



The Honorable
Eric M. Shepperd
 County Court at Law No. 2
 Fax: (512) 854-4724

Heman Marion Sweatt Courthouse
 P.O. Box 1748
 Austin, Texas 78767
 Phone: (512) 854-9242

UNCONTESTED DOCKET AND DOCKET CALL ANNOUNCEMENTS

- ⇒ **Docket Call Announcements** can now be faxed to both Courts.
 - **County Court No. 1** – Fax number 512-854-4380
 - **County Court No. 2** – Fax number 512-854-4724
- ⇒ Remember docket call is always on Monday, Tuesday, or Wednesday of the week **before** your setting.

UNCONTESTED DOCKET

- ⇒ If you want to have a matter on the record, please complete the attached form “Uncontested Docket Sign-In Sheet”. Please be sure write all information and if possible attach a business card.
- ⇒ The **uncontested docket rotates** on a weekly basis between both courts. Please check the bulletin board by the elevators on the 2nd floor. Be sure to pull the file from County Clerk’s office, room 222

SETTINGS

- ⇒ **Please remember** to call or come by our office to schedule your case.
- ⇒ **Conference Calls**
 - When setting a case for conference call, please let my Judicial Aide know at the time you are actually setting the case.
 - The setting attorney is responsible for having all parties on the line at the scheduled time.
 - Once this has been done please call my Judicial Aide at 512-854-9242 and she can conference you in.

FILINGS

- ⇒ Remember to **file all paperwork in the County Clerk's office.**
 - Mailing, faxing or bringing motions to our office only delays the process, as we forward the documents to the County Clerks office for processing and wait for them to return it to us for further processing.
- ⇒ **Motions for Substitute Service (106s)** - The Court prefers that at least 3 attempts be made to serve the person. At least one of these attempts should be made in the morning hours and should be on different dates.
- ⇒ **Occupational License**-If your client was convicted of a DUI, you must go the Judge which your client was convicted under. Exception to this would be a client/Pro Se who has a DWI conviction in another state and the client now resides in Travis County. However, it is at the Court's discretion as to whether and OCL will be granted along with the conditions to be listed in the order.

MISC. ITEMS

- ⇒ If you are scheduled for a hearing or trial in the County Courts, Please remind your clients to dress appropriately, business casual. This means **NO** shorts and/or flips flops.
- ⇒ **Attorneys** please use do not use the door marked "Court Staff Entrance Only". This door is reserved for my immediate staff and jury panel member only. Attorneys, Clients, and all court room visitors should use the main door for the court room entrance.
- ⇒ Jury Charges-
 - If you have been assigned to CC#2 for Jury Trial, **please submit your proposed jury charges** to my Staff Attorney, Abraham Deutchman, in a word document via e-mail to Abraham.deutchman@co.travis.tx.us the Thursday or Friday of the week before your trial.
 - If you are unable to e-mail the document, please submit the charge on a floppy disk or zip drive.
- ⇒ Notebooks are appreciated!
- ⇒ If you have a hearing or trial in CCL2, please be sure to bring an Order for your motion.
- ⇒ If you have exhibits to present to the Court, please give the originals to the Court Reporter and give me a copy.

Default Judgments and Motions for Substitute Service

- ⇒ When submitting a Default Judgment or Motion for Substitute Service please verify that your documents comport with the recent Titus ruling. Additional information can be found on Westlaw at 2009 WL 2196041 or at the 3rd Court of Appeals website, case number 03-05-00310-CV.

Court Appointed Attorneys

- ⇒ There is a new statute that allows the Court to appoint attorneys in eviction appeals cases. Additional information can be found Texas Government Code §25.0020 R. 749(a) & (b)

New Items at the Travis County website:

- ⇒ **Quick Reference Guide** - We have recently published a Quick Reference Guide that gives you loads of information about the policies and procedures of the Civil County Courts at Law.
- ⇒ **Dockets** are now available on line- the Civil County Courts at Law have recently been made available online at our website.
- ⇒ Additional information for both of these items can be found at:
<http://www.co.travis.tx.us/courts/civil/county/default.asp>.