

Court: **162nd Civil District Court**

Judge's Name: **Lorraine A. Raggio**

Date Licensed: **May, 1995**

Year Elected: **2004 (November election)**

Previous legal experience/area of practice before becoming a judge and with whom:
**Assistant District Attorney, Dallas County, Appellate Section (1995 – 1999), and
Specialized Crime Trial Division (1999 – 2002); Johnson & Sylvan, P.C.**

Clerk's Name (Phone No.): **Carolyn Sellers and Veronica Vaughn; (214) 653-7156**

Court Coordinator's Name (Phone No.): **Bertha Moore; (214) 653-7348**

Bailiff's Name (Phone No.): **Tina Allman; (214) 653-5533**

Court Reporter's Name (Phone No.): **Sheretta Martin (214) 653-6260**

SCHEDULING ORDERS/COURT'S SETTINGS

This Court uses a Uniform Scheduling Order applicable for each Level. (Blank copies of these Orders may be obtained from Ms. Moore, Court Coordinator.) The Court designates the trial date as well as the name and phone number of the appointed Mediator. All other deadlines are determined from the trial date.

Cases are assigned a trial date upon the filing of an answer by one of the defendants. Cases are put on the DWOP docket after 90 days of inactivity.

EMERGENCY RELIEF/CONTACTING THE COURT

During business hours, the Court may be contacted by phone through the Court Coordinator. If a party contacts the Coordinator by e-mail (bmoore@dallascourts.org), then **all** parties in the case must be copied in the e-mail. After hours, contact the District Clerk, who will then contact the Judge.

The fax number of the Court is given out only by the Court Coordinator.

DISCOVERY

The Court refers most discovery matters to the Associate Judge. The parties are expected to make a concerted effort to resolve discovery disputes before seeking intervention by the Court.

PLEADINGS & MOTIONS

The Court does not accept fax or e-mail filings. Any fax filings must go through the District Clerk's Office.

All motions must be on file and include a Certificate of Conference in accordance with the local rules before a hearing will be set. All opposed motions must be set by the movant for a hearing unless the parties agree to have the Court rule on submission.

Contact the Court Coordinator to set the date and time for a hearing. **The Court requires 24 hours notice for the cancellation of a hearing.** Telephone conferences may be scheduled with the Court Coordinator. The conference is to be set up by the movant on the designated date and time.

Except where the parties agree or with leave of Court, motions for summary judgment and no-evidence motions for summary judgment will not be heard by the Court in less than 30 days before trial.

Any motions that are 20 pages or more must be accompanied by a summary (no more than 5 pages, double-spaced). Relevant cases may be submitted separately.

The Court requires a courtesy copy of all motions and responses set for hearing. Courtesy copies are to be received by the Court no later than 72 hours prior to the hearing date. If a courtesy hearing notebook is prepared for the Court, copies of such (including any highlighted portions) must be provided to all parties involved in the hearing.

If a matter is taken under advisement, all parties will be notified by the Court Coordinator of the Court's ruling, via fax or e-mail.

MASTERS & VISITING JUDGES

The Associate Judge hears most of this Court's discovery matters. Parties may not object to an Associate Judge. However, parties may appeal an Associate Judge decision to the Presiding Judge. Also, visiting Judge Kent Sims hears one or two motions for this Court on Wednesday mornings. The Court may, very occasionally and to avoid/alleviate docket backlog, use a visiting judge to hear motions.

ALTERNATIVE DISPUTE RESOLUTION

Mediation is required on all cases (with rare exceptions through leave of Court) set for trial. A mediator appointment is included in the Uniform Scheduling Order. The parties have 90 days to either agree to use the appointed mediator or to substitute in another mediator by agreement. The Court should be notified of the name of the substitute mediator. After 90 days, the parties must file a Motion to Substitute Mediator or proceed with the appointed mediator who is named in the Uniform Scheduling Order.

TRIALS

Cases are automatically assigned a trial date upon the filing of an answer by one of the defendants. The Court has a two-week running docket; cases that are not reached on their designated trial date (usually a Monday) are to be ready for trial on 24-hours notice during the two-week period following their designated trial date.

The Court will occasionally, on a case-by-case basis, grant special settings. Special settings should be requested in a written motion and set for a hearing.

See Scheduling Order for deadlines, including trial motions.

Parties are to provide the Court with a hard copy of the proposed jury charge, as well as a disc in Word or Word Perfect format.

If a party wishes to have an extra large panel (over 55 people) for jury selection, then such request must be submitted to the Court by **no later than seven (7) weeks before trial.**

Continuances are decided by the Court on a case-by-case basis. Agreed motions are usually, but not always, granted. All contested, as well as some agreed, motions will require hearings.

Pretrial Conferences

Depending on the Court's calendar and unless specially set, pretrial conferences are held on the Thursday or Friday afternoon before the trial date, and/or on the morning (usually a Monday) of trial.

Trial Motions

See Scheduling Order.

Voir Dire

The time needed by each party to conduct voir dire is discussed during the pretrial conference and is determined by the Court on a case-by-case basis. The Court generally grants each party's requested amount of time, as long as it is reasonable.

Opening

Time limits are determined at the pretrial conference on a case-by-case basis, but are generally (with very few exceptions) capped at 30 minutes per party.

Direct Examination

As long as the parties observe proper courtroom decorum, the Court has no specific requirements.

Cross Examination

As long as the parties observe proper courtroom decorum, the Court has no specific requirements.

Closing

The Court has no specific requirements. Any time limits are discussed at the pretrial conference and then determined on a case-by-case basis.

Audio/Visual Equipment

The Court provides its own equipment. If parties would like to become familiarized with the equipment, they can call the court reporter to set up a time when the courtroom is available.

TRIAL DOCKET

All parties are required to announce for trial on the Thursday prior to trial and no later than Friday at 10:30 AM. Parties are notified at the time of announcement by the Court Coordinator of their docket position.

Parties whose cases are not reached on the scheduled trial date will be on standby for two weeks. If called during that two-week period, the parties will receive 24 hours notice.

OTHER

The Court has a list of Ad Litem from which appointments are made where necessary, based upon the type of case and issues involved.

The Court accepts resumes from attorneys who wish to serve as Ad Litem. All resumes are reviewed by the Judge.

The Court expects the attorneys to treat the Court and each other with dignity and respect. The Court will, likewise, treat the attorneys and their clients with dignity and respect. Attorneys should not argue with one another while on the record; all arguments are to be addressed to the Court. Attorneys are to stand when addressing the Court.