

## County Court at Law 3

**Honorable Juli Mathew, Judge**

**Important Notice**

**THIRD AMENDED FORT BEND COUNTY COURT AT LAW NO. 3**  
**APPEARANCE POLICY**  
**(Effective April 23, 2020)**

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In accordance with the Interim Guidance for Coronavirus Disease 2019 (COVID-19) issued by the Centers for Disease Control and Prevention (CDC) on March 15, 2020; the Supreme Court of Texas First Emergency Order Regarding the COVID-19 State of Disaster dated March 13, 2020; the Fort Bend County Community Guidelines for COVID-19 issued March 16, 2020; and under the guidance of the Office of Court Administration (OCA) and in consideration of protecting the health of our community, ALL DOCKETS (CIVIL AND CRIMINAL) IN THE COUNTY COURT AT LAW NO. 3 ARE HEREBY **CANCELED** UNTIL **JUNE 1, 2020**, with the following exceptions:

ESSENTIAL PROCEEDINGS:

- Criminal Magistration Proceedings
- Juvenile Detention Hearings
- Certain Mental Health Proceedings
- Temporary Restraining Orders/ Temporary Injunctions (as needed)
- Jail Disposition Proceedings

A limited number of participants will be permitted in the courtroom for these essential proceedings. Any court participants will be screened in accordance with CDC Guidelines. **If you are feeling sick, do not come to the courthouse.** Instead, contact the Court Coordinator to receive further instructions. Remote participation is encouraged and permitted for all proceedings.

All other proceedings may be characterized as “non-essential” proceedings.

Each Court will handle non-essential proceedings at their discretion. Please contact the Court’s Coordinator via email for further instruction.

**NOTICE OF ACCOMMODATIONS FOR AT-RISK INDIVIDUALS**

Due to COVID-19 many individuals are considered “at-risk” members of the vulnerable population. These members include, but are not limited to, individuals who are over 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer or other conditions. If you believe you are a member of this vulnerable population, please contact the court coordinator Linda Avila via email at [Linda.Avila@fortbendcountytx.gov](mailto:Linda.Avila@fortbendcountytx.gov) or call 281-341-4429 – \*provide your full name, cause number and contact information\* – to advise the court regarding your need for special accommodations and a specialized docket to ensure your continued safety.

**\*\*\*PLEASE DO NOT APPEAR AT THE COURTHOUSE\*\*\***

## CRIMINAL CASES

All criminal cases need to be reset for a later date. To ensure the health and safety of court staff and the public, all criminal cases will be reset in this manner:

- Defendant's attorney must obtain a reset from the Court Coordinator via email at **[Linda.Avila@fortbendcountytexas.gov](mailto:Linda.Avila@fortbendcountytexas.gov)**. The Court will allow the Defendant's attorney to sign the reset on the Defendant's behalf, with the Defendant's permission. The attorney must return the signed reset form via email to the Court Coordinator.
- If the Defendant does not have an attorney, either retained or appointed, the Defendant must contact the Court Coordinator via email at **[Linda.Avila@fortbendcountytexas.gov](mailto:Linda.Avila@fortbendcountytexas.gov)**.
- **It is the Defendant's responsibility to stay in contact with your bondsman and your attorney.**
- **Defense attorneys, it is also your responsibility to stay in contact with your client.**

Arrest warrants for missing court will not be issued during this time. If you miss court for any reason, please contact the Court's Coordinator to receive further instructions on how to reset your case(s). All resets must be handled by **JUNE 5, 2020**, or must have contacted the Court Coordinator by that date.

## JURY TRIALS

Jury trials for Defendants on Bond in Fort Bend County Courts at Law will be **SUSPENDED** until **JUNE 1, 2020**.

## CIVIL CASES

All Civil dockets are **CANCELED** until **JUNE 1, 2020**. Default Judgments and Summary Judgments set on the submission dockets between the dates of March 13, 2020 –

June 1, 2020 will be rescheduled. Please email the Court Coordinator at the email address listed below.

**Civil Cases – Contact Court Coordinator, Linda Avila: Email – [Linda.Avila@fortbendcountytexas.gov](mailto:Linda.Avila@fortbendcountytexas.gov)**

## PROBATE CASES

Uncontested Probate matters can be scheduled for a virtual hearing (Zoom) by contacting the Probate Auditor at the email address listed below.

**Probate Cases - Contact Probate Auditor, Benny Charles: Email – [Benny.Charles@fortbendcountytexas.gov](mailto:Benny.Charles@fortbendcountytexas.gov)**

## JUVENILE CASES

Juvenile adjudication and status hearings for juveniles currently in detention can be scheduled for a virtual hearing (Zoom) by contacting the Juvenile Probation Officer at the email address listed below.

**Contact Juvenile Probation Officer, Jina Carmona: email - [Jina.Carmona@fortbendcountytexas.gov](mailto:Jina.Carmona@fortbendcountytexas.gov)**

The CCL judges ask that the public be patient and understanding during this time. Our goal is to reduce the impact of the coronavirus on parties, jurors, judges and staff. We are committed to following the guidelines established by the CDC and the Supreme Court of Texas. Please look to the Courts' websites for further details and information. If you have any questions or concerns, please contact the Court Coordinator, and have patience as they work to answer your questions.

**Disclaimer:**

**Use this service at your own risk. Please be aware that some video conferencing software have a security risk and face issues with disclosure of private information.**

**IMPORTANT NOTICE**

Attorneys with cases set on the Dismissal for Want of Prosecution (DWOP) dockets in this Court need to appear for these dockets if you have already had at least one (1) Order to Retain granted in the past. If you are filing your first Motion to Retain, please make sure it is properly verified and filed within ten (10) days prior to the DWOP docket.

**The Honorable Judge Juli A. Mathew** was elected to County Court at Law 3 in 2018 after having been Associate Municipal Judge in Arcola, TX and a practicing attorney for 15 years with experience in mass tort, civil litigation, probate, and criminal matters in Fort Bend and surrounding counties including Harris, Montgomery, Galveston and Brazoria.

Judge Mathew, a Fort Bend resident of almost two decades, is a proud immigrant from Kerala, India, is bilingual in Malayalam and English, and is the first Asian American woman ever to be elected in Fort Bend County.

Judge Mathew grew up in Philadelphia and attended Penn State University before attending Delaware Law School for her Juris Doctorate. A few of her academic achievements include:

- Alpha Class member of the Asian American service sorority Alpha Kappa Delta Phi
- Studied abroad at University of Leiden, The Netherlands about the Dutch Criminal Justice System
- President, Student Government Association at Penn State Abington
- Citation for Leadership from Pennsylvania House of Representatives
- Environmental Law Clinic & Trial Advocacy Program at Delaware Law School

In addition to her service to the community through various capacities, Judge Mathew is a wife and mother of three beautiful daughters. She is committed to serving every Fort Bend resident with understanding, fairness, and justice.

**Office Address**

Fort Bend County Justice Center  
1422 Eugene Heimann Circle, Courtroom 2D



Richmond, TX. 77469

**Mailing Address**

County Court at Law No.3

301 Jackson Street, Room 101

Richmond, TX. 77469

**Telephone**

281-341-4429

**Hours**

Monday - Friday

8:00 AM - Noon; 1:00 PM - 5:00 PM