



301st Judicial District Court
Judge Mary Brown, District Judge
Judge Drew Ten Eyck, Associate Judge

600 Commerce Street
Dallas, Texas 75202
214-653-7385

GETTING ORDERS SIGNED

Proposed orders must be efiled with the District Clerk. The Court cannot consider the order until the District Clerk accepts your filing.

The Court is waiving prove ups of final orders as long as an affidavit of testimony is on file. You must efile an affidavit of testimony, the Bureau of Vital Statistics form (a.k.a. the Austin form) and the final orders. For defaults, please also efile the Certificate of Last Known Address and Affidavit of Non-Military Status.

Once everything is accepted for filing by the District Clerk , you may contact the Court Coordinator (cnicholson@dallascounty.org) to be placed on the submission docket. The Coordinator will set it and upon signing, a copy will be emailed back to you and submitted to the Clerk for entry. If you do not email the Court Coordinator, it will be pulled from the queue and signed but not emailed or efiled back to you.

Copies are always available from the District Clerk in person or by emailing dcrecords@dallascounty.org

Ex Parte and emergency orders should be presented in person to the Associate Judge on duty.

Judge Brown
Zoom Meeting ID
967 4216 3752

Judge Ten Eyck
Zoom Meeting ID
946 7872 8910