



OFFICE OF COURT ADMINISTRATION

DAVID SLAYTON
Administrative Director

TO: District and County Clerks

FROM: Mary Cowherd *MC*
Deputy Director

DATE: February 25, 2013

RE: Revised Civil Case Information Sheet – Effective March 1, 2013

Attached are a revised civil case information sheet and instructions. The revised case information sheet is to be submitted in cases filed on or after **March 1, 2013**. As you are aware, Rule 78a of the Texas Rules of Civil Procedure requires a party to submit a case information sheet upon the filing of an original petition or application.

The revision to the case information sheet is minor. On February 12, 2013, the Texas Supreme Court adopted new rules for expedited actions and amended Rule 47 of the Rules of Civil Procedure to require an original pleading to contain a statement on the monetary value of the damages sought. To allow clerks and courts to easily capture this information, the Supreme Court also promulgated the attached revised civil case information sheet, which was approved by the Texas Judicial Council on February 22, 2013. As you will note, the only change to the sheet is the addition of section 4, "Indicate damages sought." The instructions are also revised to cover this change.

The revised civil case information sheet and instructions will also be posted on our website in both Word and PDF versions at: <http://www.txcourts.gov/oca/required.asp>. **We are currently working on posting them and hope to have that completed by tomorrow.** Both the Word and PDF versions of the case information sheet will be available in two formats: 1) a fillable electronic form that is completed and then printed – when information is typed in, the space will expand to accommodate it; and, 2) a form that is printed and then completed manually.

We would very much appreciate it if you would post the revised civil case information sheet and instructions on your website. If you do not have a website, please make the sheet and instructions available in your office or refer individuals to our website. It is intended that the instructions be printed on the backside of the civil case information sheet.

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We also need to revise the Spanish version of the civil case information sheet and instructions, as well as the supplemental instructions for self-represented (*pro se*) litigants to assist them in completing the civil case information sheet. When those revisions are completed, we will send the revised documents to you.

As you may recall, the Spanish civil case information sheet is solely to assist litigants in understanding the English version of the form, and that the civil case information sheet submitted to the court must be in English.

If you have any questions, please contact me at mary.cowherd@txcourts.gov or 512/463-1629.

attachments

cc: District Judges
Statutory County Court Judges
County Judges