



CALHOUN COUNTY COURT AT LAW NO. 1

CALHOUN COUNTY, TEXAS

ADMINISTRATIVE ORDER REGARDING PROCEDURES FOR OBTAINING HEARINGS

Pursuant to the authority vested in the Court, the following procedures are hereby adopted for obtaining hearings in the Calhoun County Court at Law No. 1:

1. Scheduling Court Dates

Parties seeking a hearing must first consult the Court's calendar available on the Court's website: <https://www.calhouncotx.org/county-court-at-law-1/>

Alternatively, parties may contact the Court Coordinator at (361) 553-4640 to inquire about available dates.

2. Requesting a Hearing

Once a date has been selected, the requesting party (attorney or pro se litigant) must:

- E-file a **Proposed Order Setting Hearing** with the Calhoun County Clerk's Office; and
- Include the requested hearing date within the proposed order.

The proposed order should be submitted **as soon as possible** to ensure availability of the requested date.

3. Court Approval Required

A hearing or trial setting is **not officially scheduled** and will **not be placed on the Court's docket** until the proposed order is reviewed and signed by Judge Beeler.

4. Required Contents of Proposed Order

The proposed order setting hearing must:

- Clearly specify the **type of hearing requested**;
- Include **complete contact information for all parties** (including attorneys, if applicable).

Failure to include required information may result in **rejection of the proposed order**.

5. Probate Matters

Certain hearings, particularly probate matters, are subject to additional requirements. Parties should review the **Probate Court Procedures** available on the Court's website prior to requesting a setting.

6. Zoom Hearings

Requests to appear via Zoom must:

- Be made **at least fifteen (15) days prior** to the scheduled hearing; and
- Include a **specific reason** for the request.

Approval of Zoom appearances is at the discretion of the Court.

7. Notice of Hearing

Once signed by Judge Beeler:

- The **Order Setting Hearing** will be distributed to all parties listed therein by the County Clerk's Office;
- This order will serve as the **official Notice of Hearing**.

No additional notice will be provided by the Clerk's Office.

It is the responsibility of the requesting party to ensure that **all parties are properly listed** on the order.

8. Cancellations


All requests to cancel hearings must:

- Be submitted to the Court for approval; and
 - Include a document **signed by all parties** indicating agreement to the cancellation.
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9. Effective Date

This Administrative Order is effective immediately upon signing and shall remain in effect until further order of the Court.

SIGNED on this 6th day of APRIL, 2026.



JAMES R. BEELER
Judge, County Court at Law No. 1
Calhoun County, Texas