



Filed In The District Court
of Travis County, Texas

DEC 13 2019 JG

At 10:25 A.M.
Velva L. Price, District Clerk

FILE NO. GN-61-121012
(Local Rules and General Orders)

STANDING ORDER FOR SUBMISSION PROCEDURES IN CIVIL AND FAMILY CASES

Effective on January 1, 2020

1. **Purpose.** This Standing Order sets out the procedure for parties to submit proposed orders for approval when a hearing is unnecessary. **No contested matters shall be forwarded for submission unless expressly authorized by the Court.** These submission procedures are in addition to and do not alter other applicable rules, including the Local Rules of Civil Procedure and Rules of Decorum for the District Courts of Travis County, Texas (the Local Rules), particularly Chapter 7 (Uncontested Docket).
2. **Emergencies, Urgent Matters, and Relief by a Date Certain.** Matters requiring emergency relief and those requiring urgent attention or approval by a definite date shall not be forwarded for submission. Instead, such matters shall be set for hearing (in accordance with Chapter 2 of the Local Rules) or presented pursuant to Chapter 7 of the Local Rules.
3. **Matters Eligible for Submission.** Matters appropriate for Uncontested Docket that do not require testimony are eligible for submission under the terms of this Standing Order.
4. **Motion Required.** A motion must be filed with the District Clerk before a proposed order granting the motion may be considered on submission. A proposed order need not be filed.
5. **Submission.** A file-stamped copy of the motion (along with a proposed order) shall be submitted to the appropriate Court attached to an email requesting approval on submission, with the following subject line: "SUBMISSION", cause number, and style of the case. All counsel of record and self-represented parties shall be copied. If agreed, the proposed order shall contain "Agreed" in the title and be signed "Agreed as to Form and Substance" by all counsel and self-represented parties. **The submitting party must certify in the body of the email that it has complied with the requirements of this Standing Order.** In the rare case in which email is not available, submission may be made by letter.
6. **Withdrawal.** No submitted matter may be taken to Uncontested Docket or set for hearing until after the Court to which it was submitted is first advised that the submission has been withdrawn, by email to the Court with "WITHDRAWAL" in the subject line.
7. **Appropriate Court for Submission.** If the case is assigned to a specific judge pursuant to Chapters 2 or 10 of the Local Rules, then the motion and proposed order shall be submitted to that judge's Court. All other motions/proposed orders shall be submitted to the Court in which the case is filed (i.e., the Court shown in the style of the case) by email in this format: "courtnumber.submission@traviscountytexas.gov"; for example, for the 53rd District Court, 53.submission@traviscountytexas.gov.
8. **Approval, Rejection, or Denial.** The submitted order will be approved, rejected, or denied at the Court's discretion, and counsel and self-represented parties will be notified by the Court.

This Standing Order is effective as of January 1, 2020.


Signed by all Civil District Judges and filed with District Clerk's Office on December 13, 2019.



JUDGE SCOTT H. JENKINS
53rd District Court



JUDGE RHONDA HURLEY
98th District Court



JUDGE DARLENE BYRNE
126th District Court



JUDGE DUSTIN M. HOWELL
200th District Court



JUDGE AMY CLARK MEACHUM
201st District Court




JUDGE KARIN CRUMP
250th District Court



JUDGE LORA J. LIVINGSTON
261st District Court



JUDGE JAN SOIFER
345th District Court



JUDGE TIM SULAK
353rd District Court



JUDGE CATHERINE A. MAUZY
419th District Court



JUDGE MAYA GUERRA GAMBLE
459th District Court