**Tax Master Sharon McCally. Tax Protocol Supplementary Guidelines**

**(Effective 11.1.21)**

**The following courts are assigned to the McCally Tax Docket: 11th, 61ST, 80th, 152ND, 165th, 190TH, 234th, 270th, 281st, 295th, 334TH**

**Above all, please refer to the standing Tax Protocol. The following supplementary guidelines indicate the preferences and uniformities requested by Tax Master McCally.**

1. SCHEDULING. Per District Court COVID-19 order, there are currently no in-person settings available for Tax Court.
	* The McCally Monday Docket is a telephone/submission docket; these are unlimited settings and, therefore, you may notice the matter on the following schedule without obtaining a setting from the clerk. However, you must use the Pandemic notice. You are encouraged but not required to participate by telephone. The following **submission/telephone conference** schedule applies in courts on the McCally docket:
		+ Monday, **9 a.m.** Motions for Substituted Service and Motions for Attorney Ad Litem Appointments; other miscellaneous motions not addressed below, 10-day notice required;
		+ Monday, **10 a.m.** Motions for Default Judgment, 10-day notice required;
		+ Monday, **1:30 p. m.** Petitions for Excess Proceeds, until further notice, 60-day notice is required to withdraw excess proceeds absent leave of court or agreement of ***all party plaintiffs and defendants to the suit***.
	* The McCally Wednesday Docket is a **Zoom/telephone conference** trial docket on a staggered schedule; you must obtain a trial setting from the clerk and promptly notice the case for trial with proper service using the Pandemic notice.
2. FORM OF JUDGMENTS: The McCally Tax Docket is currently in transition to electronic submissions:
	* + Judgments for the **80th**, **270th**, **295th** Courts are now electronic only.
		+ Judgments for the **281st** and the **334th** become electronic only effective 12.1.21.
		+ Judgments for the 61st and 234thCourts become electronic only effective 2.1.22.
		+ Judgments for the remaining courts will continue in paper submission until further notice.

**All judgments** should be assembled for electronic or paper filing ***in the following order*** and contemporaneously filed in two separate packets:

Proposed Final Judgment:

* + The Judgment/Default Judgment,
	+ the certificate of last known address (if applicable);
	+ the Motion for Default Judgment (if applicable);
	+ the Non-military affidavit with Manpower Printout (if applicable);
	+ Statement of Evidence (if applicable)
	+ Fee Report (if applicable)
	+ the Default Checklist (if applicable),

Proposed Master’s Report:

* + the long-form Master’s Report (regarding taxes sought),
	+ the short-form Master’s Report (regarding any recommendation for judgment),
	+ the Evidence in support of the judgment;
	+ the Notice of the setting,
	+ the proof of service of notice of setting (i.e. mail manifest).
1. NOTICES (MOTION/TRIAL) TO INCLUDE PANDEMIC LANGUAGE. Until further notice, the notice of submission for all settings must contain the following language, set forth in 18 point type (“Pandemic notice”):
	* MONDAY SETTINGS

**THIS IS A NOTICE FOR SUBMISSION OR PAPER-ONLY SETTING SEEKING (CHOOSE THE RELIEF SOUGHT: SUBTITUTED SERVICE/APPOINTMENT OF AN ATTORNEY AD LITEM/ A DEFAULT JUDGMENT/TO WITHDRAW EXCESS PROCEEDS/OTHER APPLICABLE RELIEF). THE MASTER JUDGE WILL NOT BE CONDUCTING AN IN-COURT HEARING ON THE MATTER.**

**YOU MAY FILE PAPERS IN RESPONSE. OR, IF YOU WISH TO APPEAR, IT MUST BE BY TELEPHONE CONFERENCE, ON THE MASTER COURT CONFERENCE LINE AND ON THE DATE AND TIME STATED IN THIS NOTICE:**

**THE CONFERENCE LINE IS:**

**832.927.8888,**

**CODE 7888000#.**

**TELEPHONE CONFERENCE PARTICIPANTS WILL NEED TO BE READY TO STATE THEIR CASE NUMBER OR THE APPEARANCE MAY NOT BE NOTED ON THE RECORD.  THE MASTER JUDGE WILL BE IN THE COURTROOM DURING THE CONFERENCE BUT WILL BE CONDUCTING THE PROCEEDING BY TELEPHONE. DURING THE CURRENT PANDEMIC,  PLEASE DO NOT ATTEMPT TO APPEAR IN PERSON.  FOR YOUR PROTECTION AND THE PROTECTION OF COURT STAFF, YOU WILL NOT BE ALLOWED TO APPEAR IN PERSON IN THE COURTROOM.**

**[ADDITIONAL NOTICE FOR DEFAULT JUDGMENTS] PLEASE NOTE: IF YOU DO NOT FILE PAPERS IN ANSWER TO THE LAWSUIT OR APPEAR BY TELEPHONE AS DIRECTED IN THIS NOTICE, A DEFAULT JUDGMENT MAY BE TAKEN AGAINST YOU.**

* + WEDNESDAY SETTINGS

**THIS THIS IS A NOTICE FOR A TRIAL BEFORE TAX MASTER ON PLAINTIFFS AND INTERVENORS’ CLAIMS FOR ALLEGED DELINQUENT PROPERTY TAXES AND ANY ASSOCIATED SPECIAL ASSESSMENTS. DUE TO THE HEALTH CONCERNS FOR IN-PERSON PROCEEDINGS, THIS TRIAL WILL BE CONDUCTED SOLELY BY ZOOM OR TELEPHONE CONFERENCE, AT THE**

**PARTICIPANT’S ELECTION:**

**Join Zoom Meeting**

**Phone one-tap: US: +13462487799, 9846218261#**

**Meeting URL: https://justex.zoom.us/j/9846218261**

**Meeting ID: 984 621 8261**

**Password: 9846218261**

**Join by Telephone**

**For higher quality, dial a number based on your current location.**

**Dial:**

**US: +1 346 248 7799**

**Meeting ID: 984 621 8261**

**THE MASTER JUDGE THE TAX MASTER CONDUCTING THE PROCEEDINGS WILL**

**BE IN THE COURTROOM DURING THE TRIAL BUT WILL BE PARTICIPATING BY ZOOM. DURING THE CURRENT PANDEMIC, PLEASE DO NOT ATTEMPT TO APPEAR IN PERSON. FOR YOUR PROTECTION AND THE PROTECTION OF COURT STAFF, YOU WILL NOT BE ALLOWED TO APPEAR IN PERSON IN THE COURTROOM.**

**EVIDENCE: ALL PARTIES SHALL FILE AND EXCHANGE WITH ONE ANOTHER (BY MAIL OR EMAIL) ALL EVIDENCE RELIED UPON AT LEAST TWO BUSINESS DAYS PRIOR TO TRIAL.**

**ATTORNEYS AD LITEM (AAL): ALL AAL ATTORNEYS SHALL COMPLETE ALL DILIGENCE EFFORTS AND FILE THE TAX-PROTOCOL AFFIDAVIT IN COMPLIANCE WITH DOCKET CONTROL ORDER BUT IN NO EVENT LESS THAN TWO BUSINESS DAYS PRIOR TO TRIAL. FAILURE TO COMPLY WILL RESULT IN A REPLACEMENT APPOINTMENT.**