



Date: July 6, 2022  
To: Travis County Defense Attorneys and Prosecutors  
From: Travis County District and CCL Judges  
**RE: New Procedures for Processing Motions and Orders**

As you are aware, the Travis County Criminal District and County Courts at Law Judges began signing orders by DocuSign, Adobe and other digital platforms during the pandemic. For the sake of convenience for all parties, the Judges wish to continue this practice with some modifications to ensure court files have an accurate record of orders signed by the court. The following procedures should be followed when filing motions and orders:

### **Procedures for Processing Motions and Orders**

Motions are required to be e-Filed except for motions (and accompanying signed orders) tendered to the clerk in the courtroom. All relevant circumstances and information should be included within the contents of the motion. *(Proposed orders should be e-filed as part of the motion and not as an attachment to the motion).*

- 1. Email Subject Line:** When emailing the court about any case, include the defendant's name and cause number(s), offense and include a cc to the court coordinator. For example: 19-000000 John Doe, Evading, in the "subject" line of the email. This will assist the court in locating files, emails and orders.
- 2. Electronic Documents: Adobe PDF, DocuSign and other digital platforms (all should include a signature box that includes a date/timestamp)**
  - a. E-file your motion and proposed order (as one document) and add the court and opposing party as recipients to receive a courtesy copy.

The proposed order should have the options allowing the judge to either grant or deny the motion. If there is an agreement or no objection to the motion by the opposing party or request for a hearing,

the Court will grant or deny the motion. Agreed upon motions require the signatures of both parties, the state and the defense. Additionally, the orders should contain a blank, fillable space for a judge to add any additional conditions, if necessary.

- b. If there is no agreement and/or a request for a hearing on the motion, (the opposing party should have at least 24 hours' notice), a setting should be obtained from the Court Coordinator. Once there is an agreed upon date for the hearing, verified by the Court Coordinator, that date should also be included in the motion.
- c. The parties should forward the court an order digitally for signature and ensure that both the opposing party and the clerk are set as recipients to receive a copy of the court's order. If the order is sent via DocuSign, select "Collaboration" and check the "Recipients can collaborate" box. The District Clerk's email is [dc-criminal@traviscountytexas.gov](mailto:dc-criminal@traviscountytexas.gov) and the County Clerk's email is [misdemeanor.courts@traviscountytexas.gov](mailto:misdemeanor.courts@traviscountytexas.gov).

### **Motions and Order on the Same Page**

Having motions and orders on the same page is not necessary with digital pleadings. However, if you prefer to keep your motion and order on the same page you are still required to e-File it as a motion and add the court as a recipient to receive a courtesy copy.

### **Judges' Cards**

Judge's Cards are to be utilized for the limited purposes of releasing a defendant, recalling a warrant, reinstating a bond, setting a bond, or other notifications from the Court to the Sheriff's Office.

Bond modifications ordered pursuant to a motion filed by either the State or defense shall be reflected in an Order filed by the movant.

Pretrial Services will no longer issue Judge's Cards in lieu of Orders Modifying Bond Conditions.