

**Instructions for Landlord:**

Schedule the trial by calling the County Courts at Law Offices (512) 854-9241 or (512) 854-9249.

File the completed, signed form in the County Clerk's Office.

Send a copy to Defendant/Tenant by certified mail return receipt requested, fax, or personal delivery.

\_\_\_\_\_  
Name of Plaintiff/Landlord

Cause No:

[Empty box for Cause No.]

v.

In County Court at Law, # \_\_\_\_\_

\_\_\_\_\_  
Name of Defendant/Tenant

Travis County, Texas

**Landlord's Notice of Trial Setting**

To: \_\_\_\_\_  
Print name of Defendant/Tenant.

The trial of this case is set on this date: \_\_\_\_\_ and at this time: \_\_\_\_\_ .m.  
month / day / year

The trial will take place in County Court at Law #1 or #2, both located on the second floor of the Heman Marion Sweatt Civil Courthouse, 1000 Guadalupe Street, Austin, Texas 78701.



**Your Signature**

Your Printed Name \_\_\_\_\_

Your full Address: \_\_\_\_\_

City State Zip Code

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (if available)

**Certificate of Service**

I certify that a complete copy of this document was delivered to Defendant/Tenant on this date by:

(Check one.)

Certified mail, return receipt requested  
(Bring receipt stamped with date of mailing and green return receipt card to court.)

Fax, to fax # (\_\_\_\_\_) - \_\_\_\_\_,  
(Bring fax confirmation to court.)

Hand delivery  
(Bring signed acknowledgment of delivery from Defendant/Tenant to court.)



\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date