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- (J) ALL REMARKS OF COUNSEL TO THE COURT SHALL BE ADDRESSED TO THE COURT FORMALLY.
- (K) ONCE AN ATTORNEY HAS ENTERED THE COURTROOM AND APPEARED BEFORE THE COURT, HE/SHE SHALL NOT LEAVE WITHOUT OBTAINING PERMISSION FROM THE COURT.
- (L) NOTHING HEREIN SHALL PREVENT OR PROHIBIT THE INDIVIDUAL COURTS FROM ADOPTING ADDITIONAL RULES OF DECORUM.

RULE 9.02 ATTORNEY VACATIONS:

AN ATTORNEY WISHING TO AVOID ASSIGNMENT DURING A VACATION PERIOD (NOT TO EXCEED FOUR WEEKS DURING THE CALENDAR YEAR) MAY ADVISE THE COURT COORDINATORS OF EACH OF THE COURTS AND THE OFFICE OF COURT ADMINISTRATION OF THE ATTORNEY'S PROPOSED VACATION AT LEAST 60 DAYS PRIOR TO THE BEGINNING OF THE VACATION ON THE SUGGESTED VACATION FORM. NOTHING HEREIN SHALL PRECLUDE THE FILING OF A MOTION FOR CONTINUANCE AND OTHER CIRCUMSTANCES REGARDING VACATION. THE FILING OF A VACATION CERTIFICATE SHALL NOT BE GROUNDS FOR RESETTING CASES ALREADY SET. IN THE EVENT AN ATTORNEY ALREADY HAS A SETTING AT THE TIME THE VACATION NOTICE IS FILED, IT SHALL BE THE ATTORNEY'S RESPONSIBILITY TO NOTIFY OPPOSING COUNSEL AND THE COURT COORDINATOR AND FILE A MOTION FOR CONTINUANCE AND OBTAIN A RULING BY THE COURT.

RULE 9.03 CJIS DATABASE, CLERKS, ATTORNEYS RESPONSIBILITY:

THE DISTRICT AND COUNTY CLERKS ARE RESPONSIBLE TO UPDATE THE CJIS DATABASE WHEN THERE IS A SUBSTITUTION, APPEARANCE OR WITHDRAWAL OF AN ATTORNEY.

ATTORNEYS ARE RESPONSIBLE TO GIVE PROMPT WRITTEN NOTIFICATION OF ANY CHANGE OF THEIR ADDRESS, FIRM OR TELEPHONE NUMBER TO THE COUNCIL OF JUDGES ADMINISTRATION, ROOM 101, EL PASO COUNTY COURTHOUSE.

ATTORNEYS WHOSE NAMES DO NOT APPEAR IN THE CJIS ATTORNEYS DATABASE MUST PROVIDE THE COUNCIL OF JUDGES ADMINISTRATION WITH THEIR NAME, ADDRESS, FIRM, TELEPHONE NUMBER, FAX NUMBER AND BAR NUMBER BY WRITTEN NOTIFICATION TO THE COUNCIL OF JUDGES ADMINISTRATION, ROOM 101, EL PASO COUNTY COURTHOUSE. THE COUNCIL OF JUDGES ADMINISTRATION PHONE NUMBER IS (915) 546-2143.

THE CLERKS SHALL OBTAIN AND ENTER THE ADDRESSES OF ANY PRO SE PARTY INTO THE CJIS DATABASE.

PART TEN
MISCELLANEOUS LOCAL RULES

RULE 10.01 LOCAL PRACTICES NOT PUBLISHED IN THESE RULES:

IN THE ABSENCE OF A SECTION OR SUBSECTION, INTERESTED PERSONS MAY ASSUME THERE IS NO LOCAL RULE COVERING THE DESCRIBED SUBJECT.

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APPROVED BY THE EL PASO COUNCIL OF JUDGES ON MAY 11, 1993.

/S/
SAM W. CALLAN, LOCAL ADMINISTRATIVE JUDGE

APPROVED THIS 13TH DAY OF MAY 1993.

WILLIAM E. MOODY, REGIONAL PRESIDING JUDGE

PART ELEVEN
ELECTRONIC AGE

RULE 11.01 DESIGNATION OF CASES TO BE ELECTRONICALLY FILED:

A DISTRICT COURT OR COUNTY COURT AT LAW OF EL PASO COUNTY MAY, FROM TIME TO TIME, BY WRITTEN ORDER, SELECT AND DESIGNATE THOSE CASES WHICH SHALL BE ASSIGNED TO THE ELECTRONIC FILING SYSTEM, AS MAY BE CREATED AND CONTEMPLATED BY ANY SERVICE AGREEMENT BETWEEN LAWPLUS AND EL PASO COUNTY, TEXAS, OR ANY SUCCESSOR SYSTEM, EITHER HEREINAFTER REFERRED TO AS **E-FILE**. UPON RECEIPT OF ANY SUCH ORDER, PARTIES NOT THEN HAVING ACCESS TO THE E-FILE SYSTEM SHALL PROMPTLY TAKE STEPS TO ALLOW THEIR COUNSEL TO ELECTRONICALLY FILE, SERVE, RECEIVE, REVIEW AND RETRIEVE COPIES OF THE PLEADINGS, ORDERS AND OTHER DOCUMENTS FILED IN THE ASSIGNED CASE, EITHER BY A SUBSCRIPTION AGREEMENT WITH LAWPLUS OR THE THEN-CURRENT VENDOR ("THE VENDOR"), OR BY USING THE PUBLIC-ACCESS TERMINAL IN THE DISTRICT CLERK'S OFFICE OR BY ANY OTHER MEANS REASONABLY ASSURING RELIABLE ACCESS TO THE SAID SYSTEM.

RULE 11.02 ASSIGNMENT BY THE VENDOR OF PERSONAL IDENTIFICATION NUMBERS:

UPON RECEIPT BY THE VENDOR (LAWPLUS OR ITS SUCCESSOR) OF A PROPERLY EXECUTED SUBSCRIBER AGREEMENT, THE VENDOR SHALL ASSIGN TO THE PARTY'S DESIGNATED REPRESENTATIVE A CONFIDENTIAL PERSONAL IDENTIFICATION NUMBER ("PIN"), WHICH MAY THEREAFTER BE USED BY SUCH REPRESENTATIVE TO OBTAIN ACCESS TO THE E-FILE SYSTEM. THIS PIN WILL PERMIT THE ATTORNEY OR PARTY APPEARING PRO SE TO FILE, SERVE, RECEIVE, REVIEW, AND RETRIEVE ELECTRONICALLY FILED PLEADINGS, ORDERS, AND OTHER DOCUMENTS FILED IN THE ASSIGNED CASE.

RULE 11.03 ELECTRONIC FILING OF PLEADINGS AND OTHER DOCUMENTS:

EXCEPT AS EXPRESSLY PROVIDED IN LOCAL RULE 11.04 BELOW, ALL PLEADINGS, MOTIONS, MEMORANDA OF LAW, ORDERS, OR OTHER DOCUMENTS FILED IN ANY CASE ASSIGNED TO THE E-FILE ELECTRONIC FILING SYSTEM SHALL BE FILED AND SERVED ELECTRONICALLY THROUGH THE SYSTEM.