



JAMES T. WOMACK
Judge 307th Family District Court
101 East Methvin, Suite 463
Longview, Texas 75601
(903) 237-2534
FAX (903) 234-3150

Chastity Baker
Court Coordinator

Kasi Harris
Court Reporter

January 7, 2014

RE: PROCEDURES FOR MOTIONS TO WITHDRAW

Dear Family Law Counsel:

This Court will no longer sign agreed Orders to Withdraw as in the past. The Court will require strict compliance with Rule 10 of the Texas Rules of Civil Procedure. Specifically, the Court will require:

1. Notice to the client the motion has been filed;
2. If notice is by mail, it must be provided by both certified and first class mail per the rule, or
3. If notice is provided "in person", some acceptable documentary evidence of such notice.

If, after receiving notice of the motion, your client consents to counsel withdrawing from the case, the Court will only sign the proposed Order if it contains your client's signature, and that signature is notarized by a Notary Public. If you submit a consent Order for signature, you must also submit for my review, proper evidence of notice to the client as set forth above.

Respectfully,

James T. Womack,
Judge, 307th Family District Court
Gregg County, Texas