



**COURT OF APPEALS  
SECOND DISTRICT OF TEXAS**

CHIEF JUSTICE  
JOHN CAYCE

JUSTICES  
TERRIE LIVINGSTON  
LEE ANN DAUPHINOT  
DIXON W. HOLMAN  
ANNE GARDNER  
SUE WALKER  
BOB McCOY

TARRANT COUNTY JUSTICE CENTER  
401 W. BELKNAP, SUITE 9000  
FORT WORTH, TEXAS 76196

TEL: (817) 884-1900

FAX: (817) 884-1932

[www.2ndcoa.courts.state.tx.us](http://www.2ndcoa.courts.state.tx.us)

CLERK  
STEPHANIE ROBINSON

CHIEF DEPUTY CLERK  
DEBRA SPISAK

CHIEF STAFF ATTORNEY  
LAUREN CHADWICK

TO: ATTORNEYS PRACTICING BEFORE THE SECOND COURT OF APPEALS

RE: INSTRUCTIONS REGARDING DOCKET CALL PROCEDURE

When you enter the courtroom, please sign in with the clerk seated at the front of the courtroom and inform the clerk the amount of the allotted time you intend to take for your argument. You are encouraged to arrive at the courtroom ten to fifteen minutes before the docket call to allow sufficient time to confer with the clerk about your case. Do not approach the clerk while the court is in session.

After you have checked in with the clerk, please take a seat in the courtroom behind the railing. If you represent a party in the first case, you may be seated at counsel table. Once the panel is seated, the presiding judge will make any necessary announcements and call the first case. As you approach the podium to argue, the clerk will announce your name and the party you represent. Please do not commence your argument until you have been introduced by the clerk and the green light on the podium is turned on.