

**Tax Master Kevin Murray. Tax Protocol Supplementary Guidelines
(Effective 1.20.24)**

The following courts are assigned to the McCally Tax Docket: 55th, 129th, 152nd, 157th, 164th, 189TH, 190th, 281st, 295th, 333rd, 334TH

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

1. SCHEDULING. The following submission/zoom schedule applies in courts on the Murray docket:

- Tuesday, 1:00 p.m. Motions for Substituted Service and Motions for Attorney Ad Litem Appointments; Motions for New Trial, Motions to Consolidate 10-day notice required;
- Tuesday, 1:30 p.m. Court scheduled Dismissals;
- Tuesday, at 2:00 Motions for Default Judgment, 10-day notice required;
- Tuesday, 4:00 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*.
**See also Additional Certification Requirement.

2. SUBMISSIONS, Judgments: All judgments should be assembled for electronic or paper filing in the following order in two separate packets:

Packet No. 1:

- The Judgment/Default Judgment,
- the certificate of last known address;
- the Motion for Default Judgment;
- the Non-military affidavit with Manpower Printout, if applicable;
- the Default Checklist,

Packet No. 2:

- 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).

3. NOTICES TO INCLUDE ZOOM INFORMATION. Notices of submission for all settings must contain the following language, set forth in 18 point type:

**THIS IS A NOTICE FOR SUBMISSION OR
PAPER-ONLY SETTING SEEKING (CHOOSE
THE RELIEF SOUGHT: SUBSTITUTED
SERVICE/APPOINTMENT OF AN ATTORNEY
AD LITEM/ A DEFAULT JUDGMENT/TO**

**WITHDRAW EXCESS PROCEEDS/OTHER
APPLICABLE RELIEF).**

**YOU MAY FILE PAPERS IN RESPONSE. OR,
PARTIES MAY APPEAR IN PERSON OR BY
ZOOM, ON THE DATE AND TIME STATED IN
THIS NOTICE:**

DATE: TUESDAY, DATE REQUESTED

TIME: 1:00 P.M.

LOCATION: JOIN ZOOM MEETING:

<https://justex.zoom.us/j/9846218264> 9846218261

PASSWORD: 9846218261

ZOOM CONFERENCE LINE: 346-248-7799

MEETING ID: 984 621 8261

**TAX COURT COURTROOM
201 CAROLINE ST, 8TH FLOOR**

**PARTIES SHOULD BE 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 ZOOM.**

**(INCLUDE ONLY FOR MOTIONS FOR
DEFAULT JUDGMENT) PLEASE NOTE THAT:
IF YOU DO NOT FILE PAPERS IN ANSWER
TO THE LAWSUIT OR APPEAR BY ZOOM,
TELEPHONE OR IN PERSON AS DIRECTED IN**

**THIS NOTICE, A DEFAULT JUDGMENT MAY
BE TAKEN AGAINST YOU.**
