

COUNCIL OF JUDGES ADMINISTRATION

ATTORNEY VACATION CERTIFICATE

PLEASE BE INFORMED THAT THE UNDERSIGNED ATTORNEY WILL BE ON VACATION DURING THE FOLLOWING WEEKS: NOT TO EXCEED 4 WEEKS DURING THE FISCAL YEAR:

THIS NOTICE IS FILED 60 DAYS PRIOR TO THE BEGINNING OF SUCH VACATION AND IS FOR THE FISCAL YEAR BEGINNING SEPTEMBER, 200__.

PRINT NAME: _____ DATE _____

SIGNATURE _____ BAR # _____

***** ATTORNEYS: DISTRIBUTE COPIES TO THE FOLLOWING COURTS: *****

- 15 DISTRICT COURTS (6TH, 7TH, 9TH, 10TH, 11TH FLS)
- 7 COUNTY COURTS AT LAW (CC1, CC2, CC4, CC5 –8TH FL / CC3-10TH FL / CC7-9TH FL / CC6-11TH FL)
- 2 COUNTY CRIMINAL COURTS AT LAW (CCC1-12 FL / CCC2-7TH FL)
- 3 COURT MASTERS (ANDERSON / JUAREZ – 11TH FL / BRAMBLETT- 9TH FL)
- PROBATE (7TH FL)
- CHILDREN'S COURT (11TH FL)
- COUNTY COURT ADM (4TH FL)
- IMPACT AND TAX (6TH FL)
- JAIL MAGISTRATE (1ST FL AT JAIL)
- COUNCIL OF JUDGES ADM (1ST FL)

THE DISTRICT CLERK'S OFFICE FORWARDS THE CERTIFICATES TO OUR OFFICE. THEY DO NOT RECORD YOUR VACATION DATES IN THE SYSTEM. IT IS NOT NECESSARY TO FILE A LETTER OR ORDER OF YOUR VACATION REQUEST FOR EACH CASE YOU HAVE, JUST THIS FORM.

THE FOLLOWING DEPARTMENTS EACH HAVE A BOX IN THE COPY/MAIL ROOM LOCATED AT THE COURTHOUSE, LOWER LEVEL, ROOM #109. YOU CAN PUT YOUR COPIES IN EACH OF THE FOLLOWING BOXES:

COUNCIL OF JUDGES ADM	BOX 3	210 TH D.C.	BOX 25
COUNTY CT ADM	BOX 12	243 RD D.C.	BOX 26
CC1	BOX 13	327 TH D.C.	BOX 27
CC2	BOX 14	346 TH D.C.	BOX 76
CC3	BOX 15	383 RD D.C.	BOX 81
CC4	BOX 16	384 TH D.C.	BOX 82
CC5	BOX 17	388 TH D.C.	BOX 52
CC6	BOX 89	409 TH D.C.	BOX 83
CC7	BOX 77	R.BAMBLETT	BOX 53
CCC1	BOX 79	ANDERSON	BOX 55
CCC2	BOX 80	JUAREZ	BOX 60
34 ST D.C.	BOX 18	MINTON	BOX 28
41 ST D.C.	BOX 19	CHILD. CT	BOX 87
65 TH D.C.	BOX 20	PROBATE	BOX 90
120 TH D.C.	BOX 21	TAX CT	BOX 95
168 ST D.C.	BOX 22	IMPCT CT.	BOX 98

	171 ST D.C.	BOX 23		JAIL MAG	BOX 76
	205 TH D.C.	BOX 24			