LOCAL RULES OF PRACTICE
for the
DISTRICT COURTS and COUNTY COURTS AT LAW
of
TAYLOR COUNTY, TEXAS

PART I. GENERAL

AUTHORITY AND OBJECTIVE

These Rules are authorized and adopted pursuant to Texas Government Code §74.093, Rule 3a of the Texas Rules of Civil Procedure, Rule 10 of the Texas Rules of Judicial Administration, and the constitutional, statutory, and inherent powers of the Courts to regulate proceedings before them and to provide for the orderly, fair, and efficient resolution of litigation. The objective of these rules is to comply with the above-named authorities, to provide guidance to litigants, attorneys, and agencies who engage in litigation in Taylor County, and to provide information to the public at large as to the administration of justice.

RULE 1.1 – APPLICATION OF RULES

These Rules govern proceedings in the District Courts, any Associate Courts thereof, and County Courts at Law of Taylor County, Texas, to secure uniformity and fairness and to promote justice. These Rules supersede any prior local rules of practice. Pursuant to Texas Rule of Civil Procedure 3a, these Rules have been submitted to the Office of Court Administration for publication on the website for local rules, and shall become effective upon publication to that website.

RULE 1.2 – HOURS OF OPERATION

The Taylor County Courthouse shall be open from 8:00 a.m. to 5:00 p.m. each day, Monday through Friday of each week, subject to holidays. The Courts will observe holidays adopted by the Commissioner's Court of Taylor County.

RULE 1.3 – FILING AND ASSIGNMENT OF CASES

The District Courts of Taylor County are all General Jurisdiction Courts, but all family law cases shall be filed by the District Clerk in the 326th District Court.

The District Clerk shall rotate the filing of civil cases (other than family law cases) equally among the 42nd, 104th, and 350th District Courts. The District Clerk shall file the indictments in criminal cases into the District Courts according to the grand jury returning the indictment. Regarding cases in which the District Attorney's Office files a complaint in a felony case before the case has been indicted, the District Clerk shall rotate the filing of such cases equally among the 42nd, 104th, and 350th District Courts.

The County Clerk shall distribute equally the filing of civil cases between the two County Courts at law. The County Clerk shall file criminal cases into the County Courts at Law according to the following schedule:

(1) Cases with defendants with last names beginning with letters A through K shall be filed into the County Court at Law No. 1;
(2) Cases with defendants with last names beginning with letters L through Z shall be filed into the County Court at Law No. 2.

RULE 1.4 – EXCHANGING OF CASES AND DOCKETS

The District Judges of Taylor County may exchange benches or hear cases for one another without the necessity of an order. The Judges of the County Courts at Law of Taylor County may exchange benches or hear cases for one another without the necessity of an order.

RULE 1.5 – ABSENCE OF JUDGE

Judges may be absent as necessary due to illness, vacation, attendance at educational programs, attendance at public outreach events, and similar matters. The other sitting judges may exchange benches as necessary to conduct business for an absent judge or in an emergency or special matter.

RULE 1.6 – CONDUCT REQUIRED OF COUNSEL

Counsel shall dress professionally for each court proceeding. Counsel's attire should reflect the dignity and solemnity of court proceedings, as well as the level of trust that litigants place in their attorneys.

Counsel shall not use vulgar or indecent language, except when necessary to quote another person.

RULE 1.7 – CONDUCT REQUIRED OF ALL PERSONS IN COURTROOM

All persons in the courtroom shall be attentive to the proceedings and shall refrain from any action which may disrupt, degrade, or insult the proceedings, the Court, or the judicial system.

All persons entering the courtroom shall be dressed in clothing appropriate to the dignity and solemnity of court proceedings. Hats and caps are not allowed. Dark glasses are not allowed unless medically necessary.

PART II – CIVIL CASES

RULE 2.1 – REQUEST FOR SETTING WITHOUT A JURY

The Court may set contested cases for trial on written request of any party, or on the Court's own motion. A request for trial setting constitutes a representation that the requesting party reasonably and in good faith expects to be ready for trial by the date requested.

A request for setting shall be

(1) In writing;
(2) Addressed to the judge of the Court; with
(3) A copy being simultaneously mailed and/or otherwise delivered to all attorneys of record and/or any *pro se* parties.

The request shall specify that the setting is a non-jury setting, as well as the date(s) preferred and estimated length of trial. The attorneys and/or *pro se* parties receiving the request shall inform the Court of any objections to the requested setting within seven days of receiving the request.

Nothing in this rule shall prevent the Court from making settings on the Court's own motion.

RULE 2.2 – REQUEST FOR SETTING WITH A JURY

A request for jury trial setting constitutes a representation that the requesting party reasonably and in good faith expects to be ready for trial by the date requested.

A request for setting shall be

(1) In writing;
(2) Addressed to the judge of the Court; with
(3) A copy being simultaneously mailed and/or delivered to all attorneys of record and/or any *pro se* parties.

The request shall specify that the setting is a jury setting, as well as the date(s) preferred and estimated length of trial. The attorneys and/or *pro se* parties receiving the request shall inform the Court of any objections to the requested setting within seven days of receiving the request.

Nothing in this rule shall prevent the Court from making settings on the Court's own motion.

RULE 2.3 – DISMISSAL DOCKET; INVOLUNTARY DISMISSAL

Each Judge shall periodically, but at least once each year, review the Court's docket, and commensurate with the condition of the docket, the length of time a case has been filed, and other circumstances, have cases placed on the dismissal docket. When a case is placed on the dismissal docket, notice shall be mailed to all attorneys of record, or any party who has made an appearance and who is not represented by counsel. Unless a written motion for removal from the dismissal docket is filed prior to the expiration of twenty days after the mailing of the notice, the case is subject to dismissal for lack of prosecution at any time after the expiration of the twenty-day period.

Motions for removal from the dismissal docket shall set out the reason for past inactivity, and the date on which the case will be ready for trial. Action on any motion to remove the case from the dismissal docket may be taken by the Court either after a hearing set for that purpose or without a hearing. If the motion to remove from the dismissal docket is granted, the Court shall either:

(1) Make a specific trial setting for a time certain; or
(2) Provide that the case will be dismissed without further notice if not disposed of by a certain deadline. The burden for disposing the case or obtaining an extension of the dismissal deadline for good cause shall be upon the party or attorney asserting the cause of action subject to dismissal.

This dismissal docket procedure is cumulative, and not exclusive, and nothing herein shall prevent a cause from being dismissed for failure of any party seeking affirmative relief to appear for a trial, pretrial, or other hearing, or for any other reason authorized by law or the Rules of Civil Procedure.

RULE 2.4 – SUBMISSION OF ORDERS, JUDGMENTS, INSTRUMENTS

In the absence of Court direction, upon the rendition of a verdict either by a jury or by the Court, a judgment or other order may be prepared by any party and submitted to the Court for entry. Such judgment or order should be approved as to form by opposing counsel or *pro se* party. In the event of a counsel's refusal or failure to approve a judgment or order as to form, any party may submit a proposed judgment or order to the Court with certificate of service to opposing counsel or *pro se* party. After a ten-day period, the Court may enter the judgment or order unless opposing counsel or *pro se* party has given notice of objections. If objections are received by the Court during the ten-day period, a hearing for entry of the judgment or order may be requested by any party or on the Court's own motion.

PART III – FAMILY LAW CASES (NON-CPS CASES)

RULE 3.1 – TIME STANDARDS FOR FAMILY LAW CASE DISPOSITION

Dismissal dockets are prepared each April and October. The time standards established by the Texas Supreme Court will be followed. Cases that do not involve children should be completed within 12 months following the filing of the Original Petition. Cases that involve children should be completed within 18 months following the filing of the Original Petition.

RULE 3.2 – ANCILLARY PROCEEDINGS, TEMPORARY ORDERS, AND EMERGENCY MATTERS

All pleadings for ancillary, temporary, and emergency matters shall first be filed with the Clerk and then brought to the attention of the Court Administrator.

De Novo requests must be in writing and filed in accordance with Chapter 201 of the Texas Family Code. When a request is filed, the filing attorney or self-represented litigant must bring it to the Court Administrator's attention.

RULE 3.3 – SETTING CONFLICTS

Having a case set with the Judge at the same time one is set with any Associate Judge of the 326th District Court is a setting conflict. In that event, a setting in a CPS case takes precedence over a setting in a non-CPS case. Otherwise, when a setting conflict occurs involving a case before the Judge and a case before an Associate Judge in a non-CPS case, the oldest setting shall take precedence and the later set case shall be reset for another time unless otherwise provided by law. Any party that has a scheduling conflict must file a motion for continuance in the appropriate case.

RULE 3.4 – DEFAULT, WAIVER, AND UNCONTESTED MATTERS

In order to get a case set for an uncontested hearing, counsel or self-represented litigants shall request the setting using the request form attached hereto. A request for setting constitutes an announcement of ready for trial.

To facilitate collection of child support and to promote accuracy in the recording of payments, waivers of citation shall contain a place for the respondent's physical address, email address, last three digits of the social security number, and driver's license number either in the body or under the signature.

RULE 3.5 – CONTESTED MATTERS

Rule 3.5.1 – Certificates of Conference

Prior to setting a hearing on a motion, request, or special exception, counsel for the filing party shall attempt to schedule a conference with opposing counsel or self-represented litigant to resolve the disputed matters and determine whether a contemplated motion will be opposed. Both counsel shall attempt in good faith to resolve any and all issues in the pleading. If the motion will be opposed, a certificate shall be attached to the motion and signed by the attorney in charge or self-represented litigant.

The Certificate of Conference shall state the following: (1) the date of the conference; (2) the names of the attorneys or self-represented litigants who conferred; (3) that the conference included all issues raised in the pleading; (4) that agreement could not be reached; and (5) that the pleading is therefore presented to the Court for determination.

If counsel or self-represented litigant did not confer regarding the merits of the pleading, the Certificate of Conference shall include the following: (1) the date and time of each attempt to confer; (2) the name of the attorney with whom counsel attempted to confer; (3) that the attempts to confer were unsuccessful; and (4) that the pleading is therefore presented to the Court for determination.

Rule 3.5.2 – Scheduling Conferences

Approximately 45 days following the filing of an Original Petition, a scheduling conference will be held in the courtroom of the 326th District Court, 4th floor, Taylor County Courthouse. All counsel and parties are required to attend in person. A Scheduling Order will issue based upon the conference.

Rule 3.5.3 – Pretrial Hearings

Pretrial hearings will be set regularly by the Court, generally every other Friday. All counsel or self-represented litigants and parties are required to attend. All pretrial motions will be heard at the Pretrial Hearing and said motions must be filed in time to provide the opposing party not less than 3 days' notice prior to the hearing. In any case in which a jury demand has been made, each party shall submit their proposed jury charge in a Word document not less than 3 days prior to the hearing. Each party shall announce the anticipated time required for trial at the time of the Pretrial Hearing. Any case that is expected to take at least four hours to try must be mediated prior to a trial setting given unless exigent circumstances exist or where prohibited by the Texas Family Code.

Rule 3.5.4 – Trial Settings

At the Pretrial Hearing, each case shall be set on a two-week docket that begins on the Monday approximately ten days following the Pretrial Hearing. Any case that is not reached on the two week trial docket will be reset for the next Pretrial Hearing.

3.5.5 – Continuances in Trial Settings

Requests for continuances must be in writing and will be set for hearing. Agreed continuances will not automatically be granted and require a hearing.

3.5.6 – Requests for Jury Trial

Requests for jury trials must be made in writing, the required filing fee paid, and be timely as required by the Scheduling Order issued under Rule 3.5.2.

RULE 3.6 – FINANCIAL INFORMATION STATEMENTS

In all actions in which the Associate Judge or Judge is requested to set temporary support, child support or any other type of support including, but not limited to, spousal maintenance and in all actions involving a motion to increase or decrease any such support, each party shall prepare a financial disclosure form and deliver a copy of such form to the adverse party or his counsel and the Associate Judge or Judge prior to the hearing. Each party shall furnish two current pay stubs. Copies of the suggested forms are attached hereto as an exhibit. Failure to comply with this requirement may result in the postponement of the hearing.

RULE 3.7 – CHILD SUPPORT GUIDELINES

The guidelines of Chapter 154 of the Family Code and the rules thereunder apply to all original proceedings and motions to modify child support. All orders should direct that payments be made to the State Disbursement Unit.

In cases involving more than one child, reductions in amount based on emancipation of older children will be made proportionately, according to the guidelines, not equally by the number of children.

In all actions in which the Associate Judge or Judge is requested to set child support and in all actions involving a motion to increase or decrease child support, each party shall prepare a financial disclosure form and deliver a copy of such form to the adverse party or his counsel and the Associate Judge or Judge prior to the hearing. Each party shall furnish two current pay stubs. Failure to comply with this requirement may result in the postponement of the hearing.

The Domestic Relations Office of Taylor County monitors all court ordered child support and visitation problems. Further information and forms can be obtained from that office.

RULE 3.8 – INVENTORY AND APPRAISEMENT

In cases involving an appreciable amount of property in dispute, counsel for each party shall prepare a list of property involved with each item's value noted thereon.

A copy of the list shall be presented to opposing counsel at least three days before trial and to the Court prior to any testimony being offered. Failure to comply with this requirement may result in the postponement of the hearing.

RULE 3.9 – *AD LITEM* APPOINTMENTS

In cases where amicus attorneys or attorneys or guardians *ad litem* are required by law, the request for an appointment of same shall be made in writing to the Court Administrator who will supply the attorney's name next appearing on the Court's rotating list.

In cases where amicus attorneys or attorneys or guardians *ad litem* are within the Court's discretion, a motion must be filed and a hearing on the motion is required.

RULE 3.10 – CHILDREN'S INTEREST SEMINAR

This rule applies to all parties in all suits affecting the parent-child relationship filed in the 326th Judicial District Court.

The 326th Judicial District Court may require such parties to successfully complete a seminar that addresses the issues confronting children that are the subject of divorce, custody, and child support litigation. The seminar shall comply with the requirements stated in the Texas Family Code. Each party is responsible for payment of the appropriate fee.

The seminar shall be successfully completed within 60 days of the service of the original petition upon respondent, or if service is waived, then within 60 days of the waiver of citation.

Upon a party's failure to successfully complete the seminar pursuant to this rule, the Court may take appropriate action, including a finding of contempt, striking of pleadings, or any sanction allowed under the Rules of Civil Procedure.

For good cause, the Court may waive the requirement of completion of the seminar.

RULE 3.11 – REFERRAL TO ASSOCIATE JUDGE

Rule 3.11.1 - Referrals

The Associate Judge shall hear all matters as set out in Chapter 201 of the Family Code, as it may be amended from time to time.

Rule 3.11.2 - Objections

Objections to the Associate Judge will be considered untimely filed if filed later than the time allowed by statute.

Rule 3.11.3 – Settings

Proposed orders shall be presented with requests for hearing on temporary orders, proceedings for contempt, and applications for protective orders. Any temporary hearing or ancillary hearing before the Associate Judge in a non-CPS case is subject to a time limitation of two hours that is divided equally among the parties. If contempt actions are expected to be contested and lengthy, the Court Administrator should be advised at the time of the request for hearing. All orders should specify that the hearing will be before the Associate Judge.

Requests for hearings on Motions to Modify shall be in writing and directed to the Court Administrator, with copies to the Clerk and opposing counsel, and shall certify that both counsel have conferred together and agreed to the estimated time requested to hear the entire matter. Where setting requests to do not so certify, the allotted time will be divided equally between the parties.

When continuances are granted by agreements of counsel, the attorney requesting the continuance must obtain a new hearing date and confirm the same with both the Court and opposing counsel. In resetting contempt hearings and requests for temporary restraining orders, an order setting hearing is required.

Having a case set with the Associate Judge at the same time one is set with the Judge is a setting conflict. In that event, the case that has the older setting will take preference and the later set case shall be reset for another time.

Rule 3.11.4 – Hearings

Testimony at temporary hearings is limited to the parties. In the discretion of the judge, other witnesses may be allowed to testify if they have knowledge of relevant facts and such testimony will not be repetitious or cumulative of the testimony of the parties. Temporary hearings are limited to two hours in length to be divided equally among the parties.

Rule 3.11.5 – *De Novo* Requests

Recommendations are appealable to the referring court. All requests for *de novo* hearings must be in writing and filed in accordance with Chapter 201 of the Texas Family Code. When a request is filed, the filing attorney or self-represented litigant

must bring it to the Court Administrator's attention. All recommendations of the Associate Judge remain in full force and effect until the hearing is had on the appeal, except for incarceration for contempt.

RULE 3.12 – SEALED FILES

All suits filed by the Texas Department of Family and Protective Services and any suit filed by any party for termination of parental rights and/or adoption of a minor are sealed. Permission by the Judge is required for obtaining access to or copies from any sealed file.

PART IV – CHILD PROTECTIVE SERVICES (CPS) CASES

RULE 4.1 – INTERPLAY OF LOCAL FAMILY LAW RULES AND CPS CASES

The following local rules for family law cases apply to cases filed by the Texas Department of Family and Protective Services (hereinafter "DFPS"): 3.2, 3.3, 3.5, 3.11.5, and 3.12.

RULE 4.2 – REFERRAL TO ASSOCIATE JUDGE

Pursuant to the Orders Appointing the Associate Judge for Child Protection Cases signed by the Presiding Judge of the Seventh Administrative Judicial Region of the State of Texas, and this local rule, all pending cases filed by the DFPS under Subtitle E of the Texas Family Code are referred and assigned to the Associate Judge of the Child Protection Court of Taylor County, Texas (hereinafter "CPC"). In the event the Associate Judge is conflicted on a case, the case will be referred back to the referring District Court.

RULE 4.3 – SCHEDULING

All hearings before the Associate Judge of the CPC shall be scheduled by the Associate Judge or the Court Coordinator for the CPC. All hearings before the referring District Court shall be scheduled by the Judge or Court Coordinator of that District Court.

RULE 4.4 – ELECTRONIC HEARINGS

All proceedings shall be conducted in-person unless the Court grants permission for a party, child, or witness to appear electronically. A request to appear electronically shall be made by written motion filed along with a proposed order. If a request for electronic appearance is granted, it shall be the obligation of each attorney and party to insure the appearing individual has the capability and instructions (e.g. working camera/speaker, internet access, and Zoom link or telephone number) to appear at the hearing or trial.

Like a Motion for Continuance, no assumption should be made that simply because a request to appear electronically has been filed that it will automatically be granted. When possible, the request should be filed in sufficient time for a ruling before the hearing or trial. Requests for electronic appearance at trial should normally be filed before pretrial. The request shall include the reason the person is unable to appear in person.

In the event an electronic appearance is granted, everyone else will appear in-person in the courtroom except for the person appearing electronically.

RULE 4.5 – CONTINUANCES

Given the time sensitive nature of the hearings in cases involving DFPS, all continuances require Court approval. If a party wishes to reset a hearing, a Motion for Continuance with a Certificate of Conference should be filed with the District Clerk. The filing party shall also file a blank notice setting the Motion for a hearing or an agreed order approved by all counsel, CASA (if any), and any self-represented litigants that have appeared in the suit. Vacation or leave letters filed after a hearing is scheduled do not constitute an automatic continuance. The party obtaining a continuance shall notify all other attorneys and self-represented litigants of the new setting date, time, and location.

RULE 4.6 – TIME LIMITATIONS

Generally, one hour will be scheduled for each adversary or initial hearing in a court-ordered services case and 30 minutes for each subsequent hearing. If the parties request additional time, they shall notify the Court Coordinator as soon as they are aware of the need for additional time and shall provide an estimated time request. In general, all hearings except final hearings should not last more than 2 hours; however, the Court has discretion to extend the requested hearing times based on unique circumstances.

RULE 4.7 – EMERGENCY *EX PARTE* ORDER

A request by DFPS for an emergency *ex parte* order authorizing the possession of a child(ren), attachment of a child(ren), and/or temporary managing conservatorship of a child(ren) shall be presented to the CPC Associate Judge, unless such Associate Judge is unavailable or conflicted. In that event, such order may be presented to and signed by any District Judge or Associate Judge authorized by law to execute such orders. Unless otherwise ordered, 14-day Adversary and all subsequent hearings shall be conducted by the CPC Associate Judge.

RULE 4.8 – MOTIONS TO CONFER

In the event a child wishes to confer with the Court, a party shall file a Motion to Confer specifying the legal and factual bases of the request, including the age of the child. The requesting party shall also send a notice of hearing and/or a proposed order on the Motion. If the Motion is granted, the requesting party shall contact the Court Coordinator to receive the date and time of the conference. No assumption should be made that the Court will have time to confer with a child during the same time slot scheduled for another matter concerning the family (e.g. adversary, permanency, or status hearings). Conferences with children will not be recorded unless requested by a party or otherwise ordered by the Court.

RULE 4.9 – DISCOVERY

Discovery may be conducted as in any other family law case, save and except depositions may be taken only with leave of Court. The Court will issue a scheduling order in conservatorship cases which will set forth a deadline for DFPS to produce its redacted casefile to the parties.

RULE 4.10 – MEDIATION

Parties may mediate only with leave of court. Failing to obtain leave before mediation may result in disallowance of attorney's and/or mediator's fees.

RULE 4.11 – MOTION TO WITHDRAW

If an appointed attorney or the client of such an attorney requests withdrawal of counsel, a motion to withdraw should be filed and a notice of hearing should be submitted to the Court.

RULE 4.12 – HEARINGS TO ENTER

The CPC will usually schedule one setting each month to enter orders. If a party wishes to have an order placed on this docket, a written request should be made to the Court Coordinator with notice to all parties. Any party or attorney who does not appear at a hearing to enter must file written objections to the proposed order. Otherwise, any objections by that party or attorney will be deemed waived.

RULE 4.13 – RECORDINGS

All proceedings before the CPC Associate Judge may be recorded electronically, save and except final trials, enforcements, protective orders and name changes.

To obtain a transcript of an electronically recorded hearing, the requesting party shall provide to the Court a written request including the following information:

1. The date and time of the hearing;
2. A designation of which portion of the hearing is to be transcribed;
3. The name, phone number, mailing address, and email address of the court reporter the requesting party wishes to have transcribe the hearing;
4. The name of the party responsible for paying the Court Reporter; and
5. If the requesting party is a minor or an indigent parent, reasons detailing why the requested expense is reasonable and necessary.

Upon receipt of the written request and approval of any court-paid fees, the court coordinator shall contact the court reporter to arrange delivery of the electronic file. Thereafter, it is the responsibility of the requesting party to coordinate directly with the court reporter to receive the record. The Court Reporter transcribing the record shall not provide a copy of the electronic recording to anyone else without leave of the Court.

RULE 4.14 – COPIES

Requests for copies of pleadings or other documents from the file shall be directed to the Taylor County District Clerk.

RULE 4.15 – CONTINUING LEGAL EDUCATION FOR COURT-APPOINTED ATTORNEYS

Any attorney maintained on the list of *ad litem* attorneys representing either children or parents shall provide proof of annual CLE requirements to the CPC Court Coordinator by October 1st of each year.

RULE 4.16 – COURT-APPOINTED PAYMENTS

In all claims for payment of fees or expenses from any person or entity requesting payment for services (e.g. court-appointed attorney *ad litem*, guardian *ad litem*, interpreter, court-reporter, etc.), the person or entity shall submit the claim for payment within 30 days after the later of completion of the work or an order discharging said person or entity is signed by the Court, if applicable. Failure to submit the claim for payment within said 30 days may result in denial of the claim.

PART V – CRIMINAL CASES

RULE 5.1 – GRAND JURY

The Grand Juries of the District Courts of Taylor County meet monthly as follows:

First Thursday of the Month – 42nd District Court
Second Thursday of the Month – 104th District Court
Third Thursday of the Month – 350th District Court

The Grand Juries may also meet on other days as the need arises.

RULE 5.2 – ARRAIGNMENT

After an indictment is returned and filed in a District Court, the arraignment date will be scheduled by the Court, with notice sent to the Defendant's surety and/or attorney, if any, or to the Defendant if the Defendant has no surety or attorney. A Defendant's attorney may waive arraignment and make an official appearance in the case in writing prior to the arraignment date, and, in such case, neither the Defendant nor his attorney need to be present at the arraignment. If the arraignment is not so waived, then the Defendant must be present at the arraignment setting. If the Defendant is represented by an attorney and the arraignment has not been properly waived, the attorney must be present at the arraignment setting as well.

When a defendant is released from the Taylor County Detention Center on a misdemeanor charge, the Defendant and bondsman will be notified of the arraignment date, which is on Thursday at 8:30 a.m. for County Court at Law No. 1 or Wednesday at 1:30 p.m. for County Court at Law No. 2, at least seven full days following the release. Persons arrested on Taylor County misdemeanor warrants in other counties and their bondsmen are notified by mail by the Court Administrator of the date of arraignment. A Defendant's attorney may waive arraignment and make official appearance in the case in writing prior to this arraignment date, and, in such case, neither the Defendant nor his attorney need to be present at the arraignment. If the arraignment is not so waived, then the Defendant must be present at the arraignment setting. If the Defendant is represented by an attorney and the arraignment has not been properly waived, the attorney must be present at the arraignment setting as well.

PART VI – JURY MANAGEMENT

RULE 6.1 – JURY MANAGEMENT PLAN

A jury management plan is on file with the District Clerk of Taylor County.

RULE 6.2 – QUALIFICATION OF CENTRAL JURY PANEL

The Judges of the District Courts and the County Courts at Law shall, by an annual calendar, assign a Judge of one of those courts to qualify the central jury pool for each week. The assignment shall be on a monthly rotating basis.

RULE 6.3 – JURY SELECTION

For all trials in the District Courts and the County Courts at Law, the jury panel shall be drawn from the central jury pool, except in those cases in which a special venire is called. The panel shall be sworn and qualified by the judge assigned. *Voir dire* procedure shall be conducted at the discretion of the Court.

PART VII – MISCELLANEOUS RULES

RULE 7.1 – ATTORNEY VACATION LETTERS

Any attorney may request the Court not to set any cases involving such attorney for a designated two-week period during any calendar year. Such vacation letter shall be sent to the Judge of the Court ninety days prior to the commencement of the vacation period, and in such event no cases shall be set for that attorney during the designated two-week period.

The foregoing Local Rules of Practice for Taylor County, Texas, were approved this date by the Judges of the District Courts and the Judges of the County Courts at Law.

DATE: November 16, 2016

ARIMY BEASLEY, JUDGE
42nd District Court

JEFF PROPST, JUDGE
104th District Court

PAUL ROTENBERRY, JUDGE
326th District Court

THOMAS WHEELER, JUDGE
350th District Court

ROBERT HARPER, JUDGE
County Court at Law No. 1

HARRIETT HAAG, JUDGE
County Court at Law No. 2

FINANCIAL INFORMATION STATEMENT

FOR THE 326TH DISTRICT COURT / ASSOCIATE COURT

CAUSE NO: Exhibit

_____ _____

(Name of Party) Date

I certify that the following answers to the questions listed below are true and correct.

MONTHLY EXPENSES:

HOUSING:	1.	Rent/House Payment	$_____
	2.	Insurance (Homeowners or Tenants)	$_____
	3.	Maintenance, repair and service	$_____
	4.	Utilities (Gas, water, electric)	$_____
	5.	Telephone	$_____
AUTO and TRANSPORTATION:	1.	Car payments	$_____
	2.	Insurance	$_____
	3.	Gasoline and Oil	$_____
	4.	Maintenance and repair	$_____
	5.	Other transportation	$_____
INSURANCE:	1.	Life	$_____
	2.	Health / Hospitalization	$_____
	3.	Other	$_____
MEDICAL: (Not covered by Insurance)	1.	Doctors	$_____
	2.	Dentists	$_____
	3.	Drugs	$_____
FOOD:	1.	Groceries	$_____
	2.	School and Work Lunches	$_____
CHILD CARE:	1.		$_____
PERSONAL:	1.	Grooming (Barber, Hairdresser)	$_____
	2.	Clothing	$_____
	3.	Cleaning and Laundry	$_____
	4.	Uniforms for Work	$_____
EDUCATION:	1.	School Supplies, Fees, and other costs	$_____
DUES:	1.	Unions, Professional, etc	$_____
ENTERTAINMENT:	1.		$_____
OTHER PAYMENTS:	1.	_____	$_____
	2.	_____	$_____
	3.	_____	$_____

TOTAL EXPENSES..... $_____

WEEKLY / MONTHLY INCOME: (Circle One)

Employer: _____

Address: _____

Gross Income: $_____

W/H, FICA $_____

Insurance: $_____

Retirement: $_____

Other (Specify) $_____

NET PAY $_____

_____

(SIGNATURE OF PARTY)

Taylor County Domestic Relations Office

400 Oak Street Ste. 110 Abilene, TX 79602

Ph: (325) 674-1210 Fax: (325) 674-1299

Domestic.Relations@taylorcounty.texas.gov

Child Support Information Sheet

Completion of form is required to set up your child support account. Cause No. _____

INFORMATION ABOUT THE PERSON PAYING CHILD SUPPORT (NON-CUSTODIAL PARENT)

NAME: _____ SSN: _____

ADDRESS: _____ DOB: _____

CITY/STATE/ZIP: _____ SEX: M / F

DRIVERS LICENSE: _____ STATE: _____ HOME # _____

EMAIL: _____ CELL # _____

EMPLOYER: _____ CITY/STATE/ZIP: _____

INFORMATION ABOUT THE PERSON RECEIVING CHILD SUPPORT (CUSTODIAL PARENT)

NAME: _____ SSN: _____

ADDRESS: _____ DOB: _____

CITY/STATE/ZIP: _____ SEX: M / F

DRIVERS LICENSE: _____ STATE: _____ HOME # _____

EMAIL: _____ CELL # _____

EMPLOYER: _____ CITY/STATE/ZIP: _____

Were parties Married? Y / N Date Married: _____ County/State Married: _____

INFORMATION ABOUT THE CHILDREN

FULL NAME: _____ SSN: _____

Birthplace City/State: _____ SEX: M / F DOB: _____

FULL NAME: _____ SSN: _____

Birthplace City/State: _____ SEX: M / F DOB: _____

FULL NAME: _____ SSN: _____

Birthplace City/State: _____ SEX: M / F DOB: _____

FULL NAME: _____ SSN: _____

Birthplace City/State: _____ SEX: M / F DOB: _____

Signature: _____ Date: _____

signed by: ☐ Custodial Parent ☐ Non-custodial Parent ☐ CP or NCP Attorney

Rev 9/1/2021

Cause #: _____

326th Hearing Request Form

Now comes _____, requesting a hearing in the above cause number.

Amount of Time for Hearing: _____
(Only if Contested Hearing)

Hearing Type:

- Initial Hearing: ____
- Temporary Hearing: ____
- Resetting Hearing: _____
- Final Hearing: _____

Other party information for court:
Name: _____
Address: _____
Phone #: _____
Email: _____

Submitted By:
Signature: _____
Address: _____
Phone #: _____
Date: _____