

**LOCAL ADMINISTRATIVE RULES
FOR ANDERSON COUNTY, TEXAS**

Rule 1

General Disposition

- Rule 1.10 Time Standards for Case Disposition:
Pursuant to Article 5, Section 31 of the Texas Constitution, Sections 22.004, 72.002 (2) and 74.024 of the Texas Government Code, Rule 6 of the Rules of Judicial Administration, and Rules 1, 3, 4 and 5 of the Regional Rules of Judicial Administration, time standards have been established to which reference is made for all purposes, as they now exist, or as they may be hereafter amended.
- Rule 1.11 Court Sessions; Annual Calendars; Weeks Not In Session; Holidays:
Jury trial weeks and non-jury trial weeks shall be designated for each term of court by the Judges of the District Court and the County Court at Law. The District Clerk shall maintain a calendar of dates available for the setting of all jury and non-jury matters, including specific non-jury days. The coordinator of the County Court at Law shall maintain a calendar of available dates. All holidays designated by the Anderson County Commissioners Court shall be observed.
- Rule 1.12 Hours of Court Proceedings:
Unless otherwise indicated, Court Proceedings will be conducted between 9:00 A.M. and 5:00 P.M. Mondays through Fridays.
- Rule 1.13 Emergency and Special Sessions:
No rule.

Rule 1.14 Jury/Non-Jury Week:

Jury trials shall be set by one of the sitting District Judges on days to be designated in April, September and November in the District Court. The Judge of the County Court at Law shall designate the weeks for that court. The Clerk shall notify each attorney of record in all jury cases of the date that settings shall be made from the bench. Attorneys may be present or may make requests in writing for any designated jury week. Non-jury weeks will be designated from time to time by the Judges of the District Courts and of the County Court at Law.

Rule 2

LOCAL ADMINISTRATIVE JUDGE

Rule 2.10 Powers and Duties of Local Administrative Judge:

Those prescribed by State Statutes and the Rules of the First Administrative Region.

Rule 2.11 Information to Local Administrative Judge:

No local rule.

Rule 2.12 Exercise of Powers in Absence:

No local rule.

Rule 2.13 Court Division:

No local rule.

Rule 3
CIVIL CASES

- Rule 3.10 Filing and Assignment of Cases:
No local rule.
- Rule 3.11 Filing on Holidays:
No local rule.
- Rule 3.12 Transfer of Cases; Docket Exchange; Bench Exchange:
No local rule.
- Rule 3.13 Request for Settings and Assignments of Counsel:
All requests for settings in the District Court shall be directed to the District Clerk's office of Anderson County, Texas. All requests for settings in the County Court at Law shall be directed to the Court Coordinator of the County Court at Law.
- Rule 3.15 Disposition of Uncontested Matters:
No local rules.
- Rules 3.16 Jury Fee and Jury Demand:
No local rule.
- Rule 3.17 Docket Calls and Announcements:
No local rule.
- Rule 3.18 Assignment of Cases for Trial:
See Rule 1.14.

- Rule 3.19 Conflicting Settings and Assignments of Counsel:
The rules of the First Administrative Region apply.
- Rule 3.20 Preferential Settings:
All requests for preferential settings shall be directed in writing to one of the District Judges or the Judge of the County Court at Law for cases pending in their respective courts.
- Rule 3.21 Resettings:
No local rule.
- Rule 3.22 Dismissal Docket; Involuntary Dismissal:
No local rule.
- Rule 3.23 Suspense Docket:
No local rule.
- Rule 3.24 Hearings on Pre-trial Pleas and Motions:
No local rule.
- Rule 3.25 Atty. Conference Requirement & Procedure:
No local rule.
- Rule 3.26 Non-compliance with Conference Procedures:
No local rule.
- Rule 3.27 Discovery Disputes:
No local rule.

- Rule 3.28 Severences:
No local rule.
- Rule 3.29 Continuances:
No local rule.
- Rule 3.30 Default Judgments:
No local rule.
- Rule 3.31 Summary Judgments:
No local rule.
- Rule 3.32 Ancillary Proceedings, Temporary Orders, and Emergency Matters:
All such proceedings shall be conducted in the District Court each Thursday in the month. Such proceedings shall be conducted by the County Court at Law Judge on days determined by the County Court at Law Judge.
- Rule 3.33 Complex Case Designation:
No local rule.
- Rule 3.34 Alternative Dispute Resolution:
No local rule.
- Rule 3.35 Pre-trial and Scheduling Conference:
No local rule.
- Rule 3.36 Certificate of Progress; Proposed Preparation Plan:
No local rule.

Rule 3.37 Trial Stipulation and Admissions:

No local rule.

Rule 3.38 Trial Witnesses and Exhibits:

No local rule.

Rule 3.39 Disposition Conferences:

No local rule.

Rule 3.40 Settlements:

No local rule.

Rule 3.41 Jury Selections:

No local rule.

Rule 3.42 Jury Charge Questions and Instructions:

No local rule.

Rule 3.43 Submission of Orders, Judgments, Instruments:

No local rule.

Rule 3.44 Withdrawal and Copying of Documents:

No local rule.

Rule 3.45 Other Local Rules:

Except when modified by more specific rules, this Rule 3 is applicable in all civil cases in all courts.

Rule 4
FAMILY LAW CASES

- Rule 4.10 Time Standards for Family Law Case Disposition:
Pursuant to Article 5, Section 31 of the Texas Constitution, Sections 22.004, 72.002(2) and 74.024 of the Texas Government Code, Rule 6 of the Rules of Judicial Administration, and Rules 1,3,4 and 5 of the Regional Rules of Judicial Administration, time standards have been established to which reference is made for all purposes, as they now exist, or as they may be hereafter amended.
- Rule 4.11 Ancillary Proceedings, Temporary Orders and Emergency Orders:
Same as 3.32 above.
- Rule 4.12 Disposition Proposals:
No local rule.
- Rule 4.13 Uncontested Matters:
No local rule.
- Rule 4.14 Financial Information Statements:
No local rule.
- Rule 4.15 Child Support Guidelines:
No local rule.
- Rule 4.16 Possessory Conservatory Visitation Guidelines:
A standard set of guidelines will be furnished by the District Clerk upon request.

- Rule 4.17 Inventory and Appraisalment:
No final hearings where property division is a contested issue shall be heard by the court until and unless a sworn inventory and appraisalment has been filed with the court by all parties.
- Rule 4.18 Ad Litem Appointments:
No local rule.
- Rule 4.19 Mediation Counseling:
No local rule.
- Rule 4.20 Referral to Master:
No local rule.

Rule 5

Liquidated Claim Cases

- Rule 5.10 Liquidated Monetary Claims:
No local rule.
- Rule 5.11 Certification of Plaintiff for Suspense Docket:
No local rule.
- Rule 5.12 Application to Defer Entry of Judgment:
No local rule.
- Rule 5.13 Certification that Payment Agreement Continues in Effect:
No local rule.

Rule 6
CRIMINAL CASES

- Rule 6.10 Felony and Misdemeanor Case:
No local rule.
- Rule 6.10 Grand Jury:
No local rule.
- Rule 6.11 Filings/Return of Indictments:
No local rule.
- Rule 6.12 Arraignment/Initial Appearance:
No local rule.
- Rule 6.13 Appointment of Counsel:
No local rule.
- Rule 6.14 Appearance of Defendant and Counsel/Court Attendance:
No local rule.
- Rule 6.15 Withdrawal of Substitution of Counsel:
No local rule.
- Rule 6.16 Bond and Bond Forfeiture:
No local rule.
- Rule 6.17 Discovery:
No local rule.

- Rule 6.18 Docket Calls/Announcements:
No local rule.
- Rule 6.19 Continuance/Resetting/Postponements:
No local rule.
- Rule 6.20 Plea Bargains:
No local rule.
- Rule 6.21 Guilty Plea/Nolo Contendere/Open Plea:
No local rule.
- Rule 6.22 Speedy Trial:
No local rule.
- Rule 6.23 Motions/Pre-Trial Hearings/Pre-Trial Matters:
No local rule.
- Rule 6.24 Settings/Schedules:
No local rule.
- Rule 6.25 Order of Trials/Preferential Settings/Conflicting Engagements:
No local rule.
- Rule 6.26 Witnesses/Evidence:
No local rule.
- Rule 6.27 Non-jury Trials:
No local rule.

Rule 6.28 Jury Trials:
No local rule.

Rule 6.29 Jury Selection/Voir Dire:
No local rule.

Rule 6.30 Probation Application/Deferred Adjudication:
No local rule.

Rule 6.31 Pre-Sentence Report/Court's Proposed Sentence:
No local rule.

Rule 6.32 Judgments/Orders:
No local rule.

Rule 6.33 Occupational Driver's License:
No local rule.

Rule 6.34 Probation Revocations/Motions to Adjudicate Habeas Corpus:
No local rule.

Rule 6.35 Appeals from Lower Courts:
No local rule.

Rule 7

JURY MANAGEMENT

Rule 7.10 Management of Juries:
No local rule.

Rule 8
JUDICIAL VACATION

Rule 8.10 Judicial Vacation:

No local rule.

Rule 8.11 Notification of Local Administrative Judge of Absence or Planned Vacation of Judge:

No local rule.

Rule 8.12 Requests for Visiting Judges:

No local rule.

Rule 9
NON-JURY PERSONNEL

Rule 9.10 Non-Judicial Personnel:

No local rule.

Rule 9.11 Qualification of Non-Judicial Personnel:

No local rule.

Rule 9.12 Conduct of Non-Judicial Personnel:

No local rule.

Rule 9.13 Duties of Non-Jury Personnel:

No local rule.

Rule 10

ATTORNEYS OF RECORD

Rule 10.10 Appearance of Counsel; Designation of Attorney in Charge:

No local rule.

Rule 10.11 Conduct and Decorum of Counsel:

No local rule.

Rule 10.12 Withdrawal of Counsel:

No local rule.

Rule 10.13 Attorney Vacations:

No local rule.

Rule 11

ADMINISTRATIVE LAW CASES

Rule 11.10 Administrative Law Cases:

No local rule.

Rule 12

MISCELLANEOUS LOCAL RULES

Rule 12.10 Settlement Week:

No local rule.

Rule 12.11 Form for Submitting Court Costs:

No local rule.

Rule 12.12 Form for Requesting Alternate Dispute Resolutions:

No local rule.

Rule 13

ADOPTION, AMENDMENT, NOTICE

Rule 13.10 Procedure for Adoption and Amendment of Local Rules:

No local rule.

Rule 13.11 Adoption or Amendment by Local Administrative Judge:

No local rule.

Rule 13.13 Interim Orders Affecting Local Practice:

Interim orders may from time to time be adopted for all but never fewer than all courts in the same geographic territory and may govern local practices in court proceedings when the parties may have been given actual notice of any such orders and subject to the limitations of Rule 13.14.

Rule 13.14 Local Practices not Published in These Rules:

Local practices not published in these rules may not be applied by any court so as to work a disposition on the merits of any matter unless such disposition on the merits of the matter is otherwise authorized at the time by law, by provisions of the Texas Rule of Civil Procedure or by these local rules.