

JUDGE KELLI HAMILTON – TAX MASTER RULES & PROCEDURES
COURTS: 55th, 152nd, 165th, 189th, 190th, 269th, 295th, 333rd

JUDGMENTS

All judgment information to be typed including amounts – except for revisions by Judge
Title “Defendant” on the certificate of service for each property owner in the judgment
Default checklist to be included for all defaulting defendants in all judgments
Include trial date on default checklist and master’s reports

SUPPORTING DOCUMENTATION SUBMITTED WITH JUDGMENTS

Answers
Returns
First and last page of citation by publication
Ad Litem affidavits
Signed order for ad litem appointment
Fax confirmations
Trial notices
Cost judgments – three collection attempts prior to setting it for a hearing

ATTORNEY AD LITEMS (AAL) / APPOINTMENTS / PROTOCOL JUDGMENTS

File answers per TRCP
File “Identification of Heirs or Other Parties” with Court 10 days prior to trial
File AAL affidavits with Court 10 days prior to trial
File “Status Update” with Court 10 days prior to DWOP docket
Appointments and Re-Appointments – Master’s Report must have trial setting order – See Tax Clerk
Substitutions – File motions and set for hearing

EXCESS PROCEEDS

District Clerk’s 34.03/34.04 letter to property owner
34.03/34.04 letter is unavailable - notices must be filed at least 60 days prior to hearing date

DISMISSALS / NON-SUITS / PARTIAL DISMISSALS

Indicate if AAL appointment
AAL appointment - address if AAL was paid

CERTIFICATES OF SERVICE

List name of certifying attorney
List names, addresses and fax numbers of parties served
Notate method of service (regular mail, certified return receipt, fax, etc.) for each party
Represented by an attorney – Notate party represented

DOCKET SCHEDULE – EFFECTIVE MARCH 1, 2014

Wednesdays
10:00 A.M. Substitute Service, Excess Proceeds, Nunc Pro Tuncs, Defaults, Trials, Continuances
Defaults, Trials, Continuance, Status Conferences, Motions for New Trials, Pre-Trial Motions
1:30 P.M. protocol trials only