

No. O-05-002\O-04-002

FILED

2025 AUG 18 OCT

ADMINISTRATIVE ORDER
2025-08

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IN THE COUNTY COURT AT LAW

PM 3:27

No. 3

HAYS COUNTY, TEXAS

ADMINISTRATIVE DOCKET CONTROL ORDER – PROBATE / GUARDIANSHIP

This Docket Control Order applies to this case unless modified by the court. The Texas Estates Code and Texas Rules of Civil Procedure control when no date is provided. Deadlines may be modified only by written agreement filed with the Court or by Court order upon a showing of good cause.

It is so ORDERED:

I. SCHEDULE

DEADLINE / DATE	ACTIVITY
At initial hearing or 30 days thereafter	SERVICE & JOINDER: All interested persons must be served as required by the Texas Estates Code. Applicant must provide a copy of this Order with service.
60 days after appointment	INVENTORY, APPRAISEMENT, & LIST OF CLAIMS: File as required by Estates Code §§ 309.051–.056 or § 1154.051.
Within 30 days of appointment as guardian	GUARDIANSHIP TRAINING & OATH/BOND: Complete training, take oath, and post bond as required.
30 days after first answer or appearance	REQUIRED INITIAL DISCLOSURES: TRCP 194.2 disclosures due.
90 days after initial hearing in contested matters	EXPERT DESIGNATIONS: Parties seeking affirmative relief – 90 days before end of discovery (TRCP 195.2(a)).
60 days before end of discovery	EXPERT DESIGNATIONS: All other experts – TRCP 195.2(b).

60 days before trial	EXPERT REPORTS: TRCP 194.2(f)(4) reports due.
45 days before trial	FACT WITNESS LISTS: Exchange with contact info and subject matter.
By mediation deadline	ALTERNATIVE DISPUTE RESOLUTION: Mediation to be completed; mediator to e-file letter.
Date set by court	TRIAL STATUS CONFERENCE: Counsel only, remote permitted, report status to court.
By expert challenge deadline	CHALLENGES TO EXPERT TESTIMONY: All motions heard by this date.
End of discovery period	DISCOVERY DEADLINE: All discovery completed; incomplete discovery will not delay trial.
By pleadings deadline	PLEADINGS: All amendments and supplements filed; prompt filings to timely pleadings allowed.
As per TRCP 194.4	PRETRIAL DISCLOSURES: Filed and provided to all parties.
By dispositive motion deadline	DISPOSITIVE MOTIONS: No-evidence SJ after discovery; all dispositive motions heard by this date.
Per Rule 166	PRETRIAL REQUIREMENTS: Include pending motions, contentions, contested facts/law, stipulations, party/attorney lists, witness lists, remote witness waivers, expert lists, jury charge proposals, marked exhibits, objections, deposition excerpts, scheduling, and motions in limine.
Pretrial conference date	PRETRIAL CONFERENCE: All aspects of trial discussed; failure to appear may result in dismissal.

Trial docket date	TWO-WEEK TRIAL DOCKET: Begins this date; if not assigned by second Friday, case may be reset.
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II. ADDITIONAL PROBATE/GUARDIANSHIP REQUIREMENTS

1. Annual Reports: Guardians shall timely file annual reports as required by Estates Code § 1163.101.
2. Annual Accounts: Guardians shall timely file annual accounts as required by Estates Code § 1163.001
3. Medical/Psychological Evaluations: In contested capacity matters, updated evaluations shall be filed at least 45 days before trial.
4. Notice of Final Settlement: Executor/administrator shall notify interested persons of intent to close estate as required.

III. REMOTE APPEARANCES & CERTIFICATES OF CONFERENCE

Physical presence is required unless the Court grants prior leave for remote appearance under TRCP 21d. Motions for Leave or Objections to remote appearance must show good cause. Certificates of Conference are required for all contested pretrial matters under TRCP 191.2, confirming reasonable efforts to resolve disputes before court intervention.

III. NO WAIVER

Nothing in this Order waives any statutory requirement of the Texas Estates Code or any party's right to object to discovery or seek protection.

Signed: August 18, 2025

Harri S. Brown
JUDGE PRESIDING