email:

Requested Date of Setting:

AT

a.m.

Type of Hearing (**be specific on what motions are to be heard**):

Anticipated Amount of Time:

\_\_\_ I do hereby verify that the appropriate Motion(s) for the type of hearing requested have been filed with the County or District Clerks office PRIOR to this setting request

Signature of Requesting Attorney:

Date:

**It is the responsibility of the attorney requesting the court setting to give proper notice to opposing counsel, the parties involved, and any *ad litem*s.**

## ORDER

**IT IS NOTICED** that the above requested hearing has been set on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_m in the County Court at Law Courtroom located in Courtroom #301, on the 3<sup>rd</sup> Floor of the Guadalupe County Justice Center located at 211 W. Court Street, Seguin, Texas 78155.

**Setting Approved:** \_\_\_\_\_

Court Coordinator - with authority of the Judge Presiding

**Date:** \_\_\_\_\_

**PLEASE CONTACT THE COURT COORDINATOR IF YOU DO NOT GET A SIGNED COPY OF THIS FORM BACK WITHIN 3 BUSINESS DAYS**