

**LOCAL RULES FOR THE 21<sup>ST</sup> AND 335<sup>TH</sup> JUDICIAL DISTRICT COURTS OF  
BASTROP, BURLESON, LEE AND WASHINGTON COUNTIES, AND THE 423<sup>RD</sup> AND  
465<sup>TH</sup> JUDICIAL DISTRICT COURTS OF BASTROP COUNTY, TEXAS**

**RULE 1      GENERAL RULES**

Attorney Conduct and Decorum

1.10      Each attorney is expected to conduct himself or herself in accordance with the State Bar of Texas Code of Professional Responsibility, the Texas Rules of Civil Procedure, the Texas Code of Criminal Procedure, the Rules of Judicial Administration of the Texas Supreme Court (<https://www.txcourts.gov/media/1456650/texas-rules-of-judicial-administration.pdf>), the Regional Rules of Administration for the Second Administrative Region, <https://mctx.org/RegionalRulesofAdministration%20Updated%201.24.18.pdf>, these Local Rules and Orders, and such other rules of conduct as may be published by the Courts of these counties and state.

1.11      In addressing the Court, attorneys shall rise and remain standing at their positions at counsel table. They shall not approach the Bench except with permission or upon request of the Court. When the Court is addressing an attorney, that attorney shall rise and remain standing until the Court finishes speaking.

1.12      Attorneys shall not lean on the Bench or appear to engage the Court in a confidential manner.

1.13      All remarks of Counsel to the Court shall be addressed to the Court and not to the Judge as an individual.

1.14      Attorneys shall be responsible for advising their clients and witnesses of the formalities of the courts.

1.15 All counsel are admonished to respect the letter and spirit of all canons of ethics, particularly those dealing with discussion of cases with representatives of the press or radio and discussion of the facts or law of the case with the Court outside of the Courtroom and not in the presence of opposing counsel.

#### Conduct in General

1.16 All attorneys, litigants, and witnesses shall be expected to act in a manner calculated to promote decorum, respect for the judicial system, and the prompt and fair administration of justice.

1.17 All officers of the Court are expected to be prompt and prepared.

#### Recording of Proceedings

1.18 The taking of photographs, the making of video recordings, and the making of audio recordings (digital or otherwise), are prohibited, unless prior permission is granted by the Court. The broadcasting of any judicial proceeding in or from any courtroom, or so close thereto as to disturb the order and decorum of the Court, either while Court is session or at recess, is prohibited, unless prior permission is granted by the Court.

#### Enforcement of these Local Rules

1.19 The Court shall enforce all breaches of conduct and any violation of these Rules by any appropriate action.

### Withdrawal of Counsel

1.20 No attorney of record shall be permitted to withdraw from any case without presenting a Motion to Withdraw and obtaining from the Court an order granting leave to withdraw. No Motion to Withdraw will be entertained by the Court unless it includes a certificate of the client's last known address and email address. If withdrawal is without the written consent of the client, the withdrawing attorney shall forward to his client by certified mail or email a copy of his or her Motion to Withdraw and a copy of the Notice of Hearing or Notice of Submission without a hearing. A hearing is required in criminal cases. Leave to withdraw may be denied where the Motion is presented so near the trial date as to require delay of the trial. After leave is granted, the withdrawing attorney shall send the client a copy of the Order granting leave to withdraw by certified mail or email.

### Attorney Vacations

1.21 Each attorney desiring to assure that he or she will not be assigned for trial during a vacation period not to exceed four (4) consecutive weeks of a given year may advise the Court Coordinator in writing not less than ninety (90) days prior to the first day of such vacation. 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 either an agreed reset for approval by the Court or a Motion for Continuance and obtain a ruling by the Court.

### Conflicting Trial and Ancillary Settings and Designation of Attorney in Charge

1.22 It is the duty of an attorney to notify all courts in which an attorney has conflicting

settings as soon as practicable. Judges should attempt to agree on which case has priority; otherwise the following priorities shall be observed by the Judges of the respective courts: juvenile cases; criminal cases; cases given preference by statute; preferentially set cases; cases with the lowest cause number; and then cases with the earliest setting request date.

1.23 It is the duty of an attorney with conflicting ancillary hearings to notify opposing counsel of the conflict immediately upon learning of the same. The attorney shall inform the Court prior to docket call of the location of counsel, the court or courts where counsel is appearing, the matter being heard and the estimated time of appearance. Failure to notify the Court of such conflict may result in a default on the matter before the Court, or sanctions.

1.24 Every case shall have a designation of attorney in charge.

#### E-Filing of Court Documents

1.25 Attorneys must use the electronic filing system. Self-represented litigants may use electronic filing or file documents directly with the clerk's office. Electronic filings must comply with Tex. R. Civ. P. 21 and any other applicable electronic filing rules or standards. Counsel are specifically directed to the Sensitive Data requirements of Tex. R. Civ. P. 21c. Statewide Rules governing Electronic Filing in Criminal Cases may be found at <https://txcourts.gov/rules-forms/rules-standards.aspx>. The clerk may publish information regarding acceptable formatting and technical requirements for electronic documents. Detailed information and instructions for e-filing and choosing an EFSP (electronic filing service provider) may be found at <http://www.eFileTexas.gov/>.

## **RULE 2 LOCAL ADMINISTRATIVE DISTRICT JUDGE**

### Powers and Duties of Local Administrative District Judge

2.10 Pursuant to Section 74.091 of the Texas Government Code, a majority of the District Judges of Bastrop, Burleson, Lee and Washington Counties will elect a Local Administrative District Judge for a one-year term at a meeting during December of each year to commence on January 1<sup>st</sup> of the following year.

2.11 The Local Administrative District Judge will have the duties and responsibilities provided in Rule 9 of the Rules of Judicial Administration of the Texas Supreme Court.

2.12 The Local Administrative District Judge or a majority of the District Judges of Bastrop, Burleson, Lee and Washington Counties will call meetings of the District Judges as needed. The Local Administrative District Judge shall preside over such meetings; and in his or her absence, the chairperson shall be the senior judge in attendance.

### **RULE 3 EXCHANGE OF BENCHES AND CASES**

3.10 The Courts may at any time exchange cases and benches to accommodate their dockets or to expedite the court's trials pursuant to the Order Affecting the Exchange of Benches for the District Courts and County Court at Law of Bastrop County, Texas. The District Judges of the 21<sup>st</sup> and 335<sup>th</sup> District Courts may also exchange to accommodate their dockets or to expedite the courts' trials. ([https://www.co.bastrop.tx.us/page/dc.local\\_rules](https://www.co.bastrop.tx.us/page/dc.local_rules))

### **RULE 4 INTERPRETERS**

4.10 Any party that will need an interpreter or plans to call a witness who needs an interpreter should, to the extent possible, notify the Court in writing, in advance of the setting, that an interpreter will be needed.

4.11 The Court may appoint an interpreter of the Court's own selection.

**RULE 5 ADOPTION OF THE REGIONAL RULES OF ADMINISTRATION FOR THE SECOND ADMINISTRATIVE JUDICIAL REGION**

5.10 The District Courts of Bastrop, Burleson, Lee and Washington Counties adopt the Rules of Administration for the Second Administrative Judicial Region, as amended, which are made a part of these Rules:

<https://mctx.org/RegionalRulesofAdministration%20Updated%201.24.18.pdf>.

If these local Rules conflict with the Rules of Administration for the Second Administrative Judicial Region, then the Rules of Administration for the Second Administrative Judicial Region will prevail.

**RULE 6 CIVIL CASES**

Filing of Cases

6.10 **Bastrop County:** The District Clerk of Bastrop County, Texas, shall file all non-family law civil cases filed in Bastrop County in the 21<sup>st</sup>, 335<sup>th</sup>, 423<sup>rd</sup>, and 465<sup>th</sup> District Courts on a rotating basis. Any hearings or trials on such cases will be heard in the court where the case was originally filed. Any case originally filed in one court that cannot be heard by the Judge of that court because of recusal or otherwise can be heard by one of the other courts pursuant to the Order Affecting the Exchange of Benches for the District Courts and County Court at Law of Bastrop County, Texas. ([https://www.co.bastrop.tx.us/page/dc.local\\_rules](https://www.co.bastrop.tx.us/page/dc.local_rules))

**Burleson, Lee and Washington Counties:** The District Clerks of Burleson, Lee and Washington

Counties shall file all cases filed in the District Courts on a rotating basis between the 21<sup>st</sup> and 335<sup>th</sup>

District Courts. Any cases originally filed in one court that cannot be heard by the Judge of that Court because of recusal or otherwise can be heard by the other Court.

#### Time Standards for Case Disposition

6.11 The Court will, so far as reasonably possible, ensure that all civil cases, other than family law cases, are brought to trial or final disposition in conformity with the following time standards:

- a. Civil jury cases - within 18 months from appearance date.
- b. Civil non-jury cases – within 12 months from appearance date.

#### Requests for Settings – Non-Jury

6.12 Submission for Ruling without Hearing. Upon the filing of any matter, the Movant or the Court may give notice to all attorneys of record and self-represented litigants that the matter will be submitted to the Court for a ruling without any hearing. The Notice shall clearly state that any party may either request a hearing or submit a written response on or before a specific submission date that is at least ten (10) days after service of such statement. If no hearing is requested prior to the submission date contained in the Notice, the Court, in the absence of counsel, shall examine the pleadings, authorities cited, and other papers submitted. After such examination the Court may either set the matter for a hearing or make such rulings as the Court deems proper, note a memorandum of such ruling among the papers of the case and send copies of such memorandum to all attorneys of record and self-represented litigants. Submission of orders, judgments or other documents necessary to effectuate the memorandum ruling of the Court shall be accomplished in accordance with Local Rules 6.26 – 6.30.

### Contested Hearings

6.13 Any party or attorney of record may obtain a setting of any contested proceeding by: (a) requesting an agreed setting from the Court Coordinator for the appropriate county, or Court Clerk if there is no Court Coordinator for the appropriate county, or (b) filing a Setting Request. Each Setting Request shall be filed with Clerk of the Court and the Clerk shall forward the Request to the Court Coordinator for a setting to be made and such Request shall specify (i) the cause number and style of the case; (ii) the nature of the hearing, trial or ruling sought; (iii) the name, address, telephone number, and email address of each attorney of record or self-represented litigant; (iv) the amount of time estimated by the requesting party to be required for such hearing for both sides. Each attorney or party is cautioned to give careful attention to the amount of time requested, as other cases may be set at the conclusion of the estimated time period.

6.14 The attorney or party filing the Setting Request shall cause to be delivered to all attorneys of record and all self-represented litigants in the case a copy of the Setting Request. The original Setting Request shall be retained with the original papers in the Court's file.

6.15 The Court Coordinator (or Court Clerk, if there is no Court Coordinator) shall provide a date and time for the requested hearing that is available for a hearing pursuant to such Setting Request to the requesting party. The requesting party shall deliver a Notice of Setting to each attorney of record and self-represented litigant at the address shown on the Setting Request. The Notice of Setting shall state the date, hour, nature of the trial or hearing set, and the allotted time. Failure of the requesting attorney or self-represented litigant to accurately state the names and addresses of opposing counsel or self-represented litigants shall be grounds



for a continuance on the motion of an attorney of record or self-represented litigant who did not receive the Notice of Setting within a reasonable time prior to the hearing date.

#### Disposition of Uncontested Matters

6.16 Requests for hearing uncontested matters and ex parte matters may be made in person, by telephone or in writing to the Court Coordinator. The Court Coordinator will set the matter for the next available uncontested docket or at any other time that may be convenient to the parties and the Court. The requesting party shall, when required by these Local Rules or other applicable law, notify all attorneys of record or self-represented litigants of such setting. Agreed Orders bearing the signature of all attorneys of record and self-represented litigants, if any, may be submitted via e-filing as a proposed order and may be signed by the Court without necessity of hearing.

#### Request for Jury Trial, Jury Fee and Jury Demand

6.17 No Civil case shall be set for a jury trial unless a Rule 166 (T.R.C.P.) Pre-Trial conference (see Local Rules 6.23 – 6.25 herein below) is requested in writing through the Court Coordinator, a demand for jury is properly filed with the District Clerk, and the proper jury fee is paid not later than ten (10) calendar days after the date the Notice of Setting for bench trial is mailed or emailed by the Court Coordinator or requesting party.

#### Resets

6.18 No setting shall be passed or reset except by:

(a) settlement agreement announced in open court or in writing complying with Rule

11 of the Texas Rules of Civil Procedure;

(b) written agreement of all parties **with Court approval**; or

(c) a Motion for Continuance granted by the Court.

All cases set for trial, whether jury or non-jury may not be passed by agreement of counsel. Such cases may only be reset upon the granting by the Court of a Motion for Continuance, unless the Court removes such from the trial docket on its' own motion.

#### Dismissal Docket; Involuntary Dismissal

6.19 At least once a year, cases which have not been disposed of within the time limits set forth in these rules may be dismissed for want of prosecution. Notice of Intention to Dismiss shall be given in accordance with Rule 165a of the Texas Rules of Civil Procedure to all attorneys of record and self-represented litigants whose addresses are shown on the docket or in the pleadings on file. For cases in Bastrop County, please see Standing Order Regarding Dockets Set Pursuant to Tex.R.Civ.Pro. 165a Dismissal Docket ("Drop" Docket).

<https://www.co.bastrop.tx.us/page/open/3644/0/20240627125312614.pdf>

6.20 If more than one case appears on the dismissal docket for a certain date, a list of cases to be dismissed shall be posted in a conspicuous place in the Clerk's office.

6.21 Unless good cause is shown as required in the Notice, such cases will be dismissed on or after the date stated therein. Postcard notification of the Dismissal Order shall be as provided in Rule 306a of the Texas Rules of Civil Procedure.

6.22 A written Motion to Retain shall be filed by any party desiring to maintain a case on the docket setting forth good cause, together with a proposed Pre-Trial Order complying with Rule 165a(1) of the Texas Rules of Civil Procedure.

### Pre-Trial and Scheduling Conferences

6.23 Any party may request that a case be set for a Rule 166 (Tex.R.Civ.P.) Pre-Trial conference (sometimes referred to as a “Status Hearing”). A Pre-Trial conference may also be set on the Court’s own motion and may be made a prerequisite to any trial setting in a case.

6.24 At the Pre-Trial conference, the Court may hear and consider any pre-trial matter contemplated by Rule 166 of the Texas Rules of Civil Procedure and such other matters as the Court may direct. The Court may then set the case for either a jury or non-jury trial, refer the case to mediation and may enter a Pre-Trial Docket Control Scheduling Order.

6.25 Counsel for each party (or self-represented litigant) will submit a proposed Charge of the Court, Witness List, and List of Exhibits to the Court no later than noon on the Friday prior to the jury week for which the case is set for trial, unless otherwise directed by the Court.

### Submission of Orders, Judgments and Instruments

6.26 After a ruling, the attorney directed shall prepare the form of the document to be entered. On the same date the document is filed, a duplicate of the document shall be delivered to opposing counsel and self-represented litigants to provide an opportunity to approve or object to the form of the document or that the document is inconsistent with the Court’s ruling (i.e., not a re-argument of the merits). The document must be signed by the attorney or self-represented litigant submitting the document.

6.27 If no written objection is received within ten (10) calendar days after the original was received, the Court Coordinator shall submit the document to the Court for signature.

6.28 All objections to the form or substance of a document submitted shall have the

objecting party's proposed document for the Court's signature attached. Upon receipt of objections, the Court Coordinator shall present the documents and all objections to the Court for determination. The Court may determine the issue with or without a hearing in its discretion. For good cause, the Court may change the deadline for preparation and filing of a document and objections.

6.29 All Judgments and Orders in uncontested matters (except cases which are settled on the hearing date) shall be presented at the time of hearing on such matters, except for good cause shown, and be signed by the attorney or self-represented litigant presenting the Order.

6.30 If a proposed Judgment or Order finally disposing of a case has not been filed within fourteen (14) days after decision by the Court, the Court Coordinator may send written notice of the lack of a proposed Order to counsel. If no proposed Order or Judgment is received within seven (7) days from the date written notice is sent, the Court may sign an Order of Dismissal with Prejudice and costs may be taxed in the Court's discretion.

#### Alternate Dispute Resolution and Mediation

6.31 In order to encourage the early settlement of disputes and to carry out the responsibilities of the courts set out in Chapter 154 of the Texas Civil Practices and Remedies Code, appropriate alternative dispute resolution procedures will be encouraged and utilized. The Courts encourage mediation in order to facilitate the settlement of disputes and litigation. Each court may adopt a procedure for the use of mediation on cases. It is in the sound discretion of the trial court as to whom to use as a mediator and the procedure for same.

### Hearings Conducted by Telephone and Video Conference

6.32 Unless otherwise ordered by the Court, a person participating in a court proceeding does so by physical presence in the courtroom. At the discretion of the Court and after arrangements have been made in advance, hearings not requiring the introduction of evidence may be conducted by telephone conference calls or video conference. The Attorney requesting a conference call is responsible for arranging and initiating the telephone conference call. If the Court has approved a hearing by video conference, the Court Coordinator will provide a link for the hearing. A court reporter, if requested in a timely manner, will be provided by the Court during these hearings. At any time, even after the completion of a conference call or video conference, the Court may determine that a hearing by telephone will not be sufficient and may require a hearing in person upon notice to all parties.

### Attorney Fee Schedule and Compensation of Individual Case Appointed Attorneys

6.33 Each County shall pay appointed counsel (for non-criminal civil cases such as CPS cases, Amicus attorneys in family law cases, Attorney General child support cases, etc.) for all time reasonably necessary for adequate representation of an individual, as approved by a judge, according to the following fee schedule:

A minimum of \$100 an hour and a maximum of \$250 an hour.

The judge presiding over the case for which the appointed attorney seeks compensation will use the following procedures to review and approve the appropriate compensation:

- (a) The appointed counsel must submit to the presiding judge a form approved by the judges for itemizing the services performed.
- (b) The presiding judge hearing the motion/case under this Rule will either approve the

amount requested or enter written findings stating the amount of payment that the judge approves and each reason for approving an amount different from the requested amount.

- (c) An attorney whose request for payment is disapproved may appeal the disapproval by filing a Motion with the Local Administrative District Judge.

## **RULE 7      FAMILY LAW CASES**

### Filing of Cases

7.10      All family law cases filed in Bastrop County shall be filed in accordance with the Order Relating to the Filing of Family Law Cases in Bastrop County, Texas. See:

[https://www.co.bastrop.tx.us/page/dc.local\\_rules](https://www.co.bastrop.tx.us/page/dc.local_rules)

All family law cases filed in Burleson and Lee Counties shall be filed on a rotating basis between the 21<sup>st</sup> and 335<sup>th</sup> District Courts.

### Civil Rules

7.11      All rules set forth herein above as to civil cases shall apply to family law cases, unless some rule set forth herein as to family law cases is in conflict, then such rule as to family law cases shall supersede and apply.

### Time Standards for Family Law Case Disposition

7.12      The Court will, so far as reasonably possible, ensure that all family law and juvenile cases are brought to trial or final disposition in conformity with the following time standards:

- (a) Contested Family Law Cases – Within six (6) months from appearance date or within six (6) months from the expiration of the waiting period provided by the Texas Family Code

where such is required, whichever is later.

(b) Uncontested Family Law Cases – Within three (3) months from appearance date or within three (3) months from the expiration of the waiting period provided by the Texas Family Code where such is required, whichever is later.

#### Ancillary Proceedings, Temporary Orders, and Emergency Matters

7.13 In the event a bona fide emergency exists or a matter requires special attention and the judge of the Court where the case is pending is unavailable, the attorney or party seeking relief shall contact any judge who has jurisdiction and the judge can consider the matter, but the case shall remain in the Court originally filed.

#### Disposition Proposals

7.14 To expedite disposition, it shall be the duty of each attorney to confer, prior to trial, with each other regarding settlement, stipulations, estimated time of trial, waiver of jury, the extent, description, character and value of the property in question, amount of support, amount of monthly income, conservatorship, periods of possession and/or access, rights, duties and powers of conservators, and contested issues. Each attorney shall submit a Proposed Disposition of Issues, including proposed property characterization and division, conservatorship, possession, and support, to the Court and opposing counsel not later than the commencement of trial.

#### Uncontested Matters

7.15 Requests for hearing uncontested matters and ex parte matters may be made in

person, by telephone or in writing with the Court Coordinator. The Court Coordinator will set the matter for the next available uncontested docket or at any other time that may be convenient to the parties and the Court. The requesting party shall, when required by these rules or other applicable law, notify all attorneys of record or self-represented litigants of such setting.

Agreed Orders bearing the signature of all attorneys of record and self-represented litigants, if any, may be submitted via e-filing as a proposed order and may be signed by the Court without necessity of hearing.

#### Financial Information Statements

7.16 In all cases requiring the division of property and/or liabilities, except in cases where Respondent signs a Waiver of Citation and does not hire counsel, the Husband and Wife **EACH** shall file with the Court, or upon written mutual agreement, and shall exchange between themselves, sworn inventories within seventy-five (75) days of the date that the suit is filed.

The seventy-five (75) day period may be extended by the parties upon written mutual agreement of the parties and/or their attorney filed with the Court within seventy-five (75) days of the date the suit is filed. Each inventory shall list the value of each item of property and shall list each liability, together with the total amount of the liability, the number of periodic payments in arrears, if any, the property securing its payment, and the name of the creditor. Any property or liability claimed to be separate property shall be so characterized. All benefits arising from a party's employment (such as pensions, profit sharing plans, savings or thrift plans, and retirement accounts, whether vested or not) shall be identified, and the last information furnished as to the employee's rights and monetary interest in such plans shall be incorporated into the inventory as an exhibit thereto. The inventory or a summary attached thereto shall list



the property values and liabilities in a columnar form with each column totaled. Each inventory shall show the net worth of the community estate and the net worth on any claimed separate estate. All inventories shall be supplemented from the date of the original inventory through the day of the trial. When a suit is tried, three (3) copies of all inventories and supplemental inventories shall be made available for use in trial.

#### Child Support Guidelines

7.17 The amount of child support payable by the obligor parent shall be set in accordance with the current Child Support Guidelines adopted by the Supreme Court of Texas.

#### Parent Education and Family Stabilization Course

7.18 In all divorce actions involving the custody of children, both Petitioner and Respondent shall attend an online or in-person Parent Education and Family Stabilization course of not less than four (4) hours prior to obtaining a setting on a final hearing. Certificates of attendance for both the Petitioner and Respondent shall be filed with the District Clerk prior to obtaining a setting of the final hearing. The Court may, in its discretion, waive the attendance by one or both of the parties.

#### Standing Order

7.19 The Standing Order Regarding Children, Property and Conduct of Parties applies to every divorce suit, every suit affecting the parent-child relationship, and every modification suit filed in Bastrop County. ([https://www.co.bastrop.tx.us/page/dc.local\\_rules](https://www.co.bastrop.tx.us/page/dc.local_rules)).

## **RULE 8 CRIMINAL CASES**

### Local Rules to Implement the Texas Fair Defense Act

8.10 The District Courts of Bastrop, Burleson, Lee and Washington Counties shall adopt the Local Rules to Implement the Texas Fair Defense Act, effective December 7, 2005, which are made a part of these Rules. ([https://www.co.bastrop.tx.us/page/dc.local\\_rules](https://www.co.bastrop.tx.us/page/dc.local_rules)).

The Local Rules to Implement the Texas Fair Defense Act are hereby amended as follows, effective as of December 20, 2022:

#### Rule 9. Attorney Fee Schedule and Compensation of Individual Case Appointed Attorneys

##### 9.01 *Fee Schedule*

The county will pay appointed counsel for all time reasonably necessary for adequate representation of the defendant, as approved by a judge, according to the following fee schedule adopted as provided under Article 26.05(b) of the Code of Criminal Procedure:

A minimum of \$100 an hour and a maximum of \$250 an hour, or a total fixed fee as set forth below:

- (1) Case which results in a plea of guilty: \$700
- (2) Case which results in a trial: \$600 per day.

### Notice of Court Setting

8.11 The arresting agency, or the appropriate County Sheriff, shall give the defendant at the time of arrest, or release from jail on bond, a Notice of Court Setting which shall have a date for the defendant to appear in court. This date is a regularly scheduled criminal docket day as it appears on the court's calendar and such will be provided by the Court Coordinator, or appropriate District Clerk if there is no Court Coordinator for the particular county in question,

to the arresting agency or the appropriate County Sheriff.

#### Appearance of Defendant and Counsel/Court Attendance

8.12 Immediately upon employment, the defense attorney shall give written notice thereof to the District Attorney and the Court Coordinator, or appropriate District Clerk if there is no Court Coordinator for the particular county in question, stating the name of the accused, the offense(s) charged and cause number, if known. The Court Coordinator will forward the notice to the District Clerk, who will note the attorney's name on the docket sheet.

#### Case Flow Scheduling

8.13 In Bastrop, Burleson, Lee and Washington Counties, cases will be scheduled by the Court Coordinator at the direction of the Court. In all counties, all cases to be reset from the initial setting set by the Court, must be set as reflected on a Case Reset Form reflecting the next setting on the case before being excused from Court on the current setting. Any defendant having signed a Case Reset Form and then failing to appear in Court at the appointed time shall have his/her bond forfeited. No case may be reset, added to, or removed from the Court's docket without Court approval. All cases set for trial, whether jury or non-jury, may not be passed by agreement of counsel. Such may only be reset upon the granting by the Court of a motion for continuance, unless the Court removes such from the trial docket on its' own motion.

#### Docket Call

8.14 Defendants shall appear at docket call with their counsel. The State must appear at all docket calls to announce "ready" or "not ready." Docket call shall begin promptly at 9:00

a.m. on the day which it is scheduled, unless a different time for such is designated by the Court.

### Pleas

8.15 Pleas of guilty, whether there is an agreed recommendation as to punishment by the State or not, may be made before the Court at any docket call.

### Trial Procedure

8.16 Trials begin or resume at 9:00 a.m. unless the Court designates a different time. No pre-trial matters will be heard on trial day unless granted leave by the Court.

### Continuances/Resetting/Postponements

8.17 No agreement by the attorneys to continue, reset or postpone any setting shall be effective unless approved by the Court.

### Motions/Pre-Trial Hearings/Pre-Trial Matters

8.18 All pre-trial hearings shall be conducted in accordance with Article 28.01 of the Texas Code of Criminal Procedure.

## **ORDER ADOPTING LOCAL RULES OF ADMINISTRATION**

BE IT ORDERED by the 21<sup>st</sup> and 335<sup>th</sup> Judicial District Courts of Bastrop, Burleson, Lee and Washington Counties, and the 423<sup>rd</sup> and 465<sup>th</sup> Judicial District Courts of Bastrop County, Texas, that the foregoing Local Rules of Administration are hereby adopted under the authority of, and in conformity with, Section 74.093 of the Texas Government Code, Rule 3a of the Texas

Rules of Civil Procedure, Rules 9 and 10 of the Texas Rules of Judicial Administration and the Regional Rules of Administration for the Second Administrative Judicial Region of Texas.

BE IT FURTHER ORDERED that these Rules shall govern the administrative operation of the 21<sup>st</sup> and 335<sup>th</sup> Judicial District Courts of Bastrop, Burleson, Lee and Washington Counties, and the 423<sup>rd</sup> and 465<sup>th</sup> Judicial District Courts of Bastrop County, Texas on and after the effective date of such Rules.

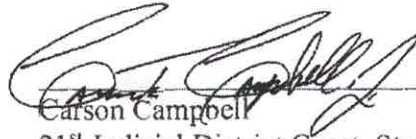
BE IT FURTHER ORDERED that these Rules shall be delivered to the Presiding Judge of the Second Administrative Judicial Region of Texas for consideration and approval.

BE IT FURTHER ORDERED that these Rules shall be reproduced and copies be made available to each attorney practicing before the 21<sup>st</sup> and 335<sup>th</sup> Judicial District Courts of Bastrop, Burleson, Lee and Washington Counties, and the 423<sup>rd</sup> and 465<sup>th</sup> Judicial District Courts of Bastrop County, Texas at least 30 days prior to the effective date hereof.

BE IT FURTHER ORDERED that these Local Rules of Administration for the 21<sup>st</sup> and 335<sup>th</sup> Judicial District Courts of Bastrop, Burleson, Lee and Washington Counties, and the 423<sup>rd</sup> and 465<sup>th</sup> Judicial District Courts of Bastrop County, Texas shall be published on or before the   13th   day of   January  , 2025, and shall become effective on the   13th   day of   February  , 2025.

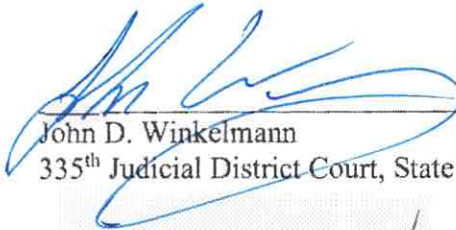
BE IT FURTHER ORDERED that this Order and these Rules shall be recorded in the minutes of the 21<sup>st</sup> and 335<sup>th</sup> Judicial District Courts of Bastrop, Burleson, Lee and Washington Counties, and the 423<sup>rd</sup> and 465<sup>th</sup> Judicial District Courts of Bastrop County, Texas and that the original of this Order, signed by the judges of such Courts shall be preserved by the District Clerk as a permanent record of these Courts.

SIGNED and ENTERED this 10th day of January, 20 25.



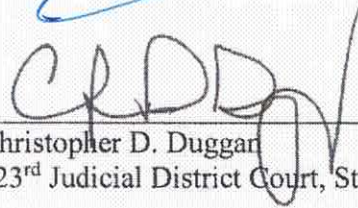
Carson Campbell

21<sup>st</sup> Judicial District Court, State of Texas



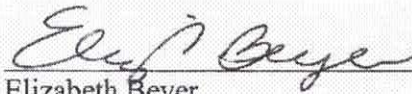
John D. Winkelmann

335<sup>th</sup> Judicial District Court, State of Texas



Christopher D. Duggan

423<sup>rd</sup> Judicial District Court, State of Texas



Elizabeth Beyer

465<sup>th</sup> Judicial District Court, State of Texas