CAUSE NO. _____

_____,	**§**	**IN THE DISTRICT COURT OF**
Plaintiff/Petitioner	**§**	
v.	**§**	**TRAVIS COUNTY, TEXAS**
	§	
_____,	**§**	
Defendant/Respondent	**§**	**____ JUDICIAL DISTRICT**

[SAMPLE] NOTICE OF IN-PERSON COURT PROCEEDING ON THE CENTRAL DOCKET

You are notified that the pending _____ [name of proceeding to be heard] in this case has been set for hearing on _____ [date] at ____ [time] on the [Central or Family] Docket in the Travis County Civil District Courts for _____ [## hours or days]. This hearing will take place **in person** at the Travis County Civil and Family Courts Facility (CFCF), located at 1700 Guadalupe Street in Austin. Since several cases may be scheduled at the same time, your case may be called later in the day [and possibly later in the week if it is on the long docket], and you must be available when your case is called.

Please note that this case is **not** specially assigned to a particular judge under the Travis County Local Rules, so the parties must check the docket setting prior to each proceeding, either online at https://www.traviscountytx.gov/courts/files/dockets/civil-district or in person at the CFCF in order to determine the courtroom assigned for the proceeding.

Assignments will be posted on Friday of the week before the proceeding. Questions about case assignments or locations for proceedings should be directed to the office of the Court Administrator for the Civil District Courts at 512-854-2484, not to a particular court.

Respectfully,

_____
Attorney Signature Block

CERTIFICATE OF SERVICE

[Certify that all counsel/parties are being served, and add signature line]