

**JUDGE SYLVIA HOLMES  
JUSTICE OF THE PEACE  
PRECINCT 3  
TRAVIS COUNTY, TEXAS**



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**COURT RULES – UPDATE FOR CIVIL E-FILING**

**EFFECTIVE April 1, 2019**

Attention: Effective, April 1, 2019, all electronic filings of civil petitions and/or proposed orders must separate exhibits from motions, petitions, proposed orders, etc. Filings in which all documents are grouped together in a single e-file will be returned for resubmission.

Default judgement filings **MUST** attach each piece of evidence as a separate exhibit.

**Filing 1: Motion for Default Judgement**

Exhibit A – Servicemembers Civil Relief Act Affidavit

Exhibit B – Signed contract indicating amount owed; copy of bill with amount sought

Exhibit C – Business records custodian affidavit

**Filing 2: Proposed Order for Default Judgement**

Thank you,

Judge Sylvia Holmes  
Justice of the Peace, Pct 3