

**Here are the requirements, regarding an emergency TRO, TEXPO or Writ-**

a. please make sure that the documents:

1. petition/application,
2. supporting affidavit,
3. certificate of ex parte relief, and
4. proposed order have been e-filed AND that you have received the file-marked-documents back for items 1-3 back. \*\*

\*\*Take extra care that the proposed order has been e-filed as its own separate lead document so that it comes to the Court's e-filing queue and we do not have to wait on it. This may require you to contact the District Clerk to push through the documents. Note that you will receive all file-marked documents back EXCEPT the proposed order which will come to the Court's queue. That is when you will need to send your courtesy email.;

b. please provide a courtesy copy by email of:

1. the petition/application,
2. supporting affidavit,
3. certificate of ex parte relief, and
4. proposed order;

c. please provide the Cause No. and style of the suit in the courtesy email;

d. copy in/include/Cc the opposing party or opposing counsel only if they have made an appearance in the case whether through an attorney, by self-representation, or your certificate of ex parte relief otherwise dictates that you should include them on the email.

**AFTER REVIEWING THESE REQUIREMENTS, SEND YOUR EMAIL TO THE 442ND DISTRICT COURT ADMINISTRATOR AT [ALI.HAYSLIP@DENTONCOUNTY.GOV](mailto:ALI.HAYSLIP@DENTONCOUNTY.GOV)**

Judge will review and make a determination on how to proceed including if appearance is necessary. **DO NOT APPEAR** unless directed by Judge Haertling.