

**LOCAL RULES
OF
CIVIL PROCEDURE
AND
RULES OF DECORUM**

**The Civil and Family District Courts of
Travis County, Texas**

**These Local Rules, as amended, are
effective as of November 1, 2026.**

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MISSION STATEMENT

Access to justice is the cornerstone of our judicial system. The Travis County Civil and Family District Courts are committed to ensuring access to justice through fair and prompt proceedings.

Safeguarding access to justice through bench exchanges is envisioned in Article V, Section 11 of the Texas Constitution, which provides that “the District Judges may exchange districts, or hold courts for each other when they may deem it expedient, and shall do so when required by law.”

The Supreme Court of Texas recently adopted new rules that require the Travis County Civil and Family District Courts to change the way they organize their dockets. *See* Supreme Court of Texas Misc. Docket No. 26-9019, Final Approval of Amendments to Texas Rule of Civil Procedure 330(e) and Texas Rules of Judicial Administration 2, 4, 7, 8, and 10 (March 27, 2026). Under the amended rules, once the District Clerk randomly assigns a case to a court, the judge of that court remains responsible for the case unless and until it is transferred or closed. Another judge may still preside over a particular hearing or trial through a bench exchange, but responsibility for the case stays with the responsible judge.

Because access to justice must be safeguarded and never impeded by delay or the unavailability of a judge, Court Administration, overseen by the district judges, will manage a Master Calendar that uses bench exchanges in accordance with the amended rules. The undersigned judges agree to deploy judicial resources where they are most needed: promoting efficiency, reducing costs, and ensuring meaningful access to justice for all litigants.

DEFINITIONS

The following terms are defined as follows in these Local Rules:

“Administrative Appeal” means any proceeding for judicial review of a final decision in a contested case by an agency, except for cases requiring a trial *de novo*.

“Chapter 10 Case” means any case to which this Chapter applies as described in these Local Rules.

“Court” means the judge or associate judge before whom the proceeding will be held.

“Courtroom” means both in-person and virtual courtrooms.

“District Courts” means the Travis County Civil and Family District Courts.

“Divorce suit or suit affecting the parent-child relationship” includes modification suits, paternity suits, and original suits.

“Enforcement Action” means any proceeding brought by or in the name of the State to enforce agency orders, commissions, or subpoenas.

“Includes” means includes, but is not limited to.

“Must” means that the act it refers to is mandatory or required.

“Parties or Counsel” include attorneys for the parties and the parties themselves if they are self-represented litigants.

“Recording, Broadcasting, or Photographing” means any visual, audio, or transcription recording, broadcasting, or photographing by any equipment, any means, and any individual or entity, including any Artificial Intelligence (“AI”) program.

“Responsible Judge” means the judge of the originally assigned or transferred court (by court number) as defined in Rule 8 of the Texas Rules of Judicial Administration.

CHAPTER 1: GENERAL ORGANIZATION

1.1 Local Rules Generally Govern District Courts' Procedures

Except when superseded by emergency orders or emergency procedures, these Local Rules govern procedures in the District Courts hearing civil cases, family cases, and child abuse and neglect (also known as Department of Family and Protective Services or Child Protective Services ("CPS")) cases.

1.2 Master Calendar and Specialized Dockets

The primary dockets are the Civil Docket, Family Docket, Motions for Summary Judgment ("MSJ") Docket, Juvenile Docket, Agreed Docket, Submission Docket, and CPS Docket. Most civil cases and most jury trials are set on the Master Calendar. The Responsible Judge maintains responsibility for each case filed under the Responsible Judge's Court number. See Chapter 17 regarding the setting of CPS cases.

1.3 How the Master Calendar Functions

Upon filing, each case will be assigned to the Master Calendar for hearings and trials. On the Master Calendar, hearings and trials are assigned to available judges to maximize the number of hearings and trials reached. *See* Local Rule 2.6 and 10.2 for cases retained by the Responsible Judge.

1.4 Locations and Notices of Hearings and Trials

Assignments to judges and courtrooms will be posted in the Civil and Family Courts Facility and on the District Courts' website before each hearing or trial. Questions about case assignments or location of hearings or trials in cases not retained by the Responsible Judge under Local Rule 2.6 or 10.2 must be directed to the Court Administrator's Office.

Notices of hearings and trials provided by parties under Local Rule 2.4 must follow the sample notices that are posted on the District Courts' website, or be substantially similar in content.

1.5 Motions Challenging a Prior Ruling in a Civil Case

A request to be heard on a motion for new trial; motion to modify, correct, reform, or reconsider; or any other motion challenging a prior ruling, must be presented to the judge who made the ruling, including a visiting judge, if available. Contact the Court Administrator's Office to determine if the visiting judge who made the ruling is available.

1.6 Setting Cases

Except in cases retained under Local Rule 2.6 or 10.2, all settings for hearings and trials must be scheduled through the Court Administrator's Office, even those included in an order signed by a judge. See Local Rule 2.3 for instructions regarding settings.

CHAPTER 2: SETTING CASES ON THE MASTER CALENDAR

2.1 Schedules for Jury/Non-Jury Weeks

A copy of the schedule for jury and non-jury weeks may be obtained from the Court Administrator's Office and is posted on the District Courts' website.

2.2 Certification Requirements

Parties must make reasonable efforts to set hearing and trial dates by agreement. If a party cannot get an opposing party to respond or agree to a setting, that party may set the hearing or trial and shall include a certification that "counsel made reasonable efforts to confer with all parties about the date, time, and format of the setting."

2.3 Requesting a Setting and Time Estimate Requirement

All matters on the Master Calendar will be set by the Court Administrator's Office upon written request through Civil Calendaring Online on the District Courts' website or

upon oral request of any party, and will be placed on the docket for each week, day, or half-day in the order in which such requests are received.

Each request for a setting must include an estimate of the *total* time required for the *entire hearing*, on all matters, for *all* participants. Please note that a half-day hearing generally provides fewer than three hours, and a full-day hearing generally provides fewer than six hours.

For jury trials, the total announced time must include time for pretrial proceedings, voir dire, presentation of evidence, informal and formal charge conferences, closing argument, and jury deliberation.

2.4 Notice of Setting to be Provided by Party Obtaining the Setting

Neither the District Courts nor the Court Administrator's Office will send notices of any settings unless required by other court rule. The party who obtains the setting under Local Rule 2.3 must give notice to all other parties of the time and date of a setting. Notice must be given in the manner and within the time provided by the Texas Rules of Civil Procedure ("TRCP") and these Local Rules, including Local Rule 1.4. Sample notices are posted on the District Courts' website.

2.5 Saved for Expansion

2.6 Request for Retention or Transfer of a Case by the Responsible Judge

If one or more parties believe that a case has characteristics that make it suitable for retention by the Responsible Judge for all hearings and trial, the party or parties may request in writing that the Responsible Judge retain or transfer the case. The written request must be filed and submitted to the Responsible Judge and to the Local Administrative District Judge ("LADJ"). Submission to the Responsible Judge and the LADJ must be through both the Responsible Judge's submission email address and the LADJ's email address: LocalAdministrativeJudge@traviscountytexas.gov. The Responsible

Judge will decide whether to retain the case, transfer the case to a different court, or keep the case in the Master Calendar system.

2.7 Deadline for Setting: Announcement Required

Except by agreement of all parties, no setting will be accepted after the Friday preceding the announcement period, unless it is governed by a statute requiring a hearing prior to the next available week on which settings may be scheduled.

All settings must be announced in accordance with Chapter 3 of these Local Rules.

2.8 Jury Settings

Each jury trial will be set for 9:00 a.m. on Monday of a jury week, although the jury trial may begin later in the week. Contact the Court Administrator's Office for more information.

2.9 Non-Jury Settings

(a) Non-Jury Long Docket Settings

Each non-jury long docket matter, such as a hearing or a bench trial, will be set for 9:00 a.m. on Monday of a non-jury week and will be subject to being reached at any time before noon on Thursday of that week. If the Monday of the non-jury week is a court holiday, this docket will be set and called on Tuesday.

(b) Non-Jury Short Docket Settings

Each non-jury short docket may be set for either 9:00 a.m. or 2:00 p.m. on any Monday, Tuesday, or Wednesday or for 9:00 a.m. on Thursday during a non-jury week. Such a matter will be subject to trial or hearing at any time during the half day in which it is set, but not thereafter.

2.10 Agreement to Pass a Setting

Once announced, settings may not be passed except by agreement of all counsel. Counsel must notify the Court Administrator's Office of an agreement to pass a setting. As a result of statutory Motions for Summary Judgment ("MSJ") deadlines, settings for MSJ hearings may not be passed.

2.11 Court Administrator Authorized to Strike Setting

If the Court Administrator's Office determines that any setting has been obtained in violation of these Local Rules, the parties will be notified and the Court Administrator may strike the setting. Settings in cases retained under Local Rules 2.6 and 10.2 may not be passed without approval of the Responsible Judge.

2.12 When a Party is Incarcerated

In all cases in which a party is incarcerated, the party wishing to set a hearing must communicate with the Court Administrator at least 30 days before the proposed date for the hearing, except with leave of court for good cause shown. Upon receiving a request, the Court Administrator will confer with the parties and the facility to determine the date and time for a setting. The party requesting the setting must give notice to all other parties. If the setting is requested by the incarcerated party, the Court Administrator will announce ready on the incarcerated party's behalf. The Court Administrator will arrange for the incarcerated party's transportation if the court has issued a bench warrant or will arrange for the incarcerated party to participate remotely. Other parties wishing to participate must appear in person, unless otherwise authorized by the court.

CHAPTER 3: ANNOUNCEMENT DOCKET AND THE ASSIGNMENT OF CASES FOR SETTINGS ON THE MASTER CALENDAR

3.1 Announcement Required

All matters on the Master Calendar must be set pursuant to Chapter 2 of these Local Rules, and announced by the parties pursuant to this Chapter 3.

3.2 Announcements

(a) Week to Announce for Non-Jury Settings

Non-jury settings on the Master Calendar must be announced by the parties the week prior to the hearing.

(b) Week to Announce for Jury Trial Settings

Jury trial settings on the Master Calendar must be announced by the parties during the week that is three weeks before the jury trial setting.

(c) Days and Times to Announce

Announcements will be received beginning Monday at 8:00 a.m. and ending Wednesday at 5:00 p.m. During this period, parties must give their announcement of ready and an updated estimate of *time required for the entire hearing, on all matters set, for all participants*.

(d) How to Announce

Announcements may be made:

- (i)** through Civil Calendaring Online on the District Courts website;
- (ii)** by email to TC.CivilDistrictAnnounce@traviscountytexas.gov;
- (iii)** in person at the Civil and Family Courts Facility at the Court Administrator's Office; or
- (iv)** by telephone at (512) 854-2484.

3.3 Call of Jury and Non-Jury Long Docket

All non-jury long docket matters will be called at or before 9:00 a.m. on Monday of the week in which they are set. All jury trials will be called via a Zoom docket call 7-10 days before

the jury trial setting. Jury trials not assigned at or before 9:00 a.m. on the Monday of the week in which they are set are subject to assignment at any time before noon on Wednesday of that week. Non-jury long docket matters not assigned at or before the 9:00 a.m. docket call on the Monday of the week in which they are set are subject to assignment at any time before noon on Thursday of that week, and the parties must be ready to begin the trial or hearing when each case is reached.

The Court Administrator may excuse parties whose cases cannot be reached.

3.4 Notice of Visiting Judge Assignment

All or part of any case may be assigned for trial or hearing to any visiting judge eligible for assignment under the Court Administration Act. At or before noon each Thursday, the Court Administrator will post a notice naming the visiting judge(s) who will be assigned for the following week. This notice will be posted at the Civil and Family Courts Facility and on the District Courts' website.

3.5 Failure to Properly Announce

A violation of these announcement rules may result in the hearing or trial being canceled, moved to the bottom of the docket, or reset to another docket. Unannounced matters will be heard only at the discretion of the court.

CHAPTER 4: **MATTERS PRELIMINARY TO TRIALS ON THE MERITS ON THE MASTER CALENDAR**

4.1 No Motions the Week Before Trial

No hearings may be set on the Master Calendar during the week before a bench or jury trial, except for hearings on motions for continuance and any hearings set by the court.

4.2 Jury Trial Pre-Trial Scheduling Order and Motions in *Limine*

Standing orders, posted on the District Courts' website, govern the pre-trial schedule for jury trials and motions in *limine*. Any motion in *limine* requesting any additions to or other modifications of the standing order will be decided by the judge assigned to preside over the trial (the "trial judge"). Parties must not repeat or otherwise address the subject matter contained in the standing order except to seek a modification of the standing order.

CHAPTER 5: **NOTICE TO TRIAL JUDGE OF POST-TRIAL PLEADINGS**

5.1 When to Notify

Notice must be given immediately and directly to the Responsible Judge when a party files one or more of the following post-trial pleadings:

- (a)** Request for Findings of Fact and Conclusions of Law;
- (b)** Notice of Past Due Findings of Fact and Conclusions of Law;
- (c)** any affidavit of indigence filed in connection with an appeal;
- (d)** Motion for New Trial, or Motion to Modify, Correct, or Reform Judgment;
- (e)** Motion for Judgment Notwithstanding the Verdict;
- (f)** Motions to Enter Judgment; or
- (g)** Requests for findings required under the Texas Family Code.

5.2 How to Notify

Notice must be given to the Responsible Judge by the party filing the pleading by:

- (a)** delivery of a copy of the pleading to the attention of the Responsible Judge at the Office of the District Judges at the Civil and Family Courts Facility;
- (b)** mail addressed to the Responsible Judge at P.O. Box 1748, Austin, TX 78767-1748; or

- (c) email, with the subject line “Request for Post Trial Hearing,” to the Responsible Judge’s submission email address, which is posted on each court’s webpage.

CHAPTER 6:
MOTIONS TO WITHDRAW AS ATTORNEY OF RECORD AND MOTIONS TO SUBSTITUTE ATTORNEYS

A hearing is required for a motion to withdraw and/or substitute unless the motion complies with Rule 10 of the TRCP and is filed with:

- (a) a written consent to the withdrawal and/or substitute signed by the withdrawing attorney’s client(s);
- (b) a written consent to the withdrawal and/or substitute signed by all other parties in the action who have appeared;
- (c) a certificate of last known address of the client(s), containing the client’s address, telephone number, email address; or the substituting attorney’s name, State Bar number, address, telephone number, email address; and
- (d) a certification that all court rulings have been reduced to writing and signed by the judge.

CHAPTER 7:
UNCONTESTED AND EMERGENCY MATTERS

7.1 Uncontested Submission Procedures

Parties may submit a motion to be considered via submission as outlined in the “Standing Order for Submission Procedures in Civil and Family Cases,” located on the Civil District Courts Documents portion of the District Courts’ website. Each court’s submission email address is listed on its webpage.

7.2 Agreed Order Docket

At the times and days posted on the District Courts website, if any, a judge will be available to sign agreed orders and to hear agreed divorces, uncontested name changes, other agreed orders in pending cases, orders concerning service of citation, notices of hearing for temporary orders prior to answer day, and orders to appear. These matters will ordinarily be considered in the order in which the proposed orders are brought to the courtroom clerk.

7.3 Emergency Docket

An Emergency Judge will be available to consider requests for *ex parte* relief and all other emergency matters in cases on file with the District Clerk. Notice of the name and location of the Emergency Judge presiding over the emergency docket will be posted at the Civil and Family Courts Facility and on the District Courts website.

7.4 Emergency Matters to Be Heard by Emergency Judge and Those to Be Heard by Judge Hearing CPS Docket

Emergency matters in cases retained under Local Rule 2.6 and 10.2 must be directed to the Responsible Judge and not to the Emergency Judge.

Requests for *ex parte* relief or any other emergency matter, except requests by the Department of Family and Protective Services (“DFPS”), must be presented to the Emergency Judge by email to that court’s submission email address, which may be found on each court’s webpage. Requests for *ex parte* relief by DFPS must be presented to the judge hearing the CPS Docket, or that judge's designee, in the manner and at the times that judge directs. Only when the judge hearing the CPS Docket is unavailable to hear or designate a judge to hear an urgent matter may DFPS seek *ex parte* relief from the Emergency Judge.

7.5 Fully Advise the Court

A party presenting any application for an *ex parte* order must fully advise the court of the circumstances, particularly as to whether there has been any previous application for the

same or similar relief or whether the relief sought will conflict with any previous order, and whether the opposing party has counsel.

7.6 Fully Advise the Opposing Party

A party presenting any application for an *ex parte* order must fully advise the opposing party of the relief and hearing sought, unless at the time the hearing is sought or scheduled, the court waives this notice requirement.

CHAPTER 8: REMOTE PROCEEDINGS

8.1 In-Person Proceedings by Default

All hearings and trials (proceedings) set on the Master Calendar will be in person unless (a) all parties agree and the proceeding is set and announced as remote with the Court Administrator's Office, or (b) a judge finds good cause to determine that a remote proceeding is appropriate, after notice and opportunity for objections to be heard.

8.2 Discretion of Court Related to Remote Proceedings

Despite agreement of the parties, a judge may determine that a remote proceeding is not appropriate and may require an in-person proceeding upon notice to all parties.

CHAPTER 9: RESERVED FOR EXPANSION

CHAPTER 10: JUDICIAL REVIEW OF ACTIONS OF ADMINISTRATIVE AGENCIES

10.1 Applicability

- (a)** This Chapter applies to:
 - (i)** administrative appeals;

- (ii) actions challenging a pending contested case, including injunctions or writs of mandamus;
 - (iii) actions challenging agency rules or agency rulemaking proceedings;
 - (iv) declaratory judgments involving a state agency brought pursuant to the Administrative Procedure Act;
 - (v) tax refund and tax protest cases against the Texas Comptroller, regardless of whether they require a trial *de novo*;
 - (vi) actions challenging agency rulings or decisions that do not require trial *de novo*, regardless of whether they resulted from a contested case, as defined in the Administrative Procedure Act; and
 - (vii) actions brought by or against a state agency which the court determines would benefit from the procedures of this Chapter.
- (b) This Chapter does not apply to:
- (i) enforcement actions, except in appropriate circumstances upon order of the court;
 - (ii) actions brought pursuant to the Public Information Act or Open Meetings Act; or
 - (iii) actions subject to *de novo* or “modified *do novo*” trial.

10.2 Retention of Cases

- (a) Notice. A party who files a Chapter 10 case must notify in writing the Responsible Judge and the LADJ, as specified below in subsection (b). The notice must contain:
- (i) a list of all parties to the case;
 - (ii) the parties’ attorneys of record;

- (iii) the attorneys' and any self-represented litigants' addresses, telephone numbers, and e-mail addresses, if applicable; and
 - (iv) for any case arising from the same or related agency docket or challenging the same rules or rulemaking procedure, the style and cause number of the related case.
- (b) Delivery to the Responsible Judge and LADJ. The written notice must be filed and submitted to the Responsible Judge and to the LADJ. Submission to the Responsible Judge and the LADJ must be through the submission email address for the Responsible Judge and the LADJ email address: LocalAdministrativeJudge@traviscountytexas.gov.

10.3 Applications for Temporary Restraining Order or Other Emergency Relief

- (a) If an applicant is seeking a temporary restraining order or other emergency relief, the applicant must, contemporaneously with or immediately after seeking a temporary restraining order or other emergency relief, provide the notice described in Local Rule 10.2.
- (b) Advance notice of the application for a temporary restraining order must be provided by email and by telephone to the party or parties to the agency proceeding and to counsel if the party was represented by counsel at that agency proceeding.
- (c) If notice is not provided pursuant to subsection (b), the applicant must provide a statement of the reason for any failure to provide notice.

10.4 Administrative Record in Administrative Appeals

- (a) In administrative appeals, the party or parties challenging the agency action are responsible for having the administrative record in the courtroom at the

time and date designated for the hearing on the merits. The process for requesting the administrative record is posted on the District Clerk's website.

- (b) The Attorney General must cooperate with and provide reasonable assistance to the party or parties challenging the agency action in having the administrative record in the courtroom at the time and date designated for the hearing on the merits.
- (c) This Rule does not affect the agency's statutory duty to file the administrative record with the District Clerk, nor the agency's duty to provide the court with a courtesy copy if requested.
- (d) If the administrative record has not been filed in advance of the designated hearing date, counsel for the agency is responsible for having the administrative record in the courtroom at the time of the hearing.

CHAPTER 11: **DRAFTS OF JUDGMENTS, DECREES, AND ORDERS**

11.1 No Filing of Proposed Orders

Proposed or draft orders must not be filed with the District Clerk as stand-alone documents.

11.2 Approval as to Form

Every draft of a judgment, decree, or order to be signed by a judge or associate judge must be signed by all parties evidencing approval as to form before it is presented to the judge. Each attorney's signature block on these documents must identify the parties represented by that attorney.

11.3 Presentation of Orders After Hearing

Draft orders approved as to form must be presented to the judge who presided over the hearing and decided the matter.

CHAPTER 12: RULES OF DECORUM

12.1 Conduct of All Persons

The reference to “courtrooms” in this chapter refers to both in-person and virtual courtrooms.

All persons entering the courtroom must be dressed in clothing befitting the dignity and solemnity of the court proceedings. All lawyers must dress in business attire and all other persons must dress business casual, at a minimum.

In the courtroom, there must be:

- No talking or other noise that interferes with court proceedings.
- No talking on any electronic devices. Any use of electronic devices during court proceedings must not be disruptive or disrespectful of court proceedings and all such devices must be silenced.
- No chewing gum.
- No tobacco use.
- No eating.
- No drinks except by permission of the judge. The courts provide water pitchers and cups.
- No feet on tables or chairs.
- No hats.
- No other behavior that is disruptive or disrespectful of court proceedings.

- No photographs or recordings of any kind unless in compliance with TRCP 18c and Chapter 14 of these Local Rules.

When the court is called to order, complete order must be observed.

When the judge or jury enters or exits the courtroom, all persons must stand.

All persons shall refer to and address other persons in the proceedings respectfully and impersonally, by using appropriate titles and surnames rather than first names.

12.2 Conduct of Parties and Counsel

- (a)** Attorneys must advise their clients and witnesses of these rules; self-represented litigants must familiarize themselves and their witnesses with these rules.
- (b)** All parties must promptly enter the courtroom before the scheduled time for each court session.
- (c)** All objections, arguments, and other comments must be directed to the judge or jury and not to opposing parties or counsel.
- (d)** While a party is addressing the judge or jury, no one else may stand for any purpose except to claim the right to interrupt the person who is speaking.
- (e)** No one should approach the bench without leave of court, unless otherwise instructed, and no one should ever lean on the bench.
- (f)** Unless otherwise instructed by the court, parties must remain seated at the counsel tables at all times except:
 - (i)** when the judge or jury enters or exits the courtroom;
 - (ii)** when addressing the judge or jury; and
 - (iii)** whenever it may be proper to handle documents, exhibits, or other evidence, or to approach a witness, at which time leave of court is not

required, unless otherwise instructed. Counsel must anticipate any need to move furniture, appliances, or easels, and must make advance arrangements with the court.

CHAPTER 13: REFERRAL OF CASES TO MEDIATION

13.1 Cases to be Referred to Mediation

All cases set for trial on the merits on the jury docket or on the non-jury long docket, including cases set before an associate judge, are automatically referred to pre-trial mediation, except as provided in section 13.2 below.

13.2 Cases Exempt or Excused from Referral to Mediation Procedures

- (a)** The following types of cases are exempt from automatic referral to mediation pursuant to this Rule:
 - (i)** Administrative appeals challenging an agency order or a challenge to agency rule;
 - (ii)** Cases brought by the Travis County Attorney's Office under Title 4 of the Texas Family Code. Although a case is exempt from automatic referral, a party may elect to file a motion to refer the case to mediation.
- (b)** Cases are excused from automatic referral to mediation when a party files a notice that the dispute was submitted to mediation or another alternate dispute resolution process prior to the date the setting was obtained.

13.3 Announcing of Mediation

When making an announcement for either a jury setting or a non-jury long docket setting during the announcement period, all parties must include in their announcement of time a statement as to whether mediation has been completed.

CHAPTER 14:
RULES GOVERNING THE RECORDING, BROADCASTING OR PHOTOGRAPHING OF COURT
PROCEEDINGS

The recording, broadcasting, or photographing of any person, object, or proceeding inside the courtroom is not permitted unless previously authorized by the court. *See* TRCP 18c. Any individual or entity who violates this Local Rule may be subject to punishment by contempt and/or being removed from the Civil and Family Courts Facility.

CHAPTER 15:
FOREIGN LANGUAGE INTERPRETER PROCEDURES

A party who needs foreign language or deaf interpretation should follow all requirements and instructions outlined in the “Procedure for Foreign Language Interpreters” and the “Language Access Plan” located in the Civil District Courts’ Documents portion of the District Courts’ website. A party who needs an interpreter for a deaf person must make arrangements directly with Travis County Services for the Deaf, which will provide an interpreter in accordance with their procedures.

CHAPTER 16:
PROCEEDINGS BEFORE TAX MASTERS AND ASSOCIATE JUDGES

16.1 Referral to Tax Master or Associate Judge

Pursuant to statute the District Courts have appointed Tax Masters and associate judges to hear certain matters specified by these Local Rules and by these Local Rules refer such matters to the Tax Masters and associate judges.

16.2 Authority of Tax Master and Associate Judge

- (a)** A Tax Master may hear all matters relating to delinquent property tax suits over which the District Courts have jurisdiction.

- (b) An associate judge may hear all matters authorized by the Government Code to be heard by an associate judge in civil cases over which the District Courts have jurisdiction.
- (c) An associate judge may hear all matters relating to suits over which the District Courts have jurisdiction under TEX. FAM. CODE. ANN. Title 1, Chapter 45, Title 4, and Title 5.

16.3 Settings Before Tax Masters and Associate Judges

Matters set before a Tax Master and associate judge will be set on the days and times reflected on a docket schedule published from time to time by the Court Administrator. The current docket schedule may be obtained from the Court Administrator's Office. Notice of the location of the docket calls and hearings will be posted on the District Courts' website.

16.4 Objections to Associate Judges.

- (a) A party may file an objection to the assignment of an associate judge to hear any trial on the merits. A trial on the merits is any trial in which a party seeks a final adjudication from which an appeal may be taken to a court of appeals. The objection must be in writing.
- (b) The time for filing an objection is:
 - (i) on or before ten days from receipt of a notice of setting on the Master Calendar; or
 - (ii) on or before ten days from receipt of notice that a judge referred a specific case to an associate judge for a trial on the merits.
- (c) A person filing an objection must deliver a copy of the objection to all parties.

- (d) A party may file a motion to have any other matter heard originally before a district judge instead of an associate judge. The motion must be in writing and must specify the grounds in support of the motion. The party filing the motion must set the motion for hearing by a judge with notice to all parties as required by the applicable TRCP.

16.5 Notice of Right to *De Novo* Hearing

Notice of the right to a *de novo* hearing will be posted outside the courtroom of each associate judge and Tax Master or will be otherwise communicated by each associate judge or Tax Master.

16.6 Request for *De Novo* Hearing

Any person requesting a *de novo* hearing before a district judge must also deliver a copy of the request to the Court Administrator's Office on the same day that the request is filed with the District Clerk.

CHAPTER 17: SETTING CASES ON THE CPS DOCKET

17.1 CPS Docket

The judge hearing the CPS Docket will instruct litigants regarding the setting of hearings. CPS court forms, standing orders, practices and procedures, and related documents are available on the CPS page of the District Courts' website. All contested termination merits trials must be set on the Master Calendar.

CHAPTER 18: STANDING ORDERS AND PROCEDURES IN FAMILY LAW CASES

The parties in any divorce suit or suit affecting the parent-child relationship (which include modification suits, paternity suits, and original suits) filed in Travis

County are subject to the Travis County Standing Order for Family Law Cases and any amendments thereto. This and other applicable Standing Orders may be found on the District Courts' website. When requesting a temporary restraining order or temporary injunction, counsel must not repeat or otherwise address the subject matter contained in the Travis County Standing Order for Family Law Cases except to seek a modification of the Travis County Standing Order for Family Law Cases

Procedures regarding family law matters, including adoptions and terminations of parental rights that are not on the CPS docket, are addressed in the Travis County Standing Order on Family Law Procedures found on the District Courts' website.

These Local Rules, as amended, are effective as of November 1, 2026.

Signed by all Civil District Judges and filed with the District Clerks Office on

October 23, 2026.



MARIA CANTU HEXSEL
Judge, 53rd District Court



DANIELLA DESETA LYTTLE
Judge, 261st District Court



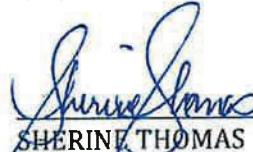
SANDRA AVILA RAMIREZ
Judge, 98th District Court



JAN SOIFER
Judge, 345th District Court



AURORA MARTINEZ JONES
Judge, 126th District Court



SHERINE THOMAS
Judge, 353rd District Court



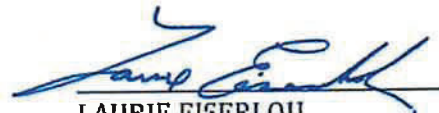
JESSICA MANGRUM
Judge, 200th District Court



CATHERINE A. MAUZY
Judge, 419th District Court



AMY CLARK MEACHUM
Judge, 201st District Court



LAURIE EISERLOII
Judge, 455th District Court



CORY LIU
Judge, 250th District Court



MAYA GUERRA GAMBLE
Judge, 459th District Court