

Compliance Procedures: Information for Attorneys

Please note the following:

1. When you get a compliance letter, you must attend the compliance hearing unless all required documents are filed *no later than noon on the Monday before the compliance hearing.*

In the past, we said you didn't need to come to a compliance hearing as long as missing documents were filed before hearing. That is no longer true. It's too difficult to run the compliance docket when dozens of required documents are filed shortly before the hearings. *Now, if the documents aren't in by the noon on Monday, you must attend the compliance hearing even if the documents are filed by the time of the hearing.*

2. If you file all required documents by the noon-Monday deadline and want to verify that the case is off the compliance docket, check the docket that will be posted on the compliance page of the Court's website – <https://www.traviscountytexas.gov/probate/compliance> – by 3:00 p.m. on the day before the compliance hearing. *Do not call the Court to verify.*

3. After the compliance hearing, the Court will not send any reminders before issuing a show cause order and citation if the required documents still have not been filed.

Historically, we tried to avoid show cause by sending last-chance faxes, letters, and emails. Doing so caused a variety of problems, and we're going to stop. We'll wait a short time after a compliance hearing before issuing show cause orders so that we're sure all filed documents have made their way from the clerk's office to the Court. But we will not send reminders. *Please start treating the first compliance letter as your last reminder from the Court.*

4. Because we won't send any reminders, it's especially important that you ensure your client understands what the consequences are if required documents aren't filed by the compliance hearing. *If it goes to show cause, your client – not the estate – will pay.*

5. We really mean it now when we say “do not contact anyone at the Court to discuss compliance issues . . . [t]he compliance hearing is the time to bring up any issues.”

Our compliance letters have always said not to contact anyone at the Court to discuss compliance issues – but we sometimes made exceptions. We won't make exceptions now. *If you have a question about a compliance issue, you need to bring the question up with Judge Herman or Judge Prashner at the compliance hearing. **Once the compliance letter goes out, discussions about compliance issues cannot take place until the hearing. You can email chris.larson@traviscountytexas.gov if you think you received a compliance letter by mistake – but that's only for mistakes.***

6. If you have any questions about the Court's compliance and show cause procedures, please contact the Court Administrator, Christy Nisbett, at christy.nisbett@traviscountytexas.gov (preferable) or at 512-854-9559.