

INSTRUCTIONS FOR COURT

1. **Please Dress Appropriately:**

Examples

Men: Wear something comfortable, professional. A collared shirt, a tie is not required, dress pants or khakis with dress shoes or casual leather shoes. Please do not wear flip flops.

Women: Dress business casual – Blouse, slacks, closed shoes, no sandals. Do not wear anything that reveals too much skin such as short skirts, or shirts with low tops.

2. You should attempt to arrive 30 minutes to 1 hour early for parking. Most courts start at 9 am. Courts 4, 5, 14, 15, 176th, 178th, 183rd start at 8:30am. Court 2 and 6 start at 9:30 am.
3. **I recommend parking at garage located at 1401 Congress.** After parking you should go to the basement where there are metal detectors leading to an underground tunnel system. Take the tunnel system to the **Harris County Criminal Justice Center**. The courts are located on floors 8 – 19. Your paperwork will tell you what floor your court is located.
4. Once you arrive in **your court** please text me at (713) 291-6529 to let me know you have arrived. Please include your full name in the text message. Please note that many courts start at the same time. Therefore, I will go to the first client that sends me a text. I will reply with an acknowledgement text. Nevertheless, please be patient, you will not be waiting long.
5. If you cannot text please call my office at (713) 242-1779 to inform my assistant so she can send me a text to notify me that you have arrived in court. If you have an emergency please call my

assistant at the same number. I am not allowed to take phone calls once I enter the courtroom.

6. You will know your next court date before you leave. I will get the new court date once I acquire all signatures and talk to the court. The court number, floor, and time, at which the court begins, never change. Thus, if you get a date that conflicts with your schedule please let me know before you leave the courthouse.