

**PART SIX**  
**JURY MANAGEMENT**

**RULE 6.01 EMPANELING JURIES:**

- (A) THE LOCAL ADMINISTRATIVE JUDGE OF THE COUNTY, OR A JUDGE DESIGNATED BY THE COUNCIL OF JUDGES SHALL PRESIDE OVER THE QUALIFICATIONS OF PETIT JURORS AND THE ASSIGNMENT OF JURY PANELS TO THE VARIOUS COURTS.
- (B) A PLAN GOVERNING THE SELECTION, MANAGEMENT, ASSIGNMENT, AND TIME OF JURY SERVICE HAS BEEN FILED WITH THE DISTRICT CLERK, WHICH MAY BE MODIFIED AT THE DISCRETION OF THE COUNCIL OF JUDGES, IN COMPLIANCE WITH SECTION 62.011, TEXAS GOVERNMENT CODE.

**PART SEVEN**  
**JUDICIAL VACATION; JUDICIAL EDUCATION**

**RULE 7.01 JUDICIAL VACATION:**

- (A) JUDICIAL VACATIONS AND EDUCATIONAL EVENTS WILL BE SCHEDULED IN ADVANCE BY EACH JUDGE, SUBJECT TO CHANGE IN CONDITIONS, AND NOTICE THEREOF IS TO BE FILED WITH THE LOCAL ADMINISTRATIVE JUDGE.
- (B) THE JUDGES OF STATUTORY COUNTY COURTS AT LAW AND EACH DISTRICT COURT MAY TAKE PERSONAL VACATIONS AT ANY TIME DURING THE YEAR.
- (C) SUCH VACATIONS SHALL BE COORDINATED WITH THE LOCAL ADMINISTRATIVE JUDGE SO THAT THERE ARE A SUFFICIENT NUMBER OF DISTRICT AND COUNTY COURT AT LAW JUDGES IN THE COUNTY AT ALL TIMES TO HANDLE ITS JUDICIAL BUSINESS.
- (D) JUDGES MAY TAKE SUCH SICK LEAVE AS IS ESSENTIAL FOR THEIR HEALTH AND WELL-BEING.
- (E) ATTENDANCE AT JUDICIAL CONFERENCES AND EDUCATIONAL PROGRAMS IS CONSIDERED AN OFFICIAL DUTY AND AS COURT TIME.
- (F) EXTENDED ABSENCES FOR OTHER REASONS SHOULD LIKEWISE BE COORDINATED WITH THE LOCAL ADMINISTRATIVE JUDGE.

**RULE 7.02 MASTERS, ASSOCIATE JUDGES, JAIL MAGISTRATES, AND REFEREES:**

VACATION AND SICK LEAVE OF MASTERS, ASSOCIATE JUDGES, JAIL MAGISTRATES, AND REFEREES SHALL BE DETERMINED BY ORDER OF THE COUNCIL OF JUDGES.

**PART EIGHT**  
**NON-JUDICIAL PERSONNEL**

**RULE 8.01 NON-JUDICIAL PERSONNEL:**

- (A) THE LOCAL ADMINISTRATIVE JUDGE OF THE COUNTY SHALL SUPERVISE THE OFFICE OF COURT ADMINISTRATION AND SHALL BE RESPONSIBLE FOR ALL ADMINISTRATIVE MATTERS PECULIAR TO THE COURTS AS DISTINGUISHED FROM JUDICIAL MATTERS.
- (B) THE LOCAL ADMINISTRATIVE JUDGE SHALL PERIODICALLY REVIEW THE CASE FLOW

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PROCEDURES AND OPERATIONS OF THE COURT ADMINISTRATION AND SHALL RECOMMEND NECESSARY CHANGES TO THE JUDGES OF THE DISTRICT COURTS AND STATUTORY COUNTY COURTS AT LAW.

- (C) EACH JUDGE SHALL BE RESPONSIBLE FOR SEEING THAT HIS OR HER NON-JUDICIAL PERSONNEL ARE PROMPT AND WELL-QUALIFIED FOR THEIR DUTIES.
- (D) NON-JUDICIAL PERSONNEL SHOULD OBSERVE THE STANDARDS OF DECORUM AND CONDUCT SET FORTH IN THE CODE OF JUDICIAL CONDUCT.

**RULE 8.02 CONDUCT OF NON-JUDICIAL PERSONNEL:**

- (A) ALL COURT PERSONNEL SERVE AT THE PLEASURE OF THE APPOINTING JUDGE OR HIS/HER SUCCESSOR IN OFFICE.
- (B) NO DUTIES SHALL BE ASSIGNED TO THE BAILIFF EXCEPT UPON APPROVAL BY THE JUDGE OF SUCH COURT.

**PART NINE**  
**ATTORNEYS**

**RULE 9.01 CONDUCT AND DECORUM IN THE COURTROOM:**

- (A) WHILE THE COURT IS IN SESSION THERE SHALL BE:
  - 1. NO SMOKING OR USE OF TOBACCO PRODUCTS.
  - 2. NO READING OF NEWSPAPERS OR MAGAZINES.
  - 3. NO PROPPING OF FEET ON TABLE OR CHAIRS.
  - 4. NO LOUD NOISES OR TALKING.
  - 5. NO GUM CHEWING.
- (B) IN ADDRESSING THE COURT, LAWYERS SHALL RISE AND REMAIN STANDING AT THEIR POSITIONS AT COUNSEL TABLE.
- (C) LAWYERS SHALL NOT APPROACH THE BENCH EXCEPT WITH PERMISSION OR ON REQUEST OF THE COURT.
- (D) LAWYERS SHALL NOT LEAN ON THE BENCH, SIT ON RAILS OR TABLES, OR APPEAR TO ENGAGE THE COURT IN A CONFIDENTIAL MANNER.
- (E) ALL LAWYERS SHALL BE DRESSED APPROPRIATELY WHILE IN ATTENDANCE OF THE COURT, UNLESS OTHERWISE PERMITTED BY THE COURT.
- (F) LAWYERS SHALL ADVISE THEIR CLIENTS, EMPLOYEES, AGENTS AND WITNESSES OF THE FORMALITIES OF THE COURT, AND OF THESE RULES OF CONDUCT AND DECORUM.
- (G) THE LAWYERS, THE JUDGE, AND ALL OTHER OFFICERS OF THE COURT SHALL BE PROMPT AT ALL SESSIONS AND IN THE DISPATCH OF ALL COURT BUSINESS.
- (H) ALL COUNSEL ARE ADMONISHED TO RESPECT THE LETTER AND THE SPIRIT OF ALL RULES AND ETHICS, INCLUDING PARTICULARLY, THOSE DEALING WITH DISCUSSION OF CASES WITH THE COURT OUTSIDE OF THE COURTROOM AND NOT IN THE PRESENCE OF OPPOSING COUNSEL.
- (I) THE COURT MAY ENFORCE THESE RULES OF CONDUCT AND DECORUM BY APPROPRIATE ACTION OR SANCTIONS.