

Judge Lynn N. Hughes

Courtroom 11–C, Eleventh Floor
United States Court House
515 Rusk Avenue, Room 11122
Houston, Texas 77002–2605
(713) 250–5900

Glenda Hassan, Case Manager
United States District Clerk
Post Office Box 61010
Houston, Texas 77208–1010
(713) 250–5516
Glenda_Hassan@txs.uscourts.gov

Procedures. Suggestions for practice before Judge Hughes may be found at www.txs.uscourts.gov. Please read them.

Contact. Make case–related telephone inquiries to the case manager only. Counsel should alert the case manager to matters requiring prompt attention.

Information. Get information about filings, orders, or docket entries from the computer or from the clerk's office at (713) 250–5500 or (800) 745–4459.

Letters. Do not write letters. Put your message in a document with the case style.

Emergencies. Apply for immediate relief through the Intake Section of the Clerk's Office, 515 Rusk Avenue, Houston; (713) 250–5500.

Counsel should send a copy of emergency motions directly to the case manager so that they quickly reach the court's attention. In case of an emergency when the case manager cannot be reached, please call the judge's secretary, Kathy Grant, at (713) 250–5900.

Continuances. Joint motions for continuance do not bind the court. The court will respect counsel's vacations.

Discovery Problems. The court will hear oral motions that affect discovery or scheduling as soon as both counsel can appear in person or by telephone.