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LOCAL RULES OF FAMILY DISTRICT COURT

The family court judges have passed certain local rules that all parties and attorneys are required to comply with. The information requested in this notice is required by the local rules. The courts require **strict compliance subject to sanctions.** Sanctions could include money that you have to pay as a penalty for non-compliance, or paying the opposing party's attorney's fees. **You are to provide the following information to me by the date set out in each section.**

Temporary Hearing:

- a. Last two (2) years Federal Income Tax Returns;
- b. Financial Information Statement (Court Form: to be provided by attorney);
- c. Last two (2) most recent payroll stubs;
- d. Health insurance information on children:

Disclosure Within 30 days:

These original documents must be provided to us within 30 days of you retaining us for legal services. You must supplement to us any additional documents that you receive or discover regularly. We recommend that you make a copy for yourself upon your receipt of any additional documents and then immediately forward to us the original.

In a suit for Divorce or Annulment:

1. All documents pertaining to real estate;
2. All documents pertaining to any pension, retirement, profit-sharing, or other employee benefit plan, together with the most recent statement for any plan;
3. All documents pertaining to any life, casualty, liability, and health insurance;
4. the most recent account statement pertaining to any account located with any financial institution including, but not limited to, banks, savings & loans, credit unions, and brokerage firms.

If Child Support or Spousal Support is in issue:

1. All policies, statements, and description of benefits which reflect any and all medical and health insurance coverage that is or would be available for the child or the spouse and cost of premium;

2. Unless previously exchanged in connection with a temporary hearing:

- a. Previous two (2) years Federal Income Tax returns;
- b. Two (2) most recent payroll stubs, or, if no payroll stubs are available, the party's latest W-2.

Final Information: The following must be exchanged between attorneys 10 days before trial and filed prior to commencement of trial. **In order for you to comply with this rule, you should update this information every other month.**

- a. Party's Final Sworn Inventory (we will provide a form for you to complete);
- b. Financial Information Statements (Court Form: we will provide to you);
- c. Party's last two (2) years Federal Income Tax returns;
- d. Party's two (2) most recent payroll stubs;
- e. Suggested findings regarding child support;
- f. Proposed property division;
- g. Health insurance information on children;
 - 1. Copy of policy (or name of carrier and policy number);
 - 2. Premium cost for children.