

settlements made pursuant to (T.R.C.P. Rule 11) and in default matters (where citation has been served and there has been no answer filed or other general appearance) must be presented at the time of hearing. All forms required by governmental entities shall be submitted, along with orders for withholding, QDROs and the like, as appropriate.

- 3.8 Parent Education. All parties required by paragraph 11.1 herein to attend a parent education course shall file with the court a certificate verifying the party's attendance at such course. The certificates shall be filed no later than the date the case is set for final hearing.

RULE 4. DISCLOSURE OF PROPERTY AND FINANCIAL INFORMATION

- 4.1 Temporary Orders. In any hearing for temporary orders in which child support or spousal support is an issue, completion and exchange of Financial Information Statements, copies of income tax returns for the past two years, and the three most recent payroll stubs shall be exchanged prior to the commencement of the hearing. This rule providing for the exchange of information shall constitute a discovery request and failure to comply with this rule may be grounds for sanctions, as provided by T.R.C.P. Rule 215.
- 4.2 Final Information. A party's final Inventory, Financial Information Statement and financial information required under the Family Code (including, but not limited to, the party's income tax returns for the past two years and the party's three most recent payroll stubs), as well as suggested findings regarding child support and a proposed division of property shall be exchanged no later than ten (10) days before trial, and shall be filed with the court at the commencement of trial. If children are involved in the proceeding, the inventory shall contain sufficient information so the court may render a qualified medical child support order regarding health insurance for the children. This rule providing for the exchange of information shall constitute a discovery request and failure to comply with this rule may be grounds for sanctions.
- 4.3 Inventory. Each inventory shall list each item of property and its value, and shall also list each liability, together with the amount of the liability, the number of periodic payments in arrears, if any, the property securing its payment, and the name of the creditor. Any property or liability shall likewise be characterized as separate or community. All beneficial interests in insurance and all benefits arising from a party's employment (such as pensions, profit sharing plans, savings or thrift plans, whether vested or non-vested) shall be identified. Each party shall incorporate as an exhibit to the inventory the last information furnished to the employee about to the employee's rights and monetary interest in the retirement and

savings plans. Each party shall also furnish sufficient information so the court may render a qualified domestic relations order, if applicable. The inventory shall list and total, in columnar format, the property values and liabilities. Each inventory shall show the net worth of the community estate.

RULE 5. REQUIREMENTS FOR CERTAIN DOCUMENTS

5.1 Certificate of Conference.

5.1.1 Unopposed motions shall be labeled "Unopposed" in the caption.

5.1.2 Opposed motions shall contain a certificate that:

- 1) states that the movant and respondent have conferred with each other and in good faith have attempted to resolve the matter and
- 2) identifies the basis of disagreement between counsel; or
- 3) states that the parties have not been able to confer, and states in detail all efforts made to confer, including dates and methods of attempted communication.

5.1.3 The provisions of subparagraph 5.1.2 do not apply to motions for summary judgment, default judgments, motions for voluntary dismissal or non-suit, and motions involving service of citation.

5.2 Orders, Judgments and Decrees.

5.2.1 All Orders, including Decrees or Judgments, shall be submitted to the opposing attorney or pro se party for approval at least as to form, prior to filing with the court.

5.2.2 Orders based upon agreement of the parties shall also be submitted to the parties for approval as to substance.

RULE 6. REFERRAL TO ASSOCIATE JUDGE

- 6.1 Referral. All pending cases and cases filed after the date of the adoption of these rules are hereby referred to the associate judge of each court pursuant to T. F. C. section 201.006, subject to limitations imposed by chapter 201.