

Protocol for Submission Docket:

- (1) Go-Live Date is **May 1, 2017**
- (2) Send Documents by email to: CPSsubmissiondocket@traviscountytx.gov or CPsAttorneyappointments@traviscountytx.gov as appropriate.
 - a. Do not send to individual court staff or copy individual court staff
 - b. Do not send submissions to CPSCCOURTSTAFF email
- (3) **For Standard Agreed Orders:**
 - a. Please file your motion first (getting file-stamped copy / proof of e-filing) before emailing it to the Court.
 - b. Be sure to copy ALL other lawyers (and the CASA supervisor) on the case on your email.
 - c. For Motions, your email must include 2 attachments:
 - i. Your **Motion**
 1. Be sure to have E-filed the Motion before sending to court and include proof of e-filing.
 - ii. **Proposed Order** ready to be signed by the judge
 1. Order should include all agreed signatures (all signature pages must be included in SAME attachment as the Proposed Order)
 2. Include a date line: "Signed on the _____ day of _____, 20__"
 3. Include a signature line for the judge.
 - d. In lieu of agreed signatures of all attorneys:
 - i. Certificate of Conference in your Motion will suffice.
 - ii. Must Make a Reasonable Attempt to Confer:
 1. Ie. Provide others a copy of motion and let them know you plan to send it to the Submission Docket on X date/time unless you receive any objection to doing so.

(4) EMAIL SUBJECT LINE:

"JUDGE INITIALS / TYPE OF ORDER or MATTER/ ITIO (D-1-FM- -0000001)"

- a. Ie. "JAMJ / Agreed Temporary Order / ITIO Smith (D-1-FM-17-0000001)"
- b. Ie. "JAMJ / Unopposed Order for Paternity Testing / ITIO Smith (D-1-FM-17-0000001)"
- c. Ie. "JDB / Agreed Final Order / ITIO Smith (D-1-FM-17-0000001)"
- d. Ie. "JAMJ / Request for Judicial Travel Approval / ITIO Smith (D-1-FM-17-0000001)"

(5) BODY OF EMAIL: Add Additional Notes, ie:

- a. Ie. "Judge Byrne ordered this in hearing on 3/31/17 and asked me to follow up with an order for signature. Attached are the Docket Notes."
- b. Ie. "These agreed orders are the result of mediation."

(6) TIMING:

- a. **GENERALLY:** If you submit your motion to the email by 10:00am on Tuesday, staff will make every effort to turn it around by 5:00pm Thursday.
- b. **EMERGENCIES:** If you believe you have a proposed Order that requires urgent turn-around on the submission docket, please put "URGENT" in the subject line. Please elaborate in the body of the email why you believe you need expedited turn-around.

These will be reviewed by the Court on a case-by-case basis. Attorneys waiting until the last minute to tender proposed orders / other requests for signature will not justify an expedited turn-around time.

(7) **APPROVAL:** If your Order is signed, staff will return it to you by reply-all email with a note that reads: "Attached is a Courtesy Copy of your signed Order, by copy of this email I am requesting that the Clerk please file this. Please forward this email to any attorneys who were left off the distribution list."

(8) **REJECTION:**

- a. Items tendered will be rejected without signature if:
 - i. Attorney fails to comply with required procedures for submission docket
 - 1. Ie. No proposed Order attached
 - 2. Ie. Subject Line Unclear
 - 3. Ie. All attorneys are not copied
 - ii. Not agreed on face / no reasonable attempt was made to confer
 - iii. Requires Research by Court Staff to figure out why signature is being sought
- b. If your Submission is Rejected, you will have the option to:
 - i. Cure and resubmit via submission; or
 - ii. If it cannot be cured, set your matter for a hearing.

Items Eligible for Submission Docket through: CPSsubmissiondocket@traviscountytexas.gov

- (1) Agreed Motions / Orders
 - a. Agreed Temporary Orders
 - i. Agreed Orders for Return & Monitor
 - ii. Agreed Placement Change
 - b. Certain Agreed Final Orders (ie. Non-Termination based on MSA, Agreed Dismissal)
 - c. Agreed Scheduling Orders
 - d. Agreed Nunc Pro Tunc Orders
 - e. Note: Certain Agreed Motions **will also need Affidavits**, such as:
 - i. Motion to Extend the Deadline
 - ii. Motion for Change of Placement in which DFPS needs an Affidavit (b/c not really opposed but can't agree for policy reasons.)
- (2) Specific things that need Authorization by Court:
 - a. Motion for Daycare Payment
 - b. Proposed Order for Parentage Testing
 - i. Should include in the Motion that:
 1. The father is named in the petition.
 2. Father (or Mother) has objected to paternity.
 3. Date of Next hearing
 - c. Attorney Travel Authorization
 - d. Waiver of Need for Attorney Travel
- (3) Routine DA's Motions:
 - a. Proposed Orders for Substitute Service
 - b. Cite by Publication / Paternity Registry
- (4) Contested matters in which the parties agree to have the matter heard via written submission and the parties agree that it can be handled by submission.
 - a. Must include an accompanying submission schedule agreed by the parties.
 - b. Be sure to leave the Court at least 4 business days at the end of your submission schedule to review submissions before order is expected.
- (5) Orders that the Judge already rendered in a hearing but that the Court asked Counsel to follow-up with after the hearing by tendering proposed written orders.
 - a. Include "agreed as to form" signatures or docket notes clearly showing what the judge ordered in the hearing.

Items eligible for Attorney Appointment Submissions through:

CPSattorneyappointments@traviscountytexas.gov

(1) Requests for Substitution of Counsel:

- a. **Early Appointment Substitutions** that are requested **BEFORE** the first hearing do NOT need a formal motion or agreement of all attorneys or a proposed order or even the name of an attorney to be subbed in – just let us know ASAP;
- b. **All English to Spanish attorney substitutions** do NOT need a formal motion or agreement of all attorneys or a proposed order or even the name of an attorney to be subbed in – just let us know ASAP;
- c. Other requests for substitution need:
 - i. Motion
 - ii. Agreement of all attorneys (plus client signature as appropriate); and
 - iii. Proposed Substitution Order with the name and contact info of attorney who will be subbing in.
- d. For any Substitution, please state in the Motion (if required) **and** in the Body of the email:
 - i. Date/Type of the next hearing; and
 - ii. Trial date; if scheduled.

(2) Request for Appointment of Counsel – Conditional or with Affidavit of Indigence

- a. Could be Request for re-appointment or appointment new attorney after expiration of original early parent appointment.
- b. If you are requesting Disability Rights Texas Co-Counsel:
 - i. First call DRTX and verify that they can take the appointment if issued.
 - ii. File Motion for appointment of DRTX – include a certificate of conference stating no objection.
- c. If you are requesting Immigration Co-Counsel:
 - i. You will need to First Complete and Circulate the “Order Regarding Eligibility for SIJ Status.”
 - ii. File Motion for appointment of Immigration Attorney – include a certificate of conference stating no objection.
 - iii. You DO need to prepare and attach the Order for Appointment of Immigration Co-Counsel
- d. Please do NOT Send the Court Affidavits of Indigence that are obtained by the conditional attorney before the first hearing.

(3) When tendering Affidavit of Indigence ONLY to paper the file:

- a. If you already have a “Conditional Upon Affidavit” Appointment and are sending an Affidavit of Indigence merely as a follow-up for purposes of papering the file, please clarify in the body of your email that you are merely providing the Affidavit of indigence and your client is seeking “Endorsement of the Appointment” but that you are not in need of an appointment order at this time.
- b. Court will annotate the file and the Affidavit on bottom of Page 2.

