

PROBATE COURT OF GALVESTON COUNTY, TEXAS

ADMINISTRATIVE ORDER 2010-02

In accordance with The Supreme Court of Texas Miscellaneous Docket No. 10-9133 Order dated August 16, 2010 adopting Texas Rules of Civil Procedure 78a requiring that a Civil Case Information Sheet be filed in every civil case

Beginning September 1, 2010, it is ORDERED that the Civil Case Information Sheet is to be filed with every case, including mental health cases, filed in the Galveston County Probate Court, along with the original petition and/or application;

IT IS FURTHER ORDERED that the Supplementary Probate Case Information Sheet shall also be filed along with the Civil Case Information Sheet in all cases filed in the Galveston County Probate Court; and

IT IS FURTHER ORDERED that no hearing will be set in any case in the Galveston County Probate Court until the Civil Case Information Sheet and the Supplementary Probate Case Information Sheet have been filed.

SIGNED August 31, 2010.


JUDGE PRESIDING

FILED

10 AUG 31 PM 2:55


COUNTY CLERK
GALVESTON COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF GALVESTON

CERTIFIED COPY CERTIFICATE

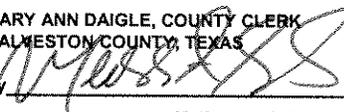
This above is a full, true, and correct photographic copy of the original record now in my lawful custody and possession, as the same is recorded in the Official Public Records of Probate Court in my office.

I hereby certify on August 31, 2010.



MARY ANN DAIGLE, COUNTY CLERK
GALVESTON COUNTY, TEXAS

By



Deputy

Melissa A. Salinas

CIVIL CASE INFORMATION SHEET

CAUSE NUMBER (FOR CLERK USE ONLY): _____ COURT (FOR CLERK USE ONLY): _____

STYLED _____

(e.g., John Smith v. All American Insurance Co, In re Mary Ann Jones; In the Matter of the Estate of George Jackson)

A civil case information sheet must be completed and submitted when an original petition or application is filed to initiate a new civil, family law, probate, or mental health case or when a post-judgment petition for modification or motion for enforcement is filed in a family law case. The information should be the best available at the time of filing. This sheet, approved by the Texas Judicial Council, is intended to collect information that will be used for statistical purposes only. It neither replaces nor supplements the filings or service of pleading or other documents as required by law or rule. The sheet does not constitute a discovery request, response, or supplementation, and it is not admissible at trial.

1. Contact information for person completing case information sheet: Name: _____ Email: _____ Address: _____ Telephone: _____ City/State/Zip: _____ Fax: _____ Signature: _____ State Bar No: _____		Name of parties in case: Plaintiff(s)/Petitioner(s): _____ Defendant(s)/Respondent(s): _____	Person or entity completing sheet is: <input type="checkbox"/> Attorney for Plaintiff/Petitioner <input type="checkbox"/> Pro Se Plaintiff/Petitioner <input type="checkbox"/> Title IV-D Agency <input type="checkbox"/> Other: _____	
			Additional Parties in Child Support Case: Custodial Parent: _____ Non-Custodial Parent: _____ Presumed Father: _____	
[Attach additional page as necessary to list all parties]				
2. Indicate case type, or identify the most important issue in the case (select only 1):				
Civil		Family Law		
Contract <input type="checkbox"/> Consumer/DTPA <input type="checkbox"/> Debt/Contract <input type="checkbox"/> Fraud/Misrepresentation <input type="checkbox"/> Other Debt/Contract: _____ Foreclosure <input type="checkbox"/> Home Equity—Expedited <input type="checkbox"/> Other Foreclosure <input type="checkbox"/> Franchise <input type="checkbox"/> Insurance <input type="checkbox"/> Landlord/Tenant <input type="checkbox"/> Non-Competition <input type="checkbox"/> Partnership <input type="checkbox"/> Other Contract: _____	Injury or Damage <input type="checkbox"/> Assault/Battery <input type="checkbox"/> Construction <input type="checkbox"/> Defamation Malpractice <input type="checkbox"/> Accounting <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Other Professional Liability: _____ <input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Premises Product Liability <input type="checkbox"/> Asbestos/Silica <input type="checkbox"/> Other Product Liability List Product: _____ <input type="checkbox"/> Other Injury or Damage: _____	Real Property <input type="checkbox"/> Eminent Domain/Condemnation <input type="checkbox"/> Partition <input type="checkbox"/> Quiet Title <input type="checkbox"/> Trespass to Try Title <input type="checkbox"/> Other Property: _____ Related to Criminal Matters <input type="checkbox"/> Expunction <input type="checkbox"/> Judgment Nisi <input type="checkbox"/> Non-Disclosure <input type="checkbox"/> Seizure/Forfeiture <input type="checkbox"/> Writ of Habeas Corpus—Pre-indictment <input type="checkbox"/> Other: _____	Marriage Relationship <input type="checkbox"/> Annulment <input type="checkbox"/> Declare Marriage Void Divorce <input type="checkbox"/> With Children <input type="checkbox"/> No Children Other Family Law <input type="checkbox"/> Enforce Foreign Judgment <input type="checkbox"/> Habeas Corpus <input type="checkbox"/> Name Change <input type="checkbox"/> Protective Order <input type="checkbox"/> Removal of Disabilities of Minority <input type="checkbox"/> Other: _____	Post-judgment Actions (non-Title IV-D) <input type="checkbox"/> Enforcement <input type="checkbox"/> Modification—Custody <input type="checkbox"/> Modification—Other Title IV-D <input type="checkbox"/> Enforcement/Modification <input type="checkbox"/> Paternity <input type="checkbox"/> Reciprocity (UIFSA) <input type="checkbox"/> Support Order Parent-Child Relationship <input type="checkbox"/> Adoption/Adoption with Termination <input type="checkbox"/> Child Protection <input type="checkbox"/> Child Support <input type="checkbox"/> Custody or Visitation <input type="checkbox"/> Gestational Parenting <input type="checkbox"/> Grandparent Access <input type="checkbox"/> Paternity/Parentage <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Other Parent-Child: _____
Employment <input type="checkbox"/> Discrimination <input type="checkbox"/> Retaliation <input type="checkbox"/> Termination <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Other Employment: _____	Other Civil <input type="checkbox"/> Administrative Appeal <input type="checkbox"/> Antitrust/Unfair Competition <input type="checkbox"/> Code Violations <input type="checkbox"/> Foreign Judgment <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Lawyer Discipline <input type="checkbox"/> Perpetuate Testimony <input type="checkbox"/> Securities/Stock <input type="checkbox"/> Tortious Interference <input type="checkbox"/> Other: _____			
Tax <input type="checkbox"/> Tax Appraisal <input type="checkbox"/> Tax Delinquency <input type="checkbox"/> Other Tax	Probate & Mental Health Probate/Wills/Intestate Administration <input type="checkbox"/> Dependent Administration <input type="checkbox"/> Independent Administration <input type="checkbox"/> Other Estate Proceedings <input type="checkbox"/> Guardianship—Adult <input type="checkbox"/> Guardianship—Minor <input type="checkbox"/> Mental Health <input type="checkbox"/> Other: _____			
3. Indicate procedure or remedy, if applicable (may select more than 1):				
<input type="checkbox"/> Appeal from Municipal or Justice Court <input type="checkbox"/> Arbitration-related <input type="checkbox"/> Attachment <input type="checkbox"/> Bill of Review <input type="checkbox"/> Certiorari <input type="checkbox"/> Class Action	<input type="checkbox"/> Declaratory Judgment <input type="checkbox"/> Garnishment <input type="checkbox"/> Interpleader <input type="checkbox"/> License <input type="checkbox"/> Mandamus <input type="checkbox"/> Post-judgment	<input type="checkbox"/> Prejudgment Remedy <input type="checkbox"/> Protective Order <input type="checkbox"/> Receiver <input type="checkbox"/> Sequestration <input type="checkbox"/> Temporary Restraining Order/Injunction <input type="checkbox"/> Turnover		

Misc. Docket No. 10- **9133**

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STATE OF TEXAS
 COUNTY OF GALVESTON

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I hereby certify on August 31, 2010.



MARY ANN DAIGLE, COUNTY CLERK
 GALVESTON COUNTY, TEXAS

By Melissa A. Salinas Deputy

Melissa A. Salinas

Instructions for Completing the Texas Civil Case Information Sheet

A civil case information sheet must be completed and submitted when an original petition or application is filed to initiate a new civil, family law, probate, or mental health case or when a post-judgment petition for modification or motion for enforcement is filed in a family law case. The information should be the best available at the time of filing. If the original petition, application, or post-judgment petition or motion is e-filed, the case information sheet must not be the lead document.

This sheet, approved by the Texas Judicial Council, is intended to collect information that will be used for statistical and administrative purposes only. It neither replaces nor supplements the filings or service of pleading or other documents as required by law or rule. The sheet does not constitute a discovery request, response, or supplementation, and it is not admissible at trial.

The attorney or self-represented (*pro se*) plaintiff/petitioner filing the case or post-judgment petition or motion should complete the sheet as follows:

1. Contact information

a) **Contact information for person completing case information sheet.** Enter the following information:

- § name;
- § address;
- § city, state, and zip code;
- § email address;
- § telephone number;
- § fax number, if available;
- § State Bar number, if the person is an attorney; and
- § signature. (NOTE: When a case information sheet is submitted electronically, the signature may be a scanned image or "/s/" and the name of the person completing the case information sheet typed in the space where the signature would otherwise appear.)

b) **Names of parties in the case.** Enter the name(s) of the:

(NOTE: If the name of a party to a case is confidential, enter the party's initials rather than the party's name.)

- § plaintiff(s) or petitioner(s);
- § defendant(s) or respondent(s); and
- § in child support cases, additional parties in the case, including the:
 - custodial parent;
 - non-custodial parent; and
 - presumed father.

Attach an additional page as necessary to list all parties.

c) **Person or entity completing sheet is.** Indicate whether the person completing the sheet, or the entity for which the sheet is being completed, is:

- § an attorney for the plaintiff or petitioner;
- § a *pro se* (self-represented) plaintiff or petitioner;
- § the Title IV-D agency; or
- § other (provide name of person or entity).

2. Case type

Select the case category that best reflects the most important issue in the case. You must select only one.

3. Procedure or remedy

If applicable, select any of the available procedures or remedies being sought in the case. You may select more than one.

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MARY ANN DAIGLE, COUNTY CLERK
GALVESTON COUNTY, TEXAS

By

Deputy



SUPPLEMENTARY PROBATE CASE INFORMATION SHEET
GALVESTON COUNTY PROBATE COURT

CAUSE NO. PR-_____

This sheet is a supplement to the Civil Case Information Sheet required by Texas Rule of Civil Procedure 78a. Both the Civil Case Information Sheet and this supplementary sheet should be completed whenever an original petition or application is filed in this Court. Except for the case style, there's no duplication between the two sheets.

The information should be the best available at the time of filing, understanding that the information may change before trial. This information does not constitute a discovery request, response, or supplementation, and is not admissible at trial.

1. Case style. Please indicate the correct case style. For example, "Estate of Decedent's name," "Guardianship of the Person and Estate of Proposed Ward's name," or "Plaintiff(s) v. Defendant(s)." If "Plaintiff v. Defendant," list all parties; attach additional page as necessary (an estate or guardianship cannot be a party; it's the executor, administrator, or guardian who has the capacity to sue or be sued).		
2. Related case(s). Has this case been previously filed, or is it related to a case previously filed in this court or in another court?		
<input type="checkbox"/> No <input type="checkbox"/> Yes, in this court. Cause No. PR-_____ <input type="checkbox"/> - new case is guardianship after 683; will be same cause number) <input type="checkbox"/> - new case is guardianship after chapter 48; same cause #, new style per local rule) <input type="checkbox"/> Yes, in another court: Court: _____ Cause No. _____ Attach additional page(s) as needed. If you are attaching page(s) with information about additional related cases, <input type="checkbox"/> Check here		
3. Indicate case type (check only one):		
Independent Administration	All Other Estate Proceedings	Ancillary Cases (new cause #)
<input type="checkbox"/> Probate Letters Testamentary <input type="checkbox"/> Copy of Will <input type="checkbox"/> Independent Administration, Will Annexed <input type="checkbox"/> Independent Administration with Heirship <input type="checkbox"/> Foreign Will Letters (independent) (§ 95 + § 105)	<input type="checkbox"/> Probate Muniment of Title <input type="checkbox"/> Muniment of Title more than 4 years after date of death <input type="checkbox"/> Muniment of Title – Copy of Will <input type="checkbox"/> Heirship / No Administration <input type="checkbox"/> Small Estate Affidavit <input type="checkbox"/> Foreign Will Recording only (§ 95) <input type="checkbox"/> § 75 Will Deposit or Application to Produce Will <input type="checkbox"/> 36B Application to Open Safety Deposit Box <input type="checkbox"/> 108 Emergency Intervention (funeral, burial, rental) <input type="checkbox"/> 887 Custodial Account <input type="checkbox"/> 889 Sale of Property of Minor	<input type="checkbox"/> Ancillary action related to an Independent Administration (includes court-ordered severance) <input type="checkbox"/> Ancillary action related to a Dependent Administration (includes court-ordered severance) <input type="checkbox"/> Ancillary action related to Guardianship of an Adult (includes court-ordered severance) <input type="checkbox"/> Ancillary action related to Guardianship of a Minor (includes court-ordered severance) <input type="checkbox"/> Ancillary action that is in this court because a trustee is a party (includes court-ordered severance)
Dependent Administration		
<input type="checkbox"/> Dependent Administration (all dependent administrations: executor, will annexed, with heirship, or with heirship to follow) <input type="checkbox"/> Temporary Administration <input type="checkbox"/> Foreign Will Letters (dependent) (§ 95 + § 105)		
Guardianship / 867 Trust – Adult	Guardianship / 867 Trust – Minor	683 Investigations & Chapter 48
<input type="checkbox"/> Guardianship Adult Person only <input type="checkbox"/> Guardianship Adult Estate only <input type="checkbox"/> Guardianship Adult Person & Estate <input type="checkbox"/> Guardianship Adult Temporary <input type="checkbox"/> 867 or QIT Trust Adult <input type="checkbox"/> 881 Appointment of Non-Resident Guardian – Adult <input type="checkbox"/> 883 Incapacitated Spouse; Community Property	<input type="checkbox"/> Guardianship Minor Person only <input type="checkbox"/> Guardianship Minor Estate only <input type="checkbox"/> Guardianship Minor Person & Estate <input type="checkbox"/> Guardianship Minor Temporary <input type="checkbox"/> 867 Trust Minor <input type="checkbox"/> 881 Appointment of Non-Resident Guardian – Minor	<input type="checkbox"/> Court Initiated / 683 <input type="checkbox"/> Chapter 48 Protection <div style="text-align: center; border: 1px solid black; padding: 2px;">All Other Cases</div> <input type="checkbox"/> Trust action not related to estate or guardianship (if related to estate or guardianship, see "ancillary cases" above) <input type="checkbox"/> 885 Receivership of Minor or Incapacitated <input type="checkbox"/> 903 Contracts of Minors

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By _____ Deputy