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Of Travis County, Texas
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At_____
Velva L. Price, District Clerk

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(Local Rules and General Orders)

TRAVIS COUNTY STANDING ORDER ON FAMILY LAW PROCEDURES
Effective as of November 1, 2026

This Standing Order sets out the procedures for cases heard on the Family Law Docket of Travis County, Texas.

1. TRAVIS COUNTY LOCAL RULES OF CIVIL PROCEDURE AND DECORUM AND OTHER STANDING ORDERS

1.1 Applicability

The Travis County Local Rules of Civil Procedure and Decorum ("Local Rules") apply to all family law matters. Other standing orders may also apply to a particular family law matter.

The Local Rules and all applicable standing orders, which can be found on the District Courts' website, should all be read in conjunction with this Standing Order.

1.2 Conflicts

To the extent that there is conflict between this Standing Order and the Local Rules or other applicable standing orders, this Standing Order shall prevail.

2. SETTINGS

2.1 Setting Cases

All matters shall be set through the Court Administrator's Office in accordance with the Local Rules.

2.2 Announcement

All matters must be announced through the Court Administrator's Office in accordance with the Travis County Local Rules of Civil Procedure and Decorum.

2.3 Long Docket Settings

All settings exceeding 3 hours must be set on any Monday at 9:00 a.m. and announced. Settings that are not properly announced will be placed on the unassigned docket for that day and will not be assigned to be heard until all properly announced cases have been assigned, absent leave of Court.

2.4 Short Docket Settings

All settings that are 3 hours or shorter must be set on any Wednesday, Thursday, or Friday at 9:00 a.m. and announced. Settings that are not properly announced will be placed on the unassigned docket for that day and will not be assigned to be heard until all properly announced cases have been assigned, absent leave of Court.

2.5 Motions to Continue

Motions to Continue are heard every Thursday at 1:30 p.m. on or before the Thursday one week before the setting. This Rule does not relieve a movant of the burden of delivering a copy of the motion and giving notice of the hearing in the manner and within the time provided by the Texas Rules of Civil Procedure.

3. PRETRIAL PROCEDURES IN FAMILY LAW CASES

3.1 Notices of Hearings for Appearance before Answer Day

Notices of Hearing for Temporary Orders that require appearance before the answer deadline require an order to appear.

Orders to appear before the answer deadline must contain the language in the form posted on the District Courts' website and be brought to the Court's attention for signature.

3.2 Pretrial Procedure Before a Final Trial on the Merits

Before the final trial on the merits in any divorce suit or suit affecting the parent-child relationship (which include, but are not limited to, modification suits, paternity suits, and original suits), each party must prepare and deliver pretrial forms and any amended pleadings as follows:

(a) Forms Required Depend on Type of Suit and Issue at Trial

(i) In a divorce suit, each party must prepare and deliver a Proposed

Property Division using the form posted on the District Courts' website or spreadsheet in substantial compliance with such form, fully completed and signed by the party, or a single agreed Proposed Property Division, signed by both parties. If a spreadsheet is used in lieu of the Proposed Property Division form, then a copy of such spreadsheet must be provided to the court in an editable electronic format at the beginning of the trial.

(ii) In any suit requiring a determination of child support or spousal maintenance, each party must prepare and deliver a Proposed Support Decision using the form posted on the District Courts' website, fully completed and signed by the party.

(iii) Additionally, in any suit requiring a determination of child support or spousal maintenance, unless the parties agree or stipulate to a party's income and/or net resources as defined by the Texas Family Code, each party is required to furnish to the court (but not file), and to opposing parties, copies of the following at the beginning of the trial:

1. The party's federal income tax returns for the previous two calendar years, or if no such return(s) have been filed, then all payroll statements, pay stubs, W-2 forms, 1099 forms, and Schedule K-1 for such years; and
2. All payroll statements, pay stubs, W-2 forms, 1099 forms, and Schedule K-1 for the calendar year of the trial from January 1 through the date of the trial.
3. This Section does not supersede or otherwise impact any requirement to respond to discovery requests.

(iv) In any suit requiring a determination or modification of conservatorship, or possession and access to a child, each party must prepare and deliver

1. a Proposed Parenting Plan, pursuant to Texas Family Code §153.603, fully completed and signed by the party, or a single agreed Proposed Parenting Plan signed by both parties, or
2. a summary of the requested relief in brief complete sentences as part of a Proposed Disposition of Other Issues.

(v) Additionally, each party must also prepare and deliver a Proposed Disposition of Other Issues, which must state separately in brief complete sentences each trial decision that is sought by the party that is not covered by the Proposed Property Division, Proposed Support Decision, or Proposed Parenting Plan.

(b) Where and When to Deliver

Each party in a case must file the required pretrial forms except (a)(iii) and any amendment to pleadings before 5:00 p.m. on the Monday two weeks before the week of the trial setting in the case. Each party must also deliver a copy to the opposing party and to the judge hearing the case.

3.3 Pretrial Procedure Before a Temporary or Interim Orders Hearing

Before any hearing on temporary or interim orders in any divorce suit or suit affecting the parent-child relationship each party must prepare and deliver pretrial forms as follows:

(a) Forms Required Determined by Issues at Hearing

(i) In any suit requiring a determination of child support or spousal maintenance, each party must prepare and deliver a Proposed Support Decision using the form posted on the District Courts' website, fully completed and signed by the party.

(ii) Additionally, unless the parties agree or stipulate to a party's income and/or net resources as defined by the Texas Family Code, each party is required to furnish copies of:

1. the party's preceding 4 years of payroll statements or paystubs,
2. the party's preceding year's income tax return, if filed.

(iii) This Section does not supersede or otherwise impact any

requirement to respond to discovery requests.

(iv) In any suit requiring a determination or modification of conservatorship, or possession and access to a child, each party must prepare and deliver

1. a Proposed Parenting Plan, pursuant to Texas Family Code §153.603, fully completed and signed by the party, or a single agreed Proposed Parenting plan signed by both parties, or
2. a summary the requested relief in brief complete sentences as part of a Proposed Disposition of Other Issues.

(v) Additionally, each party must also prepare and deliver a Proposed Disposition of Other Issues, which must state separately in brief complete sentences each trial decision that is sought by the party that is not covered by the Proposed Support Decision or Proposed Parenting Plan.

(b) Where and Went to Deliver

Each party must deliver the required form to the opposing party before the case is called for hearing, and to the judge at the time of the hearing.

3.4 No Pretrial Forms Required In DRO, DFPS, AG or County Attorney Protective Order Hearings

Pretrial forms are not required for any hearing on the Travis Domestic Relations Office docket, the CPS Docket, the IV-D court docket, and the Travis County Protective Order docket. Pretrial forms are not required to be filed by the Travis County Domestic Relations Office, CPS, the Texas Attorney General's Office or the County Attorney Protective Order Division for cases set on the Family Law Docket.

3.5 No Extensions or Waivers by Court Administrator or by Agreement

The Court Administrator is not authorized to extend the time for delivering pretrial forms. The parties may not by agreement waive or modify the provisions or requirements of this Standing Order.

3.6 Consequences for Failure to Comply

(a) All Parties Fail to Comply

If all parties in a case fail to deliver pretrial forms as required by this Standing Order, the case may be required to be reset or may be moved

to the bottom of the list of cases set for the same time and will be heard only after all announced cases are heard and only if time permits.

(b) A Party Fails to Comply

If it appears that any party in a case failed to deliver pretrial forms as required by this Standing Order, the court may conduct a pretrial conference and the court may impose one or more of the sanctions authorized by Rule 215 of the Texas Rules of Civil Procedure against any party or attorney responsible for such failure.

(c) Issues Waived

All issues not stated in pretrial forms will be deemed waived except upon a showing of good cause for failure to comply with this Standing Order.

3.7 Motion to Confer with a Child

Absent good cause shown, all Motions to Confer with a Child are made to the assigned judge at the time of the hearing. Litigants may not bring a child to the Civil and Family Courts Facility, thereby removing the child from the child's daily routine, before the court decides whether to confer and, if so, when.

3.8 No Limitation on Texas Rules of Civil Procedure

This Standing Order must not be construed as a substitute for, or as any limitation on, any pretrial or discovery provision(s) pursuant to the Texas Rules of Civil Procedure.

4. EVIDENCE REQUIRED FOR CERTAIN DEFAULT FINAL ORDERS, UNCONTESTED FINAL ORDERS, AND AGREED FINAL ORDERS

4.1 Applicability

Except where judgment is sought on a valid Mediated Settlement Agreement, this provision applies to all default final orders, uncontested final orders, and agreed final orders, where such order: (a) appoints a party as a sole managing conservator of a child; (b) awards a party the right to designate the primary residence of a child without a geographic restriction on that right; (c) limits the possession and access of a party to less than the Standard Possession Order as contained in the Texas Family Code; and/or (d) orders less than guideline child support, including ordering no child support be paid.

4.2 Specific Evidence Required

Oral or written testimony must be given, including specific facts, proving that the requested order is in the best interest of the child related to the issues applicable to the order as set out in Section 4.1 above.

If less than guideline child support or no child support is ordered, the parties shall provide their gross income and statutory net resources as defined by the Texas Family Code as part of such evidence, in addition to any other specific facts proving that the requested order is in the best interest of the child.

This provision is not a substitute for any other evidence that must be provided when requesting judgment on a default final order, uncontested final order, or agreed final order.

5. CHILD SUPPORT AND SPOUSAL MAINTENANCE ORDERS

5.1 Place of Payment

(a) All child support required by any court order must be paid directly to the to the Texas Child Support State Disbursement Unit, P.O. Box 659791, San Antonio, Texas, 78265-9791.

(b) Spousal maintenance required by a court order that also requires the payment of child support must be paid directly to the State Disbursement Unit, P.O. Box 659791, San Antonio, Texas, 78265-9791.

(c) Spousal maintenance required by a court order that requires spousal maintenance, but not child support, must be paid through the Travis County Domestic Relations Office, P.O. Box 1495, Austin, Texas 78767.

5.2 DRO as Registry

The Travis County Domestic Relations Office is hereby designated as the Registry of the Court for all District Courts for the purpose of receiving spousal maintenance payments and for the establishment and custody of records of child support payments.

5.3 Duty to Establish Account

At the time any spousal or child support is ordered, the party who is to receive the support must provide to the Travis County Domestic Relations Office ("DRO") a "Request to Establish an Account" containing the information required by that office. After the order or decree is signed, that party must

deliver to the DRO a signed copy of the order or decree.

5.4 Date Child Support and/or Spousal Maintenance Begins in Final Orders

For all final orders where child support and/or spousal maintenance is ordered, the payment of such child support and/or spousal maintenance shall not begin on a date prior to the rendition of judgment on such final order.

The parties may stipulate in such final order that that any child support and/or spousal support obligation that was due by agreement of the parties prior to the rendition of judgment on such final order has been paid or has not been paid and contain agreements on how such unpaid support will be paid.

6. ADOPTIONS AND TERMINATIONS

6.1 Confidential Records

The District Clerk will maintain the files, docket sheets, and minutes as confidential records in every suit in which:

(a) the petition includes a prayer seeking adoption of a child; or

(b) any authorized agency seeks termination of the parent-child relationship.

6.2 Non-Confidential Records

In all other suits seeking termination but not adoption, the files, docket sheets, and minutes will not be confidential or sealed unless otherwise ordered by the court.

All pre-adoptive home screening and post-placement adoptive reports will be maintained as confidential records.

6.3 Procedures

The District Courts have determined that the following procedures concerning the preparation of pre-adoptive home screenings and post- placement adoptive reports, and the appointments of guardians *ad litem* are necessary for the orderly disposition of suits seeking termination of the parent child relationship or adoption, or both. These procedures are subject to any order that may be made in a particular case.

(a) In every suit in which the petitioner seeks to terminate a parent-child

relationship or seeks to adopt a child, the District Clerk will forward a copy of the petition as soon as practicable to the Manager of the Family Court Services Unit of the DRO (Family Court Services Manager).

(b) In each suit brought by a child placing agency (other than CPS) that seeks to terminate the parent-child relationship, and in each suit that seeks adoption of a child placed by a child placing agency, the child placing agency must prepare the pre-adoptive home screening and post-placement adoptive report.

(c) In a suit seeking termination of the parent-child Relationship or adoption of a child (other than a suit brought by a child placing agency or seeking adoption of a child placed by CPS), the Family Court Services Manager must prepare the pre-adoptive home screening and post-placement adoptive report. The Domestic Relations Office may designate private providers to prepare the pre-adoptive home screening and post-placement adoptive report. The fees for preparation of a pre-adoptive home screening and post-placement adoptive report must be paid as directed by the Family Court Services Manager.

(d) In every termination suit in which the Texas Family Code does not require the preparation or filing of a pre-adoptive home screening and post-placement adoptive report, the Family Court Services Manager must file with the District Clerk a letter report stating that he or she has reviewed the pleadings filed in the suit, describing his or her investigation, and reporting his or her findings and recommendations.

(e) In any case, any party or the Family Court Services Manager may request the appointment of the Family Court Services Manager as guardian *ad litem,* or the court on its own motion may appoint a guardian *ad litem.*

(f) In any case, the Family Court Services Manager may request that the case is set for trial or pretrial hearing.

6.4 Criteria and Waiver of Adoption Evaluation

Each pre-adoptive home screening and post-placement adoptive report must be prepared according to criteria established by the Family Court Services Manager under the supervision of the District Courts.

Prior to any requested ruling on a Motion to Waive Adoption Evaluation pursuant to Texas Family Code Section 107.153(2)(a-1), the parties shall request the Family Court Services Manager to prepare and file an Uncontested Stepparent Adoption Investigative Review which shall include an investigative review of all criminal history and Texas Department of Family and Protective Services history of both parties, including any recommendations related to any

such history that is found. Once the Uncontested Stepparent Adoption Investigative Review is filed, the parties may request a ruling on such motion; the request must be made prior to the date of the adoption.

6.5 Proposed Order of Dismissal for CPS Case Involving Adoption

Upon the adoption of a child who was under the conservatorship of CPS, if the adoption is in Travis County, the attorney representing the adoptive parent(s) of the child must present to the court handling the adoption a proposed dismissal order of the CPS case at the time of the adoption. If the conservation case is in Travis County but the adoption is not filed in Travis County, the attorney representing the adoptive parent(s) of the child must send a proposed dismissal order of the CPS case to the Travis County Presiding CPS Court Judge immediately after the adoption is granted.

6.6 Pretrial Information Form

In every termination suit, except those brought by CPS, and in all adoption suits, the petitioner must file a completed pretrial information form with the District Clerk and serve a copy on the Family Court Services Manager 14 days before the final hearing. Petitioner's Pretrial Form in Suit for Termination and Adoption must be in the form posted on the District Courts' website.

6.7 Settings

Contested termination suits and/or adoption suits shall be set in accordance with this Standing Order and the Local Rules.

Uncontested termination suits and/or adoption suits shall be set on the weekly adoption docket. Such setting shall be requested through the Court Administrator's Office at least 14 days prior to the hearing, absent leave of Court to the contrary.

This ORDER is effective as of November 1, 2026.

Signed by all Civil District Judges and filed with the District Clerks Office on October 23, 2026.

MARIA CANTU HEXSEL
Judge, 53rd District Court

DANIELLA DESETA LYTTLE
Judge, 261st District Court

SANDRA AVILA RAMIREZ
Judge, 98th District Court

JAN SOIFER
Judge, 345th District Court

AURORA MARTINEZ JONES
Judge, 126th District Court

SHERINE THOMAS
Judge, 353rd District Court

JESSICA MANGRUM
Judge, 200th District Court

CATHERINE A. MAUZY
Judge, 419th District Court

AMY CLARK MEACHUM
Judge, 201st District Court

LAURIE EISERLOH
Judge, 455th District Court

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Judge, 250th District Court

MAYA GUERRA GAMBLE
Judge, 459th District Court