

# Litigation

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## ATTORNEY CLIENT RELATIONS

### FILE MANAGEMENT DOCUMENTS

- 1-002 Client Information Sheet - DETAILED
- 1-003 Notice of Party's Current Address
- 1-009 Summary of Medical Bills (Manual)
- 1-010 Summary of Medical Bills (Chart)
- 1-011 Summary of Medical Treatment (Manual)
- 1-012 Summary of Medical Treatment (Chart)
- 1-013 Summary of Settlement Negotiations

### ATTORNEY - CLIENT CORRESPONDENCE

- 1-103 Letter to New Client - Fees, Expenses, Representation
- 1-104 Letter Declining Representation (Optional Release)
- 1-105 Letter to Client - Discovery to Answer
- 1-111 Letter to Client - Relocation of Office
- 1-112 Letter to Client - Notify of Deposition & Instructions
- 1-115 Letter to Client - Transmitting Final Payout
- 1-116 Letter to Client - Transmitting Court Costs

### ATTORNEY - CLIENT AGREEMENTS

- 1-151 Contract - Standard Personal Injury with Power of Attorney
- 1-152 Contract - General Contingent Fee (Short form)
- 1-153 Contract - Hourly and Expenses with Power of Attorney
- 1-161 Letter - Disbursement of Settlement Funds

### RELEASES

- 1-201 Release - General Records
- 1-202 Release - Medical Records Authorization (HIPAA)
- 1-203 Release - Medical Records & Discussions (HIPAA)
- 1-204 Release - Texas Workforce Commission Records
- 1-205 Release - Psychotherapy Records Authorization (HIPAA)

## GENERAL PROCEDURES & PRACTICE

### GENERAL CORRESPONDENCE

- 2-001 Letter to Clerk - General Transmittal
- 2-002 Letter to Court Reporter - General Transmittal
- 2-003 Letter to Opposing Counsel - General Transmittal
- 2-004 Letter to Opposing (pro se) Party - General
- 2-005 Letter to Sheriff - General Transmittal
- 2-006 Letter to Constable - General Transmittal
- 2-007 Letter to Private Process Server - General
- 2-008 Letter to Juror After Jury Duty

### CITATION, PROCESS & SUBPOENA

- 2-010 Waiver of Citation
- 2-011 Citation for Personal Service
- 2-012 Citation for Published Notice
- 2-013 Notice by Publication
- 2-014 Order Authorizing Service of Process, TRCP 103
- 2-015 Motion for Substituted Service, with Order, TRCP 106
- 2-016 Affidavit for Substituted Service by Publication
- 2-017 Motion for Substituted Service, with Order, TRCP 109a
- 2-018 Subpoena & Subpoena Duces Tecum
- 2-019 Motion to Quash Service, with Order
- 2-020 Motion to Quash Subpoena Duces Tecum, with Order
- 2-021 Response to Motion to Quash Subpoena Duces Tecum, with Order

- 2-022 Motion for Private Process, with Order

### PRE-TRIAL FILINGS AND MOTIONS

- 2-030 Motion for Docket Control Order
- 2-031 Docket Control Order
- 2-032 Demand for Jury Trial
- 2-034 Motion to Appoint Interpreter, with Order
- 2-035 Motion to Extend Time, with Order
- 2-036 Response to Motion to Extend Time, with Order
- 2-038 Forum Non Conveniens, with Order
- 2-039 Response to Forum Non Conveniens, with Order
- 2-040 Motion to Disqualify Attorney, with Order
- 2-041 Response to Motion to Disqualify Attorney, with Order
- 2-042 Motion to Disqualify Judge, with Order
- 2-043 Notice of Motion to Disqualify Judge
- 2-044 Response to Motion to Disqualify Judge, with Order
- 2-047 Motion to Recuse, with Order
- 2-048 Notice of Motion to Recuse
- 2-049 Response to Motion to Recuse, with Order
- 2-051 Objection to Assigned (Visiting) Judge, with Order
- 2-053 Motion for Gag Order, with Order
- 2-054 Motion to Compel Electronic Filing, with Order
- 2-058 Motion for Pretrial Consolidation with Order, TRJA 11
- 2-059 Response to Motion for Pretrial Consolidation with Order, TRJA 11
- 2-061 Motion to Consolidate, with Order
- 2-062 Response to Motion to Consolidate, with Order
- 2-065 Petition, Deposition before Suit, with Order, TRCP 202
- 2-066 Response to Petition for TRCP 202 Deposition, with Order
- 2-073 Motion for Guardian Ad Litem, with Order
- 2-075 Motion for Separate Trial, with Order
- 2-076 Response to Motion for Separate Trial, with Order
- 2-077 Motion for Separate Trial, Exemplary Damages, with Order
- 2-078 Response, Motion for Separate Trial, Exemplary Damages, with Order
- 2-079 Motion for Sanctions, with Order, TRCP 13
- 2-080 Response to Motion for Sanctions, with Order, TRCP13
- 2-081 Motion for Sanctions, with Order, CPRC sec 10 001
- 2-082 Response to Motion for Sanctions, with Order, CPRC sec 10 001
- 2-083 Motion for Sanctions, Failure to Serve, with Order
- 2-084 Response to Motion for Sanctions, Failure to Serve, with Order
- 2-088 Request for Appointment of a Master, with Order
- 2-089 Objection to Appointment of a Master, with Order
- 2-090 Request for Record of Master's Proceedings
- 2-091 Objection to Master Appointed, with Order
- 2-092 Objection to Master's Report, with Order
- 2-095 Motion to Show Authority to Act, with Order
- 2-096 Response to Motion to Show Authority to Act, with Order
- 2-101 Motion to Seal Records, with Order & Temporary Order
- 2-102 Response to Motion to Seal Court Records, with Order
- 2-103 Response to Motion for Temporary Sealing Order, with Order
- 2-104 Intervenor's Response to Motion to Seal, with Order
- 2-105 Motion to Reconsider Sealing Order, with Order
- 2-112 Designation of Attorney in Charge
- 2-113 Appearance of Counsel
- 2-114 Motion for Substitution of Counsel, with Order
- 2-115 Motion for Withdrawal of Counsel, with Order

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2-116	Motion to Set for Trial, with Order
2-118	Motion to Abate, with Order (Defendant)
2-119	Response to Motion to Abate, with Order
2-121	Special Appearance with Order - Personal Jurisdiction
2-122	Response to Special Appearance, with Order
2-123	Motion to Transfer Venue, with Order (Plaintiff)
2-124	Response to Motion to Transfer Venue, with Order (Defendant)
2-125	Motion to Transfer Venue, with Order (Defendant)
2-126	Response, Motion to Transfer Venue, with Order (Plaintiff)
2-127	Joint Motion to Transfer Venue, with Order
2-128	Petition in Intervention
2-129	Motion to Strike Intervention, with Order
2-131	Motion to Continue Summary Judgment Hearing, with Order
2-135	Motion for Pre-Trial Conference Order, Pre-Trial Conference
2-136	Order, Pre-Trial Conference
2-138	Motion for Preferential Setting, with Order
2-139	Motion for Special Setting, with Order
2-140	Motion to Continue Trial, with Order
2-141	Response to Motion to Continue Trial, with Order
2-142	Motion to Continue Hearing, with Order
2-143	Agreement to Conduct Hearing by Electronic Means, with Order
2-144	Motion to Strike from Jury Docket, with Order
2-145	Response to Motion to Strike from Jury Docket, with Order
2-146	Motion to Strike from Non-Jury Docket, with Order
2-147	Response to Motion to Strike from Non-Jury Docket, with Order
2-148	Withdrawal of Jury Demand, with Order
2-149	Objection to Withdrawal of Jury Demand, with Order
2-150	Motion to Appear Pro Hac Vice
2-151	Motion in Support of Appearance Pro Hac Vice, with Order
2-152	Pauper's Oath

#### **DISPOSITIVE MOTIONS**

2-153	Motion for Judgment on Agreed Statement of Facts
2-154	Response to Motion for Non-Suit, with Order
2-155	Motion for Non-Suit, with Order
2-156	Motion to Dismiss, Lack of Subject Matter Jurisdiction, with Order
2-157	Response to Plea to Jurisdiction, with Order
2-158	Motion for No Evidence Summary Judgment, with Order
2-159	Response to No Evidence Summary Judgment, with Order
2-160	Motion for Summary Judgment, with Order
2-161	Response to Summary Judgment, with Order
2-162	Motion to Strike - Summary Judgment Affidavit, with Order
2-163	Special Exceptions, with Order
2-164	Notice of Intent to Use Unfiled Discovery
2-165	Joint Motion for Nonsuit & Voluntary Dismissal, with Order
2-166	Motion to Dismiss, with Order
2-170	Certificate of Conference
2-175	Affidavit in Support of Attorney's Fees

#### **TRIAL WORK-UP**

2-200	Stipulations of Fact, with Order
2-201	Motion in Limine, with Order
2-202	Response to Motion in Limine, with Order
2-204	Motion to Sever, with Order
2-205	Response to Motion to Sever Claim, with Order
2-206	Motion to Equalize Jury Strikes, with Order
2-207	Response to Motion to Equalize Jury Strikes, with Order
2-208	Motion to Oppose Juror Challenges (Batson), with Order
2-210	Memorandum of Law (Shell)
2-214	Motion to Take Judicial Notice, with Order
2-215	Response to Motion to Take Judicial Notice, with Order
2-220	Motion to Permit Juror Note Taking, with Order
2-222	Response to Motion to Permit Juror Note Taking, with Order
2-225	Motion to Open and Close (Burden of Proof), with Order
2-226	Response to Motion to Open and Close (Burden), with Order
2-228	Motion to Open and Close (Affirmative Defense), with Order
2-229	Response to Motion to Open and Close (Affirmative Defense), with Order
2-235	Motion to Suppress Deposition, with Order

2-236	Response to Motion to Suppress Deposition, with Order
2-238	Motion to Strike Witness, with Order, TRCP 193.6
2-240	Motion to Exclude Expert Witness (Daubert), with Order
2-241	Response to Motion to Exclude Expert Witness (Daubert), with Order
2-351	Motion to Amend Pleading, with Order, TRCP 63
2-353	Objection to Motion to Amend - Before Trial, with Order
2-357	Motion to Strike Amended Pleading, with Order
2-358	Notice of Use at Trial of Self-Authenticated Document

#### **TRIAL PROCEEDINGS**

2-359	Motion to Amend Pleading, with Order, TRCP 66
2-361	Motion to Amend Pleading, with Order, TRCP 67
2-363	Motion to Amend Pleading After Verdict, with Order
2-365	Objection to Motion to Amend After Trial Commenced, with Order
2-391	Requested Special Jury Charge, with Order
2-393	Objections to the Jury Charge

#### **POST - TRIAL**

2-401	JUDGMENT - Non-Jury
2-402	JUDGMENT - Jury
2-403	JUDGMENT - Default
2-404	JUDGMENT - Default with Personal Injury Findings
2-405	Motion - Judgment Non Obstante Veredicto (NOV-Notwithstanding Verdict)
2-406	Objection to Motion - Judgment Non Obstante Veredicto (NOV), with Order
2-408	Motion for Directed Verdict, with Order
2-409	Objection to Motion for Directed Verdict, with Order
2-410	Motion for Mistrial, with Order
2-413	Motion for New Trial, with Order
2-415	Response to Motion for New Trial, with Order
2-417	Motion to Reinstate After Dismissal without Prejudice, with Order
2-418	Response to Motion to Reinstate, with Order
2-420	Request for Findings of Fact & Conclusions of Law
2-421	Response to Request for Findings of Fact
2-422	Notice of Past Due Findings of Fact & Conclusions
2-423	Request for Amended or Additional Findings and Conclusion
2-424	Motion for Judgment Nunc Pro Tunc, with Order
2-425	Response to Motion for Judgment Nunc Pro Tunc, with Order
2-427	Motion to Preserve Court Reporter's Notes, with Order
2-430	Motion to Enter Judgment, with Order
2-431	Motion to Sign Judgment, Losing Party, with Order
2-432	Motion to Reform Judgment, with Order
2-434	Motion to Reopen, with Order
2-440	Certificate of Last Known Mailing Address
2-441	Motion to Withdraw Funds, with Order
2-442	Motion for Determination of Lien
2-443	Motion to Return Posted Bond, with Order
2-445	Motion for Remittitur, with Order
2-446	Response to Motion for Remittitur, with Order
2-448	Motion for Default Judgment
2-449	Nonmilitary Affidavit - General litigation

#### **BILL OF REVIEW**

2-490	Petition for Bill of Review and Order
2-492	Answer, Bill of Review
2-494	Bill of Exception
2-496	Bill of Exception, Bystander

#### **SETTLEMENT**

2-502	Settlement Agreement & Release
2-503	Refusal of Settlement Offer

#### **EQUITABLE AND INJUNCTIVE RELIEF**

2-605	Application for Temporary Restraining Order
2-610	Application for Temporary Injunction
2-615	Writ of Injunction

#### **DISCOVERY**

#### **PRIVILEGES**

3-003	Affidavit - Attorney-Client - Work Product
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3-005 Affidavit - Consulting Expert  
 3-007 Affidavit - Trade Secret  
 3-009 Affidavit - Undue Burden  
 3-011 Affidavit - Work Product (Non-Attorney)  
 3-013 Withholding Statement, TRCP 1933(a)  
 3-014 Request for Information Withheld, TRCP 1933(b)  
 3-015 Response to Request Under TRCP 1933(b)

#### **LETTERS - GENERAL**

3-032 Letter - Records Custodian - Employee Information  
 3-033 Letter - Department of Public Safety (DPS) - (Requesting Crash Report)  
 3-034 Letter - Records Custodian - General Request  
 3-035 Letter - Internal Revenue Service (IRS) - Requesting Tax Information  
 3-036 Letter - Expert Witness - Initial Contact  
 3-037 Letter - Expert Witness - Preparation for Deposition or Trial Testimony  
 3-038 Letter - Attorney - Rule 11 Agreement, Deposition  
 3-039 Letter - Attorney - Rule 11 Agreement, Discovery  
 3-040 Letter - Videographer - Set up Deposition  
 3-041 Letter - Health and Human Services Commission (HHSC)  
 - Medicaid Info  
 3-042 Application for Copy of Driver Record  
 3-043 Request for Texas Motor Vehicle Information  
 3-044 Request for Copy of Peace Officer's Crash Report  
 3-045 Request for Person's Own Statement, TRCP 1923(h)  
 3-046 Request for Copy of Driver's Crash Report

#### **PRODUCTION OF DOCUMENTS & TANGIBLE THINGS**

3-101 Request for Production - General  
 3-102 Response to Requests for Production  
 3-103 Motion to Compel Production of Documents, with Order  
 3-105 Notice - Subpoena Production From Non-party  
 3-106 Supplemental or Amended Responses to Request for Production  
 3-107 Agreement to Preserve the Confidentiality of Discovery Documents

#### **INSPECTION OF PREMISES**

3-201 Request - Inspection of Premises  
 3-202 Response to Request for Inspection of Property  
 3-203 Motion for Entry on Property

#### **INTERROGATORIES**

3-301 Interrogatories (Shell)  
 3-302 Motion to Serve Additional Interrogatories, with Order  
 3-304 Response to Interrogatories  
 3-305 Motion to Compel Answers to Interrogatories, with Order  
 3-306 Post-Judgment Interrogatories to Defendant  
 3-308 Supplemental or Amended Answers to Interrogatories

#### **ADMISSIONS**

3-401 Requests for Admissions (Shell)  
 3-402 Response to Requests for Admissions  
 3-404 Motion to Compel Responses to Requests for Admissions, with Order  
 3-407 Motion to Determine Sufficiency of Responses  
 3-408 Motion to Deem Facts Admitted, with Order  
 3-409 Response to Motion to Deem Facts Admitted  
 3-411 Motion to Strike Deemed Admissions, with Order  
 3-412 Response to Motion to Strike Deemed Admissions, with Order

#### **DEPOSITIONS**

3-450 Notice of Oral Deposition of Party  
 3-455 Notice of Oral Deposition of Non-Party Witness  
 3-460 Notice to Take Deposition Outside of Texas  
 3-465 Letter of Request, Motion for Deposition Outside of Texas  
 3-469 Letter Rogatory, Motion for Deposition Outside of Texas  
 3-472 Motion to Quash Deposition Notice (Party), with Order  
 3-473 Response to Motion to Quash Deposition Notice (Party), with Order  
 3-474 Motion to Quash Deposition Notice (Non-Party), with Order  
 3-475 Response Motion to Quash Deposition Notice (Non-Party), with Order  
 3-500 Notice of Deposition - Nonstenographic (Party)  
 3-501 Notice of Deposition - Nonstenographic (Non-Party)  
 3-502 Notice of Intention to Take Written Deposition

3-503 Motion to Shorten Time for Video Deposition, with Order  
 3-504 Motion for Telephone Deposition, with Order  
 3-505 Cross Questions For Written Deposition  
 3-506 Motion to Compel Appearance at Deposition, with Order  
 3-507 Motion to Compel Answers to Deposition Questions, with Order  
 3-508 Motion for Contempt - Failure to attend deposition  
 3-509 Response to Motion for Contempt - Missed Deposition  
 3-510 Response to Motion to Compel (Deposition Question), with Order  
 3-511 Order to Show Cause  
 3-512 Judgment of Contempt - Missed Deposition  
 3-519 Notice of Delivery of Deposition, Rule 2033  
 3-520 Deposition Officer's Certification Disclosure  
 3-601 Request for Disclosure  
 3-602 Response to Request for Disclosure  
 3-603 Motion to Compel Responses to Request for Disclosure, with Order

#### **GENERAL MOTIONS**

3-610 Certificate of Written Discovery  
 3-611 Response to Motion to Compel (Written Discovery) with Order  
 3-613 Motion to Examine the Person, with Order  
 3-614 Response to Motion to Examine the Person, with Order  
 3-623 Motion to Supplement or Amend Discovery Responses, with Order  
 3-635 Motion to Modify Discovery Procedures, with Order  
 3-638 Motion for Sanctions, with Order, TRCP 1913  
 3-639 Response to Motion for Sanctions, with Order, TRCP 1913  
 3-640 Motion to Extend Time to Respond to Discovery, with Order  
 3-641 Response to Motion to Extend Time to Respond Discovery, with Order  
 3-701 Motion for Level 3 Discovery Control Plan  
 3-703 Order, Level 3 Discovery Control Plan  
 3-718 Motion for Protective Order, with Order  
 3-719 Response to Motion for Protective Order  
 3-721 Motion for Sanctions, with Order, TRCP 215  
 3-722 Response to Motion for Sanctions  
 3-723 Motion and Judgment for Contempt (Comprehensive)  
 3-724 Response to Motion for Contempt, with Order, (Party)  
 3-725 Response to Motion for Contempt, with Order, (Non-Party)  
 3-727 Motion to Designate Experts, with Order  
 3-728 Motion to Reduce Expert Opinion, with Order  
 3-729 Affidavit for Admission of Business Records  
 3-730 Affidavit for Cost of Service by Custodian  
 3-731 Notice of Filing of Business Records

#### **PLEADINGS - GENERAL**

4-001 Petition (Shell)  
 4-010 Defendant's Original Answer (Counterclaim, Defenses, etc)  
 4-011 Answer - General Denial

#### **DECLARATORY JUDGMENT**

4-200 Original Petition for Declaratory Judgment  
 4-205 Answer, Petition for Declaratory Judgment  
 4-210 Application for Supplemental Relief

#### **FOREIGN JUDGMENT**

4-300 Notice of Filing of Foreign Judgment  
 4-305 Affidavit of Foreign Judgment  
 4-310 Proof of Mailing Notice of Foreign Judgment

### **MOTOR VEHICLE ACCIDENT**

#### **CORRESPONDENCE - MOTOR VEHICLE ACCIDENT**

5-001 Demand Letter & Notice of Representation  
 5-002 Demand for Personal Injury Protection (PIP) Forms  
 5-003 Demand Letter - Uninsured Motorist  
 5-004 Demand Letter - Underinsured Motorist  
 5-035 Demand - Stowers  
 5-040 Letter Denying Subrogation Entitlement  
 5-045 Letter - Department of Public Safety (DPS)-Request Forms SR 42 & SR 62

#### **DISCOVERY - MOTOR VEHICLE ACCIDENT**

5-070 Request for Production - Motor Vehicle Accident

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- 5-075 Interrogatories - Motor Vehicle Accident  
5-080 Request for Admissions - Motor Vehicle Accident

#### **LITIGATION - MOTOR VEHICLE ACCIDENT**

- 5-085 Petition - Motor Vehicle Accident  
5-086 Petition - Uninsured or Underinsured Motorist

### **MEDICAL MALPRACTICE**

#### **CORRESPONDENCE - MEDICAL MALPRACTICE**

- 6-015 Letter - Transmitting Expert Report  
6-016 Notice of Claim  
6-017 Authorization for Release of Medical Records - Medical Malpractice

#### **DISCOVERY - MEDICAL MALPRACTICE**

- 6-050 Letter - Treating Physician (MD) - Request Information  
6-051 Letter - Treating Physician (MD) - Request Records  
6-052 Letter - Provider - Letter of Protection  
6-053 Letter - Emergency Medical Service (EMS) - Records & Bills Request  
6-054 Letter - Hospital - Billing Records Request  
6-067 Letter - Hospital - Medical Records Request  
6-068 Letter - Provider - Notification & Request  
6-069 Letter - Provider - Transmitting Funds  
6-070 Requests for Production - Medical Malpractice (Plaintiff's)  
6-075 Interrogatories - Medical Malpractice (Plaintiff's)  
6-080 Request for Admission - Medical Malpractice (Plaintiff's)

#### **LITIGATION - MEDICAL MALPRACTICE**

- 6-085 Petition - Medical Malpractice  
6-086 Affidavit Confirming Existence of Expert's Opinion  
6-087 Cost Bond - Health Care Liability Claim  
6-088 Certificate of Escrow Deposit - Health Care Liability Claim  
6-090 Motion to Extend Expert Report Submission Date, with Order  
6-093 Motion to Exclude Expert Witness (Daubert), with Order (Med Mal)  
6-095 Response to Motion to Exclude Expert (Daubert), with Order (Med Mal)  
6-096 Settlement Agreement & Release - (Medical Malpractice)

### **PREMISES LIABILITY**

#### **CORRESPONDENCE - PREMISES LIABILITY**

- 7-005 Notice Letter to Property Owner

#### **DISCOVERY - PREMISES LIABILITY**

- 7-070 Request for Production - Premises Liability  
7-075 Interrogatories - Premises Liability  
7-080 Request for Admissions - Premises Liability

#### **LITIGATION - PREMISES LIABILITY**

- 7-085 Petition - Premises Liability

### **PRODUCTS LIABILITY**

#### **CORRESPONDENCE - PRODUCTS LIABILITY**

- 8-005 Letter to Manufacturer Concerning Representation

#### **DISCOVERY - PRODUCTS LIABILITY**

- 8-070 Request for Production - Products Liability  
8-075 Interrogatories - Products Liability  
8-080 Request for Admissions - Products Liability

#### **LITIGATION - PRODUCTS LIABILITY**

- 8-085 Petition - Products Liability

### **EMPLOYMENT**

#### **ATTORNEY-CLIENT RELATIONS**

- 9-001 Letter - Engagement  
9-002 Worksheet - Client Intake  
9-003 Memo - Consultation  
9-004 Letter - Explanation of Administrative Process  
9-005 Letter - Right to Sue - Agency Time Period Has Expired  
9-006 Letter - Right to Sue - Agency Time Period Has Not Expired  
9-007 Letter, Cover - Client Worksheets  
9-008 Worksheet - Loss of Future Earnings

- 9-009 Worksheet - Damages Assessment  
9-010 Worksheet - Employment Record  
9-011 Letter - Request Witness List, Chronology, or Document List  
9-012 Letter - Request Review of Witness List

#### **CORRESPONDENCE - EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

- 9-101 Letter, Cover - EEOC Investigator  
9-102 Letter - EEOC - Representation  
9-103 Letter - Request for Right To Sue  
9-104 Letter - Request for EEOC Investigative File  
9-105 Letter - Appeal of EEOC's Denial of File Request  
9-106 Letter - Request to Re-Open Investigation  
9-107 Letter, Cover - Withdrawal of Charge  
9-108 Letter - Withdrawal of Counsel  
9-109 Memo - EEOC - Suggested Charge Language

#### **CORRESPONDENCE - TEXAS WORKFORCE COMMISSION - CIVIL RIGHTS DIVISION**

- 9-201 Letter, Cover - TWC - Civ Rights Div - Investigator  
9-202 Letter - TWC - Civ Rights Div - Representation  
9-203 Letter, Cover - Verified Intake Form  
9-204 Form - TWC - Civ Rights Div - Intake  
9-205 Form - TWC - Civ Rights Div - Intake (Blank)  
9-206 Letter - Request for Right to File Civil Action  
9-207 Letter - TWC - Civ Rights Div - Withdrawal of Counsel

#### **TEXAS WORKFORCE COMMISSION**

- 9-301 Wage Claim Form  
9-302 Proposed Questions for Examination of Employer  
9-303 Appeal of TWC Determination  
9-304 Letter - TWC - Evidence for Appeal Tribunal Hearing  
9-305 Request for Witness Subpoena  
9-306 Appeal of TWC Tribunal Decision  
9-307 Petition for Trial De Novo

#### **DEMAND LETTERS - EMPLOYMENT**

- 9-401 Demand Letter - Disability (ADA)  
9-402 Demand Letter - Age  
9-403 Demand Letter - Breach of Employment Contract  
9-404 Demand Letter - Fair Labor Standards Act  
9-405 Demand Letter - Family Medical Leave Act  
9-406 Demand Letter - Race, Color or National Origin  
9-407 Demand Letter - Retaliation  
9-408 Demand Letter - Religion  
9-409 Demand Letter - Sex Discrimination  
9-410 Demand Letter - Sexual Harassment  
9-411 Demand Letter - Withholding of Pay  
9-412 Demand Letter - Whistleblower  
9-413 Demand Letter - Wrongful Discharge for Refusal to Perform Illegal Act  
9-414 Demand Letter - Multiple Causes of Action

#### **DISCOVERY - EMPLOYMENT**

- 9-501 Interrogatories - Employer  
9-502 Requests for Production - Employer  
9-503 Interrogatories - Employee  
9-504 Requests for Production - Employee

#### **SETTLEMENT DOCUMENTS**

- 9-601 Letter - Proposed Settlement  
9-602 Tolling Agreement Regarding Settlement Negotiations

#### **LITIGATION - STATE**

- 9-701 Petition - State - Disability  
9-702 Petition - State - Age  
9-706 Petition - State - Race, Color or National Origin  
9-707 Petition - State - Retaliation  
9-708 Petition - State - Religion  
9-709 Petition - State - Sex Discrimination  
9-710 Petition - State - Sexual Harassment  
9-713 Petition - State - Multiple Causes of Action

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### **LITIGATION - FEDERAL**

9-801	Petition (Complaint) - Federal - Americans with Disabilities Act (ADA)	31-011	Docketing Statement
9-802	Petition (Complaint) - Federal - Age	31-021	Petition for Writ of Mandamus
9-805	Petition (Complaint) - Federal - Family Medical Leave Act	31-022	Mandamus - Appellate Brief Cover Sheet
9-806	Petition (Complaint) - Federal - Race, Color or National Origin	31-035	Notice of Appeal
9-808	Petition (Complaint) - Federal - Religion	31-040	Certificate of Parties and Attorneys - Recusal Facts
9-809	Petition (Complaint) - Federal - Sex Discrimination		
9-810	Petition (Complaint) - Federal - Sexual Harassment		
9-813	Petition (Complaint) - Federal - Multiple Causes of Action		
9-816	Notice - Federal - Removal		
9-817	Motion - Federal - Remand, with Order		
9-820	Civil Cover Sheet - Federal - All Districts		
9-823	Summons - Federal - Civil Case		
9-824	Notice of Lawsuit - Federal - with Waiver of Service		
9-826	Motion - Federal - Pro Hac Vice, with Order		

### **DECEPTIVE TRADE PRACTICES ACT (DTPA)**

#### **CORRESPONDENCE - DTPA**

14-010	Notice of Claim - Deceptive Trade Practices Act (DTPA)
14-020	Request to Inspect and for Evidence of Defects
14-025	Response to Notice of Claim - Reject Claim or Offer Settlement

#### **PLEADINGS - DTPA**

14-050	Plaintiff's Original Petition
14-055	Defendant's Original Answer
14-060	Affidavit Certifying Rejection of Settlement Offer
14-065	Plea in Abatement
14-070	Response to Plea in Abatement (with Controverting Affidavit)
14-075	Motion to Compel Mediation
14-080	Original Answer of Consumer Defendant to Collection Suit

#### **DISCOVERY - DTPA**

14-100	Interrogatories (from DTPA claimant)
14-105	Requests for Production (from DTPA claimant)
14-110	Interrogatories (to DTPA claimant)
14-115	Requests for Production (to DTPA claimant)

#### **POST-TRIAL - DTPA**

14-140	Judgment
14-145	Motion for Appointment of Receiver (with Order to Show Cause)
14-150	Order for Appointment of Receiver

#### **MISCELLANEOUS- DTPA**

14-200	Waiver of DTPA Rights
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### **ALTERNATIVE DISPUTE RESOLUTION**

30-100	Motion for Mediation, with Order
30-200	Court's Notice Intent to Refer to Alternative Dispute Resolution (ADR)
30-300	Motion to Refer to Alternative Dispute Resolution (Detailed), with Order
30-305	Motion to Refer to Alternative Dispute Resolution (Simple), with Order
30-350	Objection to Motion to Refer to Alternative Dispute Resolution, with Order
30-400	Objection to Court's Referral to Alternative Dispute Resolution, with Order
30-448	Order on Motion to Refer - Mediation
30-449	Agreed Order on Motion to Refer - Mediation
30-450	Order on Motion to Refer - Moderated Settlement
30-451	Agreed Order on Motion to Refer - Moderated Settlement
30-452	Order on Motion to Refer - Summary Trial
30-453	Agreed Order on Motion to Refer - Summary Trial
30-454	Agreed Order on Motion to Refer - Mini Trial
30-500	Mediation Information Sheet
30-600	Motion to Compel Arbitration, with Order
30-605	Objection to Motion to Compel Arbitration, with Order

### **MANDAMUS & APPEAL**

#### **CORRESPONDENCE - MANDAMUS & APPEAL**

31-001	Letter - Court Reporter - Request Reporter's Record
31-002	Letter - Clerk, Designate Matters in Clerk's Record

#### **LITIGATION - MANDAMUS & APPEAL**

31-010	Designation of Matters In Clerk's Record
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