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**DENISE M. FORTENBERRY**

130<sup>th</sup> Judicial District Judge

Becky Corenfield  
Court Coordinator

Belle Cortinas  
Indigent Defense Coordinator

Kaye Rollins  
Court Reporter

**MEMORANDUM**

To: Attorneys Practicing in the 130<sup>th</sup> District Court

From: Denise M. Fortenberry

Date: January 6, 2025

Re: Vacation Letters

The court has promulgated the following form for attorneys to use to designate vacations in the Matagorda County District Courts.

Please use this form to designate vacation weeks. This form will help our office and the clerk's office in filing your requests.

Page 2 includes the regional rules for attorney vacations and the local court's procedures for late-filed designations. Please note the deadline for timely designating summer vacations is May 15th.

Copies of the vacation schedule are available through the Court's website. The schedules should be filed with the District Clerk.

Thank you for your cooperation.



## ATTORNEY VACATION RULES

The Eleventh Administrative Judicial Region of Texas Regional Rules of Administration, Rule 14, provides the following policy regarding attorney vacations.

### **Rule 14: ATTORNEY VACATIONS**

- a. DESIGNATION OF VACATION  
Except as provided by subparts b and c below, attorneys may designate up to four weeks during a calendar year as vacation during which they cannot be assigned to trial or required to engage in any pretrial proceedings in any case in which they are the attorney in charge as defined by TEX. R. CIV. P. 8. The trial court may expand the protection of this Rule to other attorneys working on the case besides the attorney in charge.
  
- b. SUMMER VACATIONS  
To designate vacation weeks during June, July or August, attorneys must file their vacation designations with the district clerk by May 15. Timely filed vacation designations for June, July or August will protect attorneys from trials during those summer weeks, even if the trial judge signed an order setting a case for trial before the attorney filed the vacation designation.
  
- c. NON-SUMMER VACATIONS  
To designate vacation weeks in months other than June, July, or August, attorneys must file their vacation designations with the district clerk by February 1. Non-summer vacation weeks may not run consecutively for more than two weeks at a time. Timely filed vacation designation for non-summer vacation weeks will not protect an attorney from a trial set by an order signed before the date the attorney filed the designation.

**130<sup>th</sup> District Court Procedure for Late Filed Vacation Designation or  
Request to Amend Timely Vacation Designation**

Counsel shall file and set a motion with the 130<sup>th</sup> Judicial District Court and set a hearing according to the following procedures:

1. Attach the Vacation Requests and any prior requests for the same year.
2. State the reason(s) for the late filed vacation designation or the request to amend the prior vacation designation.
3. List all the cases in which counsel is (or expects to become) lead counsel that are currently set for trial during the week the counsel wishes to designate vacation for. Include any cases that is likely to be affective if called to trial on a setting prior to the requested vacation. Provide the following information: case number, style, opposing counsel, and trial date.
4. Include a certificate that the movant has notified each attorney in any case listed in (3) in which the trial setting would be affected by the requested designation, pursuant to Tex. R. Civ. P. 21a. The motion must include a certificate of conference that covers all of the listed cases.
5. The motion shall be filed with the Court Coordinator for the 130<sup>th</sup> Judicial District Court and set on the Court's submission docket with at least ten (10) days notice to opposing counsel.
6. Nothing prohibits counsel from (a) moving the court for continuance in the absence of a vacation designation or (b) agreeing to reschedule matters that do not require the court's consent pursuant to Tex. R. Civ. P. 11.

## 2025 ATTORNEY VACATION SCHEDULE REQUEST

### Matagorda County District Courts

Non summer designation — MUST BE FILED BY FEBRUARY 1, 2025  
 Summer designations: MUST BE FILED BY MAY 15, 2025 (for the months of June, July and August)  
 The summer month weeks are designated by an asterisk (\*)

JANUARY		FEBRUARY		MARCH		APRIL	
1/1 - 1/3	S	2/3 - 2/7		3/3 - 3/7		3/31 - 4/4	
1/6 - 1/10		2/10 - 2/14		3/10 - 3/14	S	4/7 - 4/11	
1/13 - 1/17		2/17 - 2/21		3/17 - 3/21		4/14 - 4/18	
1/20 - 1/24		2/24 - 2/28		3/24 - 3/28		4/21 - 4/25	
1/27 - 1/31						4/28 - 5/2	

MAY		JUNE		JULY		AUGUST	
5/5 - 5/9		*6/2 - 6/6		*7/7 - 7/11		*8/4 - 8/8	F
5/12 - 5/16		*6/9 - 6/13		*7/14 - 7/18		*8/11 - 8/15	
5/19 - 5/23		*6/16 - 6/20		*7/21 - 7/25		*8/18 - 8/22	
5/26 - 5/30		*6/23 - 6/27		*7/28 - 8/1		*8/25 - 8/29	
		*6/30 - 7/4					

SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
9/1 - 9/5	S	10/6 - 10/10		11/3 - 11/7		12/1 - 12/5	
9/8 - 9/12		10/13 - 10/17		11/10 - 11/14		12/8 - 12/12	
9/15 - 9/19		10/20 - 10/24		11/17 - 11/21		12/15 - 12/19	
9/22 - 9/26		10/27 - 10/31		11/24 - 11/28	S	12/22 - 12/26	S
9/29 - 10/3						12/29 - 1/2	S

“S” indicates settlement weeks in the 130<sup>th</sup> Judicial District Court  
 “F” indicates dead week for attorneys attending the Advanced Family Law Course

**Mark the box to the right of the weeks you desire exemption from trial assignments in the District Courts of Matagorda County, Texas. Please read the controlling administrative rules on page 2.**

### **YOU MAY DESIGNATE UP TO FOUR WEEKS ANNUALLY**

I HEREBY DESIGNATE THE WEEKS MARKED ABOVE AS MY VACATION PERIOD FOR THE YEAR 2025.

\_\_\_\_\_  
 (Print or Type Name)

\_\_\_\_\_  
 (Texas Bar Number)

\_\_\_\_\_  
 (Signature of Attorney)

\_\_\_\_\_  
 (Mailing Address)

\_\_\_\_\_  
 (Phone Number)

\_\_\_\_\_  
 (Fax Number)

\_\_\_\_\_  
 (City, State, Zip Code)

**RETURN TO: JANICE HAWTHORNE, DISTRICT CLERK, 1700 7<sup>TH</sup> STREET RM 307, BAY CITY TX 77414**