Overview of Practice in Travis County Civil and Family District Courts

The Travis County Civil and Family District Courts operate on a Central Docket, pursuant to unique Local Rules and Standing Orders, which are linked here, and which must be complied with: https://www.traviscountytx.gov/courts/files/civil-district.

The most important preparation for practice in the Travis County Civil and Family District Courts is reading and understanding the Local Rules, particularly Chapters 1 – 3 (general organization, setting cases, and announcement/assignment of cases), acquainting yourself with the Local Rules' Table of Contents, and reviewing the list of Standing Orders.

Unless a case is specially assigned to a particular judge pursuant to Local Rule 2.6 or 10.2, each hearing or trial in a case may be heard by *any* of the twelve Civil and Family District Judges; the Associate Judges in family law, CPS, or tax cases; or by one of the two Civil County Court-at-Law Judges. Except in 2.6 or 10.2 assigned cases (and a very few other situations, including those in Local Rule 1.5), settings and announcements must be made with the Court Administrator for the Civil District Courts, and not with a particular judge's staff.

Please note that judges do *not* set hearings or trials on the Central Docket, send out notices of hearings or trials, or announce the length the hearings or trials will be. Lawyers and self-represented litigants are responsible for setting matters with the Court Administrator, for specifying how much time is needed for the entire hearing or trial, for providing all parties with notice of the hearing or trial, and for making proper announcements. Form notices for hearings and trials on the Central Docket are posted here: https://www.traviscountytx.gov/courts/files/civil-district. Failure to properly set, notice, or announce hearings or trials may result in the hearing or trial being passed by the Court.

As required by Texas Rule of Civil Procedure 21d and the Standing Order for Remote Civil Court Proceedings (linked here: https://www.traviscountytx.gov/courts/files/civil-district), *all* hearings are in person unless *all* parties agree to a remote hearing, or unless a court finds good cause.

Once the Court Administrator has assigned a matter to a particular judge for a hearing (generally at the end of the week prior to the hearing) or trial (approximately ten days before the jury trial), then you may contact that Court's staff for information about the particular assignment.

Emergencies in all cases, except in 2.6 or 10.2 assigned cases, should be directed to the week's Duty Judge, whose information will be posted with the weekly docket, linked below.

- The weekly docket assignments (including the Duty Judge) are posted by the end of the week for the following week here: https://www.traviscountytx.gov/courts/files/dockets/civil-district.
- Information about each of the Civil and Family District Courts, including the names and contact information for each Court's staff, may be found here: https://www.traviscountytx.gov/courts/civil/district.

The Civil and Family District Courts do not handle the filing of pleadings; pleadings are filed with the Travis County District Clerk, and any questions about filings should be directed to the District Clerk, whose webpage is here: https://www.traviscountytx.gov/district-clerk. Documents filed with the District Clerk are not forwarded to a judge, and vice versa (see Local Rule 1.3).

The Civil and Family District Courts handle *all* contested matters through hearings; only uncontested motions may be submitted for an order without a hearing. Submissions must comply with the requirements set out in the Standing Rule on Submission Procedures in Civil and Family Cases, https://www.traviscountytx.gov/images/courts/Docs/20241120-Final_Amended_Standing_Order_on_Submission_Nov._2024.pdf.