

MEMORANDUM

TO: Attorneys and Parties Appearing Before Bexar County Civil District Courts
FROM: Ryan G. Anderson
DATE: May 18, 2022
RE: Presentation of Agreed Orders and Uncontested Motions Via Email

During the Covid-19 pandemic, the staff attorneys for the Bexar County Civil District Courts have taken several new responsibilities as the courts pivoted to remote proceedings. The courthouse staff currently monitors 6 email addresses (CivilIntern1@bexar.org, CivilIntern2@bexar.org, CivilIntern3@bexar.org, CivilIntern4@bexar.org, CivilDistrictPresiding@bexar.org, and SRLHelp@bexar.org) for orders and uncontested motions submitted by attorneys and parties, as well as receiving orders and uncontested motions via regular mail, emails directed to their respective individual emails, online during the submission docket, and in person. The many avenues through which proposed orders and uncontested motions are being submitted (often the same order or motion through multiple channels) has created too much confusion and delay in the process for presenting agreed orders and uncontested motions.

To address these issues, and streamline processes, the Bexar County Civil District Courts have adopted the following procedures for submitting proposed orders and uncontested motions. The procedures set forth below can also be found in the Fifth Amended Bexar County Civil District Courts Covid-19 Court Operations Plan (Updated Effective date: June 1, 2022) which is posted on the court's website.

A. AGREED ORDERS

1. All agreed orders where an attorney or party has appeared in Civil District Presiding Court must be submitted through the CivilDistrictPresiding@bexar.org email address. Every order must have a signature block for an attorney representing every party to the proceeding and the proposed order must be signed by the attorney (electronic signatures and signatures by permission remain acceptable). Agreed orders that do not comply with the requirements will be rejected with the sender receiving the following message:

Effective June 1, 2022, this email (CivilDistrictPresiding@bexar.org) will only accept agreed orders for proceedings in which an attorney appeared in the Civil District Presiding Court (in person or by Zoom) and that have been signed by an attorney representing all parties. Your email has been returned because the submitted order does not meet this criteria. If your agreed order is for a proceeding in which no appearance is being made, please submit the order (in proper form) to CivilDistrictAgreedOrders@bexar.org. If you appeared in Civil District Presiding Court, please resubmit your proposed order complying with these requirements.

Attorneys may also submit agreed orders in person, via Zoom or by mail, subject to the above requirements.

2. All agreed orders where an attorney or party does not intend to appear in Civil District Presiding Court must be submitted through the CivilDistrictAgreedOrders@bexar.org email address. Every order must have a signature block for an attorney representing each party to the proceeding and the proposed order must be signed by the attorney (electronic signatures and signatures by permission remain acceptable). The sender will receive the following message following submission:

We have reviewed your proposed order(s)/decree, and will present it to the court for consideration on [date]. Please allow 3-5 business days for the signed order or decree to be processed by the District Clerk's office and be available. No conformed copy will be sent to you from this e-mail address. To obtain copies, you may e-file or mail a letter to the Bexar County District Clerk requesting the copies. E-file a letter that includes the case number and an e-mail address to which to send the regular or certified copies, which will be charged to your account on file. To request copies by mail, call 210-335-2661 to get a page count and the cost (you must include a money order or cashier's check with your letter). Postage will be charged to your account on file. Please do not use both U.S. mail and e-mail (including multiple emails) to submit identical proposed decrees and orders, as this creates unnecessary confusion. If you need your order sooner, please appear in Civil District Presiding Court (in person or by Zoom) to present your order.

Agreed orders that do not comply with the requirements will be rejected with the sender receiving the following message:

Effective June 1, 2022, this email (CivilDistrictAgreedOrders@bexar.org) is only for submission of agreed orders where an attorney or party does not intend to appear in Civil District Presiding Court. Every order must have a signature block for an attorney representing every party to the proceeding and the proposed order must be signed by the attorney (electronic signatures and signatures by permission remain acceptable). Your email has been returned because the submitted order does not meet this criteria. If you appeared in Civil District Presiding Court, please resubmit your proposed order complying with these requirements to CivilDistrictPresiding@bexar.org.

Attorneys and parties may also present agreed orders in person, via Zoom or by mail, subject to the above requirements for Agreed Orders.

B. UNCONTESTED MOTIONS

1. Uncontested motions where no record is required (i.e., default judgment with liquidated damages or substituted service) may be submitted to CivilDistrictUncontestedMotions@bexar.org for review by the staff attorney. Upon review, if the motion does not require an appearance before the court, it will be submitted to the Civil District Presiding Court for consideration. If the motion

is deficient in some respect, the submission will be rejected with the sender receiving the following message:

The submitted motion is not ready to be submitted to the court for consideration. Please appear at the Civil District Presiding Court's 1:30 p.m. docket via Zoom or in person to present the motion.

2. Uncontested motions where no record is required may also be submitted in person or by Zoom at the Civil District Presiding Court's 1:30 p.m. docket or by U.S. mail, subject to review by the staff attorney.

3. Uncontested motions where a record is required will continue to be heard during the Presiding Court's 1:30 p.m. docket.

C. MISCELLANEOUS

1. CivilDistrictPresiding@bexar.org will remain available to transmit documents to the Civil District Presiding Court while attorneys and parties are appearing in that court by Zoom.

2. CivilDistrictPresiding@bexar.org should not be used for any other communications. Any communications outside of the above shall be rejected with the sender receiving the following message:

Effective June 1, 2022, this email (CivilDistrictPresiding@bexar.org) will only accept: (1) agreed orders for proceedings in which an attorney appeared in Civil District Presiding Court and that have been signed by all attorneys; or (2) to transmit documents to the Civil District Presiding Court while attorneys are appearing before the court on Zoom. Your email has been returned because it does not meet either criteria. Please note that agreed orders in proceedings in which no appearance is required must be submitted to CivilDistrictAgreedOrders@bexar.org and uncontested motions must be submitted to CivilDistrictUncontestedMotions@bexar.org for review by the staff attorney.

3. The SRLHelp@bexar.org email should be used solely for pro se litigants to transmit documents specifically requested by the staff attorneys' office while the pro se and staff attorney are meeting via Zoom. Any other communications shall be rejected with the sender receiving the following message:

Effective June 1, 2022, this email (SRLHelp@bexar.org) will be used solely for pro se litigants to transmit documents specifically requested by the staff attorneys' office while the pro se and attorney are meeting via Zoom. Your email has been returned because it does not meet this criteria.

4. All proposed orders resulting from hearings held before a Civil District Court must be submitted directly to that court pursuant to the particular judge's procedures.

5. The following email addresses will be closed effective June 1, 2022:

a. CivilIntern1@bexar.org;

2. CivilIntern2@bexar.org; and
3. CivilIntern4@bexar.org.

All submissions to the above emails on and after June 1, 2022 will be returned with the following message:

Effective June 1, 2022, the following emails – Civilintern1@bexar.org; Civilintern2@bexar.org; and Civilintern4@bexar.org – have been closed. Agreed orders in proceedings in which an attorney has appeared in Civil District Presiding Court that are signed by an attorney for each party may be submitted via email to CivilDistrictPresiding@bexar.org. Agreed orders in proceedings in which an attorney has not appeared in Civil District Presiding Court that are signed by an attorney for each party may be submitted via email to CivilDistrictAgreedOrders@bexar.org. Uncontested motions for which no appearance is required may be submitted via email to CivilDistrictUncontestedMotions@bexar.org. Orders related to proceedings in Monitoring Court should be submitted pursuant to the Monitoring Court procedures. Pro se litigants must log in to the Staff Attorney Zoom for assistance. Your email has been returned and your order or motion should be resubmitted in compliance with the above procedures.

6. In an effort to ensure an accurate and prompt response to your email, please include the following in the subject line of all communications:
 - a. Case Number;
 - b. Type of Order: i.e., OTC – Order to Come, AOTC- Agreed Order to Come, DJ – Default Judgment, MFS- Motion for Substituted Service, etc.; and
 - c. Reference to the docket for which you are submitting this Order.

Examples of an appropriate subject line:

- **2020CI12345, AOTC from 4/15/21 8:30 Docket**
- **2020CI12345, Motion for Sub Service, 1:30 Walk Up Docket.**