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COUNTY CLERK
HAYS COUNTY, TEXAS

O-12-006

In the County Courts at Law of Hays County, Texas

ADMINISTRATIVE ORDER REGARDING REMOTE PROCEEDINGS, MANDATORY DOCUMENT FILING REQUIREMENTS, AND PROHIBITION OF UNAUTHORIZED RECORDING

(Superseding Administrative Order O-12-004)

The County Courts at Law of Hays County, Texas conduct remote and hybrid judicial proceedings to facilitate efficient access to justice. Therefore, it is necessary to establish and enforce procedural rules to safeguard the integrity of these judicial proceedings, ensure compliance with statutory mandates, protect confidential and sensitive information, and standardize filing procedures across all dockets.

THEREFORE, IT IS HEREBY ORDERED THAT:

This Administrative Order explicitly **SUPERSEDES AND REPLACES** Administrative Order O-12-004. The following rules govern all proceedings before these Courts:

1. Prohibition Against Unauthorized Recording and Broadcasting

Pursuant to Section 21.001(b) of the Texas Government Code and Texas Rule of Civil Procedure 18c, a person—including any party, attorney, witness, spectator, or member of the public—shall not record, photograph, capture, stream, or broadcast any portion of any remote or hybrid proceeding by any means or on any device.

This prohibition strictly applies to all digital, audio, or visual media, including but not limited to the deployment of third-party artificial intelligence (AI), note-taker computer applications, automated transcription bots, screen-capture software, or external recording devices. Only the official court reporter or official court recorder is authorized to create a record of these proceedings.

2. Penalty for Violation

A person's use of a recording device, AI bot, or automated system in violation of this Order shall result in the Court's immediate termination of that person's remote access to the proceeding and may subject that person to criminal or civil contempt of court under Section 21.002(b) of the

Texas Government Code. A conviction of contempt is subject to a statutorily set fine of not more than $500, confinement in the county jail for not more than six months, or both such fine and confinement, per discrete violation.

3. Mandatory Attachment to Remote Proceeding Requests

A copy of this Administrative Order **SHALL BE ATTACHED** to every request, motion, setting request, or application for a remote hearing submitted to the Court as an explicit acknowledgement of the prohibition against unauthorized recording.

4. Mandatory Attachment to All Proposed Orders as a Single Document

A copy of this Administrative Order **SHALL BE ATTACHED** to every proposed order submitted to the Court for consideration and signature. The proposed order and a complete copy of this Administrative Order **MUST BE COMBINED AND FILED AS A SINGLE, UNIFIED DOCUMENT** (with the proposed order appearing first, followed immediately by this Order). Any proposed order submitted separately or without a copy of this Administrative Order attached within the same electronic file will be rejected without consideration.

THIS HAYS COUNTY ADMINISTRATIVE ORDER REGARDING REMOTE PROCEEDINGS, MANDATORY DOCUMENT FILING REQUIREMENTS, AND PROHIBITION OF UNAUTHORIZED RECORDING SHALL BECOME EFFECTIVE IMMEDIATELY UPON ENTRY AND PUBLICATION.

SIGNED AND ENTERED on this 27th day of August, 2026

Elaine S. Brown

Judge Elaine S. Brown
Administrative Judge
County Court at Law
Hays County, Texas