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O-01-002

In the County Courts at Law of Hays County, Texas

STANDING ORDER FOR ALL CIVIL CASES

In the interest of judicial efficiency and uniformity, the County Courts at Law of Hays County have adopted this order to ensure orderly and efficient civil proceedings pending before the Courts. The following procedures and requirements shall apply in all civil cases filed in the Hays County Courts at Law, and all counsel and parties are expected to comply fully with this order unless specifically modified by other order of these Courts.

THEREFORE, IT IS HEREBY ORDERED THAT:

1. Preparedness of Counsel.

All counsel shall come to court prepared to address the merits of the case, any pending motions, discovery issues, trial readiness, and any matters reasonably anticipated to arise. Unpreparedness will not be excused.

2. Motions to Withdraw/Substitute.

Any Motion to Withdraw as Counsel shall be accompanied by a Motion to Substitute Counsel. Withdrawals without substitution will not be granted absent good cause shown and in accordance with the Texas Rule of Civil Procedure 10 and the Texas Disciplinary Rules of Professional Conduct.

3. Proposed Orders.

All proposed orders that counsel submits to the Courts shall:

- a) Reference the specific motion, pleading, or request to which the proposed order pertains, and
- b) Have the signature of the prevailing party's counsel that the proposed order is approved as to form and substance, as well as the signature of the non-prevailing party that the proposed order is approved as to form. If counsel for the non-prevailing party fails or refuses to sign the proposed order, then counsel for the prevailing party should note that failure or refusal on the proposed order.

4. Numbering.

All counsel shall paginate all pleadings, orders, and all other documents filed with the Clerk of the Court. Further, in all pleadings and motions, counsel shall number all paragraphs in those documents for the parties' and the Court's reference.

5. Date Line on Orders.

All counsel shall ensure that all proposed orders contain one of the following date line formats:

SIGNED on: _____.

SIGNED: _____.

Counsel shall not use multi-blank date formats or include blanks for dates in the body of any proposed orders. The only date that shall be left blank in proposed orders is the date on which the Court will sign the order. Courts do not “enter” or “issue” orders. Rather, courts render judgments and orders either orally in open court or by written memorandum filed with the Clerk and sign judgments and orders after those renditions are reduced to writing. Thus, “RENDERED and SIGNED” is acceptable if both actions are done on the same day. The Court may reject other wording or formatting where the Court is to provide a date.

6. Exhibits.

All counsel shall pre-mark exhibits prior to the hearing or trial. If counsel has not pre-marked exhibits, then counsel must arrive no less than fifteen (15) minutes before the scheduled hearing or trial to allow the Court Reporter sufficient time to mark them. Counsel must also bring copies for the opposing party and the Judge.

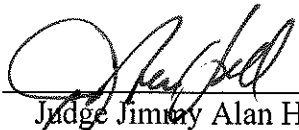
7. Proofing.

All counsel should proofread their work and verify that any document submitted to the Court does not violate Texas Rule of Civil Procedure 13. Any party in violation of Rule 13 may be subject to sanctions under that Rule.

8. Compliance.

Failure to comply with this Standing Order may result in the denial of motions, delay of proceedings, or such other sanctions as the Court deems appropriate.

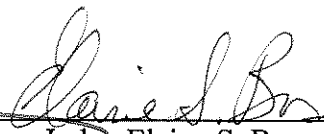
THIS HAYS COUNTY GENERAL ADMINISTRATIVE ORDER FOR ALL CIVIL CASES SHALL BECOME EFFECTIVE IMMEDIATELY UPON PUBLICATION ON THE OFFICE OF COURT ADMINISTRATION’S WEBSITE.



Judge Jimmy Alan Hall
County Court at Law No. 1
Hays County, Texas



Judge Chris Johnson
County Court at Law No. 2
Hays County, Texas



Judge Elaine S. Brown
County Court at Law No. 3
Hays County, Texas