

**LOCAL RULES  
TARRANT COUNTY**



his or her attorney. If a person with a special setting obtains a subsequent setting which conflicts with such special setting, that person must, within two (2) business days, notify the court setting the later matter and opposing party of the conflict.

**RULE 4.04. ASSOCIATE JUDGES  
& ASSOCIATE JUDGES FOR  
TITLE IV-D CASES**

(1) **Cases Referred.** Each court may refer any aspect of a family law case to the Associate Judge or Associate Judges for Title IV-D Cases, that is consistent with Chapter 201 Sub-chapter A and B of the Texas Family Code. Unless otherwise ordered by the Court, the following matters will normally be so referred:

- 1.1 Requests for Temporary Orders in any case, including custody.
- 1.2 Motions to Modify on Temporary or Final Order, except for final custody modifications.
- 1.3 Motions to Transfer.
- 1.4 Motions for Enforcement or Contempt.
- 1.5 An action under Chapter 159 of the Texas Family Code.
- 1.6 Applications for Protective Orders.
- 1.7 Discovery matters.
- 1.8 Motions to Compel or for Sanctions.
- 1.9 Motions for Judgment, Entry, or to Sign Orders, if the hearing, the subject of the proposed Order, was heard by the Associate Judge.
- 1.10 Motions to Withdraw.
- 1.11 Pre-Trial Conferences.
- 1.12 Any other matter referred by the Court.

The Court will not refer to the Associate Judges for Title IV-D cases, and Associate Judges for Title IV-D cases shall not hear final trials involving divorce proceedings. The Court may decline to refer to the Associate Judges for Title IV-D cases, and the Associate Judges for Title IV-D cases shall not hear any matters listed above as is consistent with 201.104 of the Texas Family Code.

(2) **Settings.** Hearings before the Associate Judge shall be obtained from the coordinator of the appropriate Court and the appropriate written Order or Notice of Hearing shall be presented to the coordinator at the time the hearing is requested. The Court, in its discretion, may allow the setting or resetting of a hearing

without a written Order or Notice, but the attorney requesting said setting or resetting shall send the coordinator and all parties written confirmation of the hearing date so set.

(3) **Times.** Hearings before the Associate Judge shall be held daily at a specific time and place as directed by the Court. Each attorney and party appearing before the Associate Judge shall timely report to the bailiff assigned to said Associate Judge on the date of the hearing, and the Associate Judge, at his or her discretion, may request an announcement from counsel or pro se parties as to the issues in controversy and estimates of time required.

**RULE 4.05. TRIAL PROCEDURES**

(1) **Timely Appearance.** It is the responsibility of every attorney to timely appear before the Judge or Associate Judge, as appropriate, at the time of any trial or hearing. Unless otherwise directed by the Court, counsel shall check-in with the Court, or its bailiff, at or before the time the trial or hearing is set. If counsel is to be late for a trial or hearing or is in another Court, counsel or counsel's staff shall, by telephone or otherwise, notify the Court or its bailiff, giving the reason for the delay in appearance and specify which other Court(s) counsel is appearing before. Failure to appear or check-in with the Associate Judge or Court within 30 minutes of the scheduled hearing time shall result in a default being granted or the hearing being passed, as appropriate. Although it is the policy of the Courts to recognize the inevitable conflicts in an urban law practice and to be reasonably flexible, it is ultimately the responsibility of counsel to keep the Court accurately informed of counsel's whereabouts so that the Court's dockets will not be unduly disrupted. Violation of this rule may result in sanctions against counsel.

(2) **Documents Required.** In all cases in which support of a spouse and/or child(ren) is in issue, whether temporary or final, each party shall be required to furnish the Court and opposing party true and correct copies of the following, at or before the time of hearing, if available:

- 2.1 Summary statement of monthly income and expenses in a form substantially similar to any form that may be adopted by the Court.
- 2.2 All payroll stubs or wage statements for the past 3 months.

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