Pre-Judgment Civil Procedure

Petition is filed with the court. TRCP 502.2

for Alternative Service TRCP 501.2(e)

Court Receives Request

Court grants request for alternative service

TRCP 501.2(e)(1)(2)

Jury Trial Demanded

It can be requested by either party, must be no less than **14 days** prior to trial, and **\$22 fee** must be paid or Statement of Inability to Pay filed.

TRCP 504.1(a)(12)

Jurors summoned *or* constable pulls jurors

Postponement

Party may file motion and must state the reason for postponement.TRCP 503.3(b)

Non-Suit

Plaintiff can file anytime prior to judgment if they no longer want to proceed with the case.

Citation is PROMPTLY issued. TRCP 501.1(a)

Citation is served and a **return** is made to the court. TRCP 501.3(g)

Defendant Answers within **14 days** from the service date. TRCP 502.5(d)

Trial Set

Parties must receive at

least 45 days' notice of

trial. TRCP 503.3(a)

Defendant Fails to Answer within **14 days** from the service date. TRCP 502.5(d)

The court CANNOT set the case for trial.

Bench or jury trial is held in court.

Post-Answer Default

The defendant answers but fails to appear at trial. Court may proceed to hear evidence.

TRCP 503.1(a)

Judgment

The court's judgment should be immediately prepared and signed by the judge. The clerk should mail or hand a copy of the judgment to all parties.

TRCP 505.1

Dismissal (DWOP) Docket

If the defendant has not answered and a default judgment is not proper, after a reasonable amount of time the case should be set on a dismissal docket.

Default Judgment

See Default Judgment Flowcharts.

Notice of Last Known Address

The plaintiff must provide the defendant's last known mailing address to the court in writing. TRCP 503.1(d)

Notice to the Defendant

Clerk must immediately mail written notice of the judgment to the defendant. TRCP 503.1(d)