

Whom to call at Travis County Probate Court No. 1

Please note that Court staff can tell you about the services of the Court and can answer questions about how the Court works. But Court staff cannot give legal advice or answer legal questions. If you need someone to research the law and give you legal advice, you should hire an attorney.

**** For questions about fees, filings, and the status of filings, call the County Clerk at (512) 854-5958. Inventories, attorneys' fees, Small Estate Affidavits, and routine applications are held at least 10 days before review, so wait at least 11 days before calling the Clerk to ask if an order has been signed.**

<p><u>Court Coordinator</u> Tanya Scanlon Phone: (512) 854-9258 Call the Court Coordinator —</p> <ul style="list-style-type: none"> • when you want to schedule (or change) a hearing or jury-trial setting • when you're not sure about the right person to call • with questions about . . . <ul style="list-style-type: none"> - Judge Herman's or Judge Prashner's calendar - procedure for ad litem appointments - condemnation proceedings • email Tanya to register for a First Friday CLE program: tanya.scanlon@co.travis.tx.us 	<p><u>Court Investigator (Attorney)</u> Tom Ruffner Phone: (512) 854-4978 Call the Court Investigator with questions about:</p> <ul style="list-style-type: none"> • anything involving potential guardianships / current investigations • § 867 or § 887 <u>applications</u> • any <u>legal</u> issues in ongoing guardianships of the person
<p><u>Staff Attorney (Law Clerk to Judge Herman)</u> Daniel Goldstein Phone: (512) 854-9283 Call Judge Herman's attorney Law Clerk with questions about:</p> <ul style="list-style-type: none"> • the Uncontested Probate Docket • uncontested procedural issues related to hearings other than guardianships (but not strategy questions) 	<p><u>Guardianship Coordinator (Social Worker)</u> Michael Gianotti Phone: (512) 854-4359 Call the Guardianship Coordinator with questions about:</p> <ul style="list-style-type: none"> • the uncontested guardianship docket • any <u>non-legal</u> issues in ongoing guardianships of the person except annual reports • the Court Visitor program
<p><u>Court Administrator</u> Christy Nisbett Phone: (512) 854-9559 Call the Court Administrator —</p> <ul style="list-style-type: none"> • before you set a hearing for a temporary administration or temporary guardianship • with questions about . . . <ul style="list-style-type: none"> - general Court policy - § 128A compliance docket - a County-paid service, including vendor numbers - the Court's website 	<p><u>Guardianship Legal Assistant (Paralegal)</u> Melinda Griffith Phone: (512) 854-9359 Call the Guardianship Legal Assistant with all questions about annual reports, such as: <i>due dates, needed forms, how to answer a question on the form, Rep Payee reports, bond issues, the compliance docket</i></p>
<p><u>Associate Judge</u> Dan Prashner Phone: (512) 854-9258 <u>Attorneys only</u> may call Judge Prashner with:</p> <p>(1) in contested cases: <i>only uncontested procedural questions</i> about the following matters</p> <p>(2) in non-contested cases: <i>procedural or substantive questions</i> about the following matters</p> <ul style="list-style-type: none"> • inventories • attorneys' fees • monthly allowances • the Sales Docket • the Dismissal Docket • Small Estate Affidavits • emergency funeral and burial expenses • access to safety deposit boxes • settlement agreements • applications to partition • applications for partial distribution • misc. motions sent to the Court on submission including motions to substitute or withdraw 	<p><u>Court Auditor</u> Jana Cotton Phone: (512) 854-9731 <u>Attorneys (and their staff)</u> may call the Court Auditor with questions about:</p> <ul style="list-style-type: none"> • accountings, including § 867 trust accountings • applications for successor trustees • bonds • safekeeping agreements • commissions • applications and orders to close and discharge • compliance and show-cause hearing issues (except annual report or § 128A compliance)
<p>(1) in contested cases: <i>only uncontested procedural questions</i> about the following matters</p> <p>(2) in non-contested cases: <i>procedural or substantive questions</i> about the following matters</p> <ul style="list-style-type: none"> • inventories • attorneys' fees • monthly allowances • the Sales Docket • the Dismissal Docket • Small Estate Affidavits • emergency funeral and burial expenses • access to safety deposit boxes • settlement agreements • applications to partition • applications for partial distribution • misc. motions sent to the Court on submission including motions to substitute or withdraw 	<p><u>Court Reporter</u> Melissa Voigt Phone: (512) 854-9086 Call the Court Reporter when you need a hearing transcript.</p>
	<p><u>Mental Health Public Defenders for Civil Commitment Proceedings</u> Stan Kerr Phone: (512) 419-2720 Krista Chacona Phone: (512) 617-5555</p>