



**Travis County Family Court
Procedures for Settings and Docket Call
Effective June 17, 2020**

During the Emergency Orders Regarding the COVID-19 State of Disaster, the Travis County Civil and Family Courts have implemented the following procedures for contested Family Law matters until further notice from the Court.

These procedures are in addition to the effective Emergency Orders of the Texas Supreme Court and the Travis County Civil and Family Courts, the [Texas Rules of Civil Procedure](#), the [Texas Rules of Evidence](#), the [Travis County Local Rules](#), Travis County Standing Orders, and the Court's instructions during the hearing, all of which are applicable for in-person and remote hearings.

1. Setting, Announcing, and Passing Cases on the Family Law Long and Short Dockets

A. Pleadings

All pleadings must first be filed with the District Clerk's office before requesting relief from the Court.

B. Remote or In-Person Hearings

All hearings will be conducted remotely via Zoom unless it is necessary to conduct the hearing in person. To request an in-person hearing, the requesting party must notify Court Administration when they announce why they believe an in-person proceeding is required using the announcement form provided by Court Administration. The ultimate decision regarding the form the hearing will take will be left up to the judge who is ultimately assigned the case, and such shall be communicated to the attorneys / parties after the case is assigned.

C. How to Request a Setting

All settings for all hearings shall be made through the Court Administrator at (512) 854-2484 or Travis.CivilCourts@traviscountytx.gov. Attorneys are encouraged to use the Civil Calendaring Online system through the Court Administrator's office located at <https://www.traviscourtsapplications.org/portal>.

D. Deadline to set hearings

All settings for the Monday Long Docket and Wednesday / Thursday / Friday Short Dockets shall be scheduled no later than 5:00 p.m. on the Friday that precedes the announcement period for the case. The deadline for motions for continuance to be heard shall be the Continuance Docket on the Thursday of announcement week for cases to be heard the following week.

The first Friday deadline to set Long and Short Docket cases shall be **Friday June 19, 2020**. The first announcement period shall begin **Monday, June 22, 2020**. The first Long Docket pursuant to these procedures shall be **Monday June 29, 2020**. The first Short Docket pursuant to these procedures shall be **Wednesday July 1, 2020**. Short and Long Docket hearings to be held prior to June 29, 2020 shall be set in the same manner as provided in the Travis County Second Amended Emergency Order Regarding COVID-19 effective May 8, 2020 through Court Administration at (512) 854-CIVIL or Travis.CivilCourts@traviscountytexas.gov.

E. Announcements

- i. **During the week immediately prior to the week of the hearing, at least one party must announce between Monday at 8:00 a.m. and Wednesday at 5:00 p.m. See below for a demonstrative calendar. Unannounced cases will not be heard and will need to be rescheduled.** The announcement shall be made in writing using the announcement form provided by Court Administration found at the Travis County Civil Courts website and attached hereto on pages 5 and 6.
- ii. A violation of this announcement rule, including the failure to fully provide information in the announcement form, if known, may result in the case being moved to the bottom of the docket or reset to another docket.
- iii. Hearings may not exceed the time announcements without approval of the Court.

F. Demonstrative Calendar for Setting Deadlines and Announcements

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Deadline to set Long Docket and Short Docket hearings	
	Announcement period for Long and Short Docket for following week	Announcement period for Long and Short Dockets for following week	Announcement period for Long and Short Dockets for following week, deadline 5:00 p.m.	Motions for Continuance heard for cases set for following week	Scheduled hearings for following week posted	
	Long Docket		Short Docket	Short Docket	Short Docket	

G. Settings Made by the Court

Nothing in these procedures limits the authority of the Court to set a hearing on any specific date/docket.

H. Agreements and Passing Settings

- i. Attorneys and self-represented litigants **must** notify the Court Administrator of an agreement to pass a setting or that an agreement has been reached on a case that has a setting, whether such occurs before or after the announcement period.
- ii. If the parties need to prove up an agreement, the parties shall modify their announcement with the Court Administrator to reflect such.
- iii. If the parties reach an agreement via written order, such agreed order may be submitted via the submission docket.

2. Case Assignments

A. Assigned Cases

- i After the announcement period ends, the Court Administrator, shall publish a list of:
 - a The date(s) of the hearing and the Court to which each case is assigned for the following week's Long and Short Dockets, if a case is assigned. Those cases not immediately assigned to a Court will be listed as "Standby" for the particular day/docket they announced.
 - b Such list shall be published by the end of the business day on Fridays for the following week on the Travis County Civil Courts website: <https://www2.traviscountytexas.gov/courts/files/uploads/family.pdf> and updated periodically during the week of the hearings.
 - c A Court may be assigned multiple hearings on a particular day/docket and the Court that is assigned those cases shall determine in what order they will be heard. The Court to which the hearing is assigned will notify the attorneys/parties regarding what time to report, including whether the Court will hold a virtual docket call the morning of the docket regarding the cases assigned to the Court that day.

B. Standby Cases

- i All standby cases should be prepared to be assigned and begin their hearing within one hour of being notified of their assignment, regardless of whether the hearing will be held in-person or remotely.
- ii The Court Administrator will notify the attorney(s) / self-represented litigants when, and if, they get assigned, including the time the hearing is to begin.
- iii Standby cases are only on standby for the particular docket on which the hearing is set (i.e. Monday Long Docket, Wednesday Short Docket, Thursday Short Docket, or Friday Short Docket).

3. Continuance Docket

- A. Continuances will be heard remotely beginning at 1:30 p.m. on Thursdays immediately following the announcement period for the case.
- B. The Court Administrator shall publish a docket of those cases that have set a continuance by noon on the Wednesday immediately preceding the Thursday that the continuance docket will be called.
- C. The staff of the Associate Judge who will be calling the Continuance Docket will contact the attorneys / self-represented litigants to provide a Zoom link or telephone number, for the Continuance Docket between noon and the close of business on the Wednesday immediately preceding the Thursday that the Continuance Docket will be called.
- D. The Continuance Docket will be called by the Associate Judge virtually at 1:30 p.m., and the Associate Judge will take up the hearings set on the Continuance Docket in the order determined by the Associate Judge

4. Other Dockets

- A. The Travis County Associate Judges will rotate duties calling through the Ad Valorem Tax Docket, the County Attorney Protective Order Dockets, the Domestic Relations Office Child Support Docket, and the Adoption/Termination Docket.
- B. A copy of the assignments for those specific dockets will be posted on the Travis County Civil Courts website: <https://www2.traviscountytexas.gov/courts/files/uploads/family.pdf>

5. **RIGHT TO DE NOVO HEARING:** All parties are notified that, pursuant to Texas Family Code Sec. 201.007, if a case is assigned to an Associate Judge, the parties have the right to request a De Novo Hearing before a District Judge as set out in the Texas Family Code.

CIVIL DISTRICT COURT ANNOUNCEMENT FORM

THIS FORM MUST BE **FILLED OUT IN FULL** AND **RECEIVED NO LATER THAN 5:00 P.M. ON WEDNESDAY OF THE WEEK PRIOR** IN ORDER FOR THE ANNOUNCEMENT TO BE PROCESSED. ANNOUNCEMENT MUST BE E-MAILED TO: TC.CivilDistrictAnnounce@traviscountytexas.gov

Date of Setting: _____;

Cause Number: D-1-____-____-_____

Case Style: _____

Hearing(s)/Trial(s) that are set: _____

Time Estimate (**TOTAL TIME FOR ENTIRE HEARING OR TRIAL**) _____

For Jury docket cases and Family and Civil Monday Long docket cases only:

Has Alternative Dispute Resolution (ADR) been completed or waived by the Court?:

Yes: _____; No: _____ (If Not, Reason? _____)

FOR FAMILY LAW CASES ONLY:

Is/Are Hearing(s) Still Necessary?: Yes: _____; No: _____

(If no, provide reason: _____)

Hearing/Trial Preference: Zoom: _____; In-person: _____ (If so, explain below)

District Judge being requested?: Yes: _____; No: _____

Has an Agreement been filed waiving right to De Novo?: Yes: _____; No: _____

Request for Record to be made of Proceeding?: Yes: _____; No: _____

Reason for In-person hearing: _____

CONTACT INFORMATION IS REQUIRED FOR ALL CIVIL AND FAMILY CASES:

Party Making Announcement: _____

(Specify party type (i.e. Plaintiff/Defendant ; Petitioner/Respondent) **and** Party Name)

Announcing Attorney / Self-Represented Litigant:

Name: _____;

State Bar # (if applicable): _____;

Contact E-Mail Address: _____ &

Contact Phone Number: _(____)_____ ; Alternate:_(____)_____

Opposing Counsel / Self-Represented Litigant:

Name: _____;

State Bar # (if applicable): _____;

Contact E-Mail Address: _____ &

Contact Phone Number: _(____)_____ ; Alternate:_(____)_____

Other Parties / Attorneys

Name: _____;

Contact E-Mail Address: _____ &

Contact Phone Number: _(____)_____ ; Alternate:_(____)_____

Other Parties / Attorneys

Name: _____;

Contact E-Mail Address: _____ &

Contact Phone Number: _(____)_____ ; Alternate:_(____)_____