

199th Judicial District, Judge Angela Tucker
219th Judicial District, Judge Jennifer Edgeworth
296th Judicial District, Judge John Roach, Jr.
366th Judicial District, Judge Tom Nowak
380th Judicial District, Judge Benjamin Smith
401st Judicial District, Judge Kim Laseter
416th Judicial District, Judge Andrea Thompson
417th Judicial District, Judge Cynthia Wheless



429th Judicial District, Judge Jill Renfro Willis
468th Judicial District, Judge Lindsey Wynne
469th Judicial District, Judge Piper McCraw
470th Judicial District, Judge Brook Fulks
471st Judicial District, Judge Bryan Gantt
493rd Judicial District, Judge Christine Nowak
494th Judicial District, Judge Kathryn Pruitt

LOCAL RULES OF ADMINISTRATION
FOR THE DISTRICT COURTS OF COLLIN COUNTY

The district judges of Collin County hereby adopt these rules to provide for the efficient management of the district courts and their auxiliary services, the expeditious movement of court caseloads, and the orderly discharge of the district courts’ administrative responsibilities.

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1. Authority and Applicability

These rules of administration are promulgated by the judicial district courts in and for Collin County, Texas, pursuant to their inherent power to control and guide the disposition of cases, Sections 24.024 and 74.093, Texas Government Code, and Rules 9(b) and 10, Rules of Judicial Administration, and Rule 8, Amended Rules of Administration and Procedure for the First Administrative Judicial Region. These rules apply to all state district courts with judicial districts composed of Collin County.

2. Time Standards

The district judges of Collin County will comply with the time standards for the disposition of cases as set forth in Rule 6.1, Texas Rules of Judicial Administration, and as amended, and the Time Standards for the Disposition of Cases as set forth in Rule 10, Amended Rules of Administration and Procedure for the First Administrative Judicial Region. The district judges of Collin County further will fulfill their duties under Rules 7 and 12, Texas Rules of Judicial Administration, and any subsequent amendments.

3. Docket Management

3.1. Assignment, Docketing, Transfer, and Hearing of Cases [74.093]

Random Assignment. Each matter shall be randomly assigned to a district court, except as necessary for the efficient administration of justice as determined by the district judges of Collin County pursuant to the Notice of Administrative Transfer Policy and the Collin County District Court Case Transfer Policy. Any standing policy for administrative transfers based on conflicts will be published on the district courts' website.

Substantially-Similar Cases or Parties. When a case is terminated (by nonsuit, final judgment, or otherwise), a subsequent case involving the same parties or the same-subject matter shall be filed in, or transferred to, the court that first had jurisdiction over the parties or subject-matter. This rule applies to all controversies, including divorce, child support, conservatorship, and all matters incident to them, whether sought by original proceedings or by modification, clarification or enforcement of a former decree, contract, order, final judgment, or settlement agreement. If circumstances governed by this rule are disclosed for the first time once a hearing has commenced, the presiding judge may immediately order the suit transferred to the court in which the prior suit was filed.

Continuing, Exclusive Jurisdiction. Provisions of the Texas Family Code regarding continuing, exclusive jurisdiction and transfer shall take precedence over these rules.

Consolidation. When a motion to consolidate is granted, the consolidated case will be given the number of the first-filed case and assigned to that court. When consolidation is sought for cases pending in different district courts within Collin County, the party(s) must first seek and obtain transfer of the case(s) to the district court where the earliest-filed case is pending, and then the presiding judge of that court will decide the question of consolidation.

Presiding for Another. In all cases where a sitting judge signs an order or hears a proceeding on behalf of another court, the case shall remain in the original court.

Improper Court. If a case is pending on the docket of a court by any manner other than as prescribed by these rules, the local administrative district judge may transfer the case to the proper court.

Continuing Discretion. The district judges of Collin County retain their inherent power to effectuate any other proper administrative transfer in accordance with the fair and efficient administration of justice.

3.2. Designation of Court Divisions or Branches Responsible for Certain Matters [74.093]

The district courts of Collin County are general jurisdiction courts unless jurisdiction is expressly limited by statute.

3.3. Fair and Equitable Division of Caseloads [74.093]

The local administrative district judge may adjust case-distribution and/or transfer cases between courts as necessary to ensure a fair and equitable division of cases among the district courts pursuant to the Collin County District Court Case Transfer Policy.

3.4. Dismissals for Want of Prosecution

The Collin County district courts will comply with both Rule 165a, Texas Rules of Civil Procedure, and the Collin County Local Rules of Practice governing dismissals for want of prosecution.

4. Holding Court

4.1. Terms of Court

The district courts of Collin County have successive terms and are in session every week of the year.

4.2. Holding Court at Least Once a Week in the County [74.093]

At least one Collin County district court will hold court at least once per week in the county, either in person or remotely, unless the local administrative district judge determines that other intervals will result in more efficient court administration.

4.3. Calendars

Each district court shall determine its own annual calendar.

4.4. Hours of Proceedings

Court proceedings shall normally be conducted between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

4.5. Holidays

The district courts will observe holidays set and published by the Commissioners Court of Collin County. Judges may be assigned in the manner provided by Chapter 74, Texas Government Code and by Rule 8, Texas Rules of Judicial Administration.

4.6. Inclement Weather

The district courts will close due to inclement weather if two of more of the following independent school districts announce concurrent closures: Allen, Frisco, McKinney, Plano, Prosper, and Wylie.

4.7. Pretrial Scheduling Orders [74.094 and Rule 11]

Any pre-trial scheduling orders and hearings will conform to Rule 166, Texas Rules of Civil Procedure, Rule 11, Texas Rules of Judicial Administration, and Chapter 74, Texas Government Code.

4.8. Court Reporters and Timely Preparation of Records

In the event of an appeal, the court reporter shall prepare the record according to the designation of record notice, shall file the record on appeal in a sealed envelope as in other appeals, and shall provide a copy thereof to the district clerk, who shall place the copy in the sealed file of the cause. On a separate sheet attached to the sealed envelope, the court reporter shall give notice to the clerk of the court of appeals that the envelope contains the record of a proceeding under Chapter 33, Family Code.

4.9. Emergency and Special Sessions

Each court may convene at any time in the discretion of the presiding judge for emergency or special sessions, upon reasonable notice to the parties or attorneys of record.

4.10. Call to Order

Each daily session of a district court shall be brought to order by the court officer, and all in attendance shall rise upon the entry and exit of the judge and jury.

5. Adult and Juvenile Probation Matters

5.1. Access to Records

Access to adult and juvenile probation records are governed by Rule 12, Texas Rules of Judicial Administration. Adult and juvenile probation records are not subject to civil subpoena.

6. Lists Required by Texas Government Code Chapters 36 and 37

6.1. Establishment and maintenance of Lists per Section 37.003

Each district court shall establish and maintain the following lists: (1) a list of all attorneys who are qualified to serve as an attorney ad litem and who are registered with the court; (2) a list of all attorneys and other persons who are qualified to serve as a guardian ad litem and who are registered with the court; (3) a list of all persons who are registered with the court to serve as a mediator; and (4) a list of all attorneys and private professional guardians who are qualified to serve as a guardian as defined by Section 1002.012, Estates Code, and who are registered with the court. The local administrative district judge, at the request of one or more of the courts the judge serves, shall establish and maintain the lists required above for those courts.

6.2. Reporting per Chapter 36.004

The clerk of each court shall prepare a report on court appointments for an attorney ad litem, guardian ad litem, guardian, mediator, or competency evaluator for a case before the court in the preceding month. For a court that does not make an appointment in the preceding month, the clerk of the court must file a report indicating that no appointment was made by the court in that month. The report on court appointments must include all the information listed in Section 36.004, Government Code.

7. Additional Functions

7.1. Judicial Budget Matters

The district courts shall submit budgets to the commissioners court in a timely fashion for all departments within their jurisdiction.

7.2. County Auditor Matters

The district judges shall serve on the public auditor board.

7.3. County Purchasing Matters

The district judges shall elect, by majority vote, three district judges to serve on the county purchasing board.

7.4. Relationship with Other Governmental Bodies, the Public, and News Media

The district courts will make reasonable efforts to inform other governmental bodies and the public, including through the news media, of any emergency changes impacting the hearing of cases or the transacting of court business, including changes due to security concerns, severe weather, utility failures, public health emergencies, or other similar events.

7.5. Coordinated Response for the Transaction of Essential Judicial Functions in the Event of a Disaster

The district courts will comply with emergency orders promulgated by the Supreme Court of Texas, taking into consideration any additional guidance published by the Office of Court Administration, in the event of a disaster declaration applicable to all or part of Collin County. To the extent practicable, the district courts will make reasonable efforts to achieve uniformity in the handling of like matters during times of emergency.

8. Local Administrative District Judge

8.1. Election

The district judges shall elect, by majority vote, a local administrative district judge. The election shall be held at a meeting of the district judges in December of each odd-numbered year for a two-year term to begin on January 1 of the following year. The local administrative district judge shall not be elected on the basis of rotation or seniority, but may be reelected to any number of successive terms.

8.2. Duties

The local administrative judge shall have the duties and responsibilities prescribed in Section 74.092, Texas Government Code, Rule 9, Rules of Judicial Administration, and Rule 7, Amended Rules of Administration and Procedure for the First Administrative Judicial Region.

8.3. Other Powers and Duties

The local administrative district judge shall be ex officio the presiding judge of any auxiliary or other courts in which an assigned or visiting judge hears matters for a district court. The local administrative district judge shall also be ex officio the chair of any meetings concerning the county auditor, the chair of any meetings concerning the Community Supervision and Corrections Department, and the direct supervisor of court administration staff.

8.4. Juvenile Board

The presiding judge of the 417th Judicial District Court shall be the Chair of the Juvenile Board, which shall be governed by its own rules.

8.5. Meetings

The local administrative judge shall call for regular meetings of the district judges. Meetings will normally be held at noon on the first Wednesday of each month, but may be rescheduled if a majority of judges are unable to attend.

8.6. Absence

In the event of the absence of the local administrative district judge, the local administrative district judge may designate another district judge to attend to any matters requiring the authority of that office. Otherwise, the district judge who last held the office may exercise that authority.

8.7. Plans for Judicial Vacation, Sick Leave, Attendance at Educational Programs, and Similar

Each district judge shall notify the local administrative district judge of planned absences exceeding ten court business days, and provide a copy of any order of assignment for any visiting judge assigned to administer the court's docket during the planned absence. If any district judge is unable to hold court for ten consecutive court business days, the local administrative district judge may request assignment of a visiting judge to administer that court's docket until the return of the sitting district judge.

9. Procedures for Adoption, Amendment, and Publication of Local Rules

9.1. By District Judges

Local Rules of Administration may be adopted or amended by a majority vote of all judges of the district courts.

9.2. By Local Administrative District Judge

The local administrative district judge may promulgate Local Rules of Administration if the district judges do not act by majority vote upon the expiration of no less than thirty (30) days following the provision of written notice to the district judges of his or her intent to act.

9.3. Notice and Publication

The Rules of Administration for the district courts of Collin County, and any amendments thereto, shall be published and made available to the Bar and the public.

APPROVED FOR THE DISTRICT COURTS OF COLLIN COUNTY AND SIGNED ON
MARCH 5, 2025.



HON. ANGELA TUCKER
199TH JUDICIAL DISTRICT COURT



HON. JOHN R. ROACH, JR.
296TH JUDICIAL DISTRICT COURT



HON. BENJAMIN SMITH
380TH JUDICIAL DISTRICT COURT



HON. ANDREA THOMPSON
416TH JUDICIAL DISTRICT COURT



HON. JILL RENFRO WILLIS
429TH JUDICIAL DISTRICT COURT



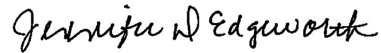
HON. PIPER MCCRAW
469TH JUDICIAL DISTRICT COURT



HON. BRYAN GANTT
471ST JUDICIAL DISTRICT COURT



HON. KATHRYN L. PRUITT
494TH JUDICIAL DISTRICT COURT



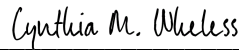
HON. JENNIFER EDGEWORTH
219TH JUDICIAL DISTRICT COURT



HON. TOM NOWAK
366TH JUDICIAL DISTRICT COURT



HON. KIM LASETER
401ST JUDICIAL DISTRICT COURT



HON. CYNTHIA WHELESS
417TH JUDICIAL DISTRICT COURT



HON. LINDSEY WYNNE
468TH JUDICIAL DISTRICT COURT



HON. BROOK FULKS
470TH JUDICIAL DISTRICT COURT



HON. CHRISTINE NOWAK
493RD JUDICIAL DISTRICT COURT