

LOCAL RULES OF PROCEDURE
AND
RULES OF DECORUM
FOR
THE COUNTY COURTS AT LAW
TRAVIS COUNTY, TEXAS

ADOPTED 11-15-22

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Chapter 1

GENERAL

1.1 Objective.

These rules are promulgated to provide a uniform system for the fair, impartial and prompt disposition of matters properly before the County Courts at Law of Travis County. They are to be interpreted consistent with this objective.

1.2 Scope.

These rules govern all cases filed in the County Courts at Law of Travis County, Texas. They are promulgated pursuant to Rule 3a, Texas Rules of Civil Procedure.

1.3 Jurisdiction.

The County Courts at Law of Travis County hear:

- (a) Civil cases in which the amount in controversy is \$500-\$250,000, excluding interest, statutory or punitive damages and penalties, attorneys fees and costs, as alleged on the face of the petition.
- (b) Eminent domain (condemnation) cases regardless of the amount in controversy;
- (c) Appeals of final rulings and decisions of the Texas Workers' Compensation Commission regardless of the amount in controversy;
- (d) Criminal offenses which are either class A or B misdemeanors;
- (e) Appeals from Justice of the Peace Courts and Municipal Courts within Travis County;
- (f) Cases seeking a protective order pursuant to Chapter 71, Texas Family Code;
- (g) Occupational Drivers Licenses;
- (h) Appeals from the State Office of Administrative Hearings concerning Administrative License Revocations;
- (i). County Court at Law No. 4 also has jurisdiction of state jail felony and third degree felony cases involving family violence.

While the County Courts at Law also have jurisdiction in probate and mental health matters, those cases are heard primarily by Probate Court No. 1 of Travis County.

1.4 Organization.

While any Judge may sit in any court, County Courts at Law 1 and 2 primarily hear civil cases. The civil courts set cases on a central docket. Each civil court has a Judicial Executive Assistant (JEA) who is responsible for the administration and operations of his or her respective court. Each civil court also has a Judicial Aide.

Courts 3, 5, 6, 7, 8 and 9 will hear primarily criminal cases. Court 4 will hear primarily cases involving offenses against a person whose relationship to or association with the defendant is described by Section 71.0021(b), Section 71.003, or Section 71.005 of the Family Code. Each criminal court has its own judicial aide responsible for setting cases on the individual docket of that court.

In addition, the Criminal Courts Administrator is responsible for the administration of the County Courts at Law that hear criminal cases.

1.5 Calendar.

Civil. The staff of Courts 1 and 2 shall publish a joint calendar that shows the jury weeks, non-jury weeks, and court holidays for the year. The County civil court calendar follows the District civil court jury and non-jury calendar.

Criminal. The Criminal Courts Administrator shall publish a calendar showing the jury and non-jury weeks of each court hearing criminal cases as well as court holidays.

The elected judges will generally be available as indicated by these rules and the calendar.

However, when a judge is on vacation, at a judicial or educational conference, or suffering an extended illness, it is the policy of the courts to obtain a visiting judge, whenever possible, so that there will be no interruption in the work of each court. Notice of the assignment of a visiting judge will be posted online and in the courthouse as soon as is practical.

1.6A Demand for Jury of Twelve

When a party files a written request for a 12-member jury, the party shall give a written copy of the request to the court's judicial aide no later than 30 days before trial pursuant to Tex. Govt. Code § 25.2292(d). The party is responsible for giving notice to opposing counsel.

1.6B Jury Selection.

The County Courts at Law utilize the electronic method of selecting names of persons assigned for jury service. Questions about the jury impaneling process and jury service may be addressed to the jury office at 512-854-9669. or the jury duty website at <https://www.traviscountytx.gov/district-clerk/jury-duty/faq>.

1.7 Exhibits.

In all cases attorneys shall, prior to the trial or hearing, ensure that all exhibits they intend to introduce have an exhibit label affixed thereto. Exhibit labels are provided by the Court Reporter for each County Court so that the reporter can keep a record of which exhibits have been marked, offered and admitted

Chapter 2

CIVIL CASES

2.1 Filing Cases.

All civil cases shall be filed in rotation in County Courts at Law 1 and 2, except for Applications for Protective Orders pursuant to the Family Code, which shall be filed in Court 4.

2.2 Setting Cases

Cases may be set with the Judicial Aide or Judicial Executive Assistant for Court 1 or 2. Cases will not be set on a docket until consultation among parties is in accordance with the American Board of Trial Advocates' Principles of Civility, Integrity, and Professionalism. The Court may order a pre-trial conference pursuant to Tex. R. Civ. P. 166 at any time.

Courts 1 and 2 shall maintain a central docket. The fact that a case was filed in a court, or that pre-trial matters were heard by a court, does not mean all proceedings will be in that same court.

All civil jury cases should be brought to trial or final disposition within 18 months from the appearance date. Jury cases will be set for a particular week, and will be assigned to a specific day no later than the Friday before the scheduled jury week.

All civil non-jury cases should be brought to trial or final disposition within 12 months from the appearance date. Non-jury cases will be divided into two categories for setting purposes. Those taking less than three hours will be set on a short hearing docket. Those taking more than three hours will be set on a long hearing docket. Non-jury cases may be set Monday through Thursday at 9:00 a.m. or 2:00 p.m. Settings on Friday at 9:00 a.m. may sometimes be available for virtual hearings only; parties must directly contact the Judicial Executive Assistant or Judicial Aide to determine availability.

A case may not be set for jury trial if a non-jury setting was assigned before the jury fee is paid, except by written agreement of the parties or as ordered by a Judge. Settings cannot be requested prior to the appearance day of the defendant except when permitted by law.

It is always the responsibility of the party setting the case to give written notice to the opposing party or attorney. The Court is not responsible for giving written notice.

2.3 Setting Before a Particular Judge

If a Judge has heard preliminary, pre-trial, or other related matters in a complex case, the Judge may retain that case through final disposition.

2.4 Preferential Settings

No more than two preferential jury cases and no more than four preferential non-jury cases can be set on their respective weeks.

At its discretion the Court may order a preferential setting, which is not necessarily a setting before a particular Court.

2.5 Matters Preliminary to a Trial on the Merits

Submitting an Agreed Scheduling Order or Docket Control Order is not sufficient means to set a jury trial or pre-trial hearing date. Unless the jury trial and pre-trial hearing are previously set with the Judicial Executive Assistant or Judicial Aide pursuant to Rule 2.2 above, an Agreed Scheduling Order or Docket Control Order should not be signed.

The following deadlines apply to pre-trial matters for any case set on the jury docket. At the discretion of the Court, failure to comply with these deadlines may authorize removal of the case from the jury docket or be deemed a waiver of any motion or evidence not in compliance.

- a. Thirty days before trial: all dispositive motions, including motions for summary judgment on all claims, must be presented and heard. In most cases a record is not necessary for summary judgment.
- b. Three weeks before trial: all motions for partial summary judgment, and all designations and objections to deposition testimony, must be presented and heard.
- c. Monday through Thursday of the week before trial: all remaining pre-trial matters, including motions in limine, shall be presented and heard. Pre-trial matters will generally be set for 30 minutes or less.

2.6 Announcements

Each announcement period begins on Monday at 8:30 a.m. and ends on Wednesday at 4:30 p.m. At any time between 8:30 a.m. and 4:30 p.m., attorneys for either side shall telephone or appear before the Judicial Aide to give their announcement of readiness and updated time estimate. Announcements may also be sent by facsimile to 512-854-4380 (County Court at Law 1) or 512-854-4725 (County Court at Law 2) during the applicable time period. A facsimile docket call announcement form can be found online at https://www.traviscountytx.gov/images/courts/Docs/docket_form_civilcounty.pdf. A setting before a particular Judge or a preferential setting does not excuse the parties from this rule, and failure to comply may result in losing a setting. When a case is set but no attorney announced at docket call, that case will only be heard after all other cases.

2.7 Hearings

Prior to a trial or hearing, attorneys shall attach an exhibit label to all exhibits they intend to introduce.

During a hearing, attorneys shall position microphones appropriately and speak into them clearly. Attorneys should instruct their clients and witnesses to do the same.

Courtesy copies of motions for the Court's review are appreciated. Drafts of a proposed judgment or order are mandatory and must be submitted before or during a hearing. Counsel for all parties should have the opportunity to approve a proposed judgment or order before it is presented for the Judge's signature.

Every proposed judgment or order shall have a heading that includes the cause number, the style of the case, and the court in which the case is pending. Every proposed judgment or order shall have a line for the Judge's signature, with the name of the presiding Judge typed below the line. The word "entered" should not be used on the line above the Judge's signature to show the date on which a judgment or order is signed. Proposed orders shall not be typed on the same page as a pleading, motion, or certificate of service. Proposed orders submitted electronically must comply with e-filing requirements.

2.8 Virtual and Telephonic Hearings

Short and long hearing dockets and non-jury trials may sometimes be conducted virtually through teleconferencing software such as Zoom. Current policies regarding virtual versus in-person proceedings can be found online or by contacting the Judicial Aide or Judicial Executive Assistant for Court 1 or 2. Specific instructions for accessing an upcoming virtual docket will be distributed by email during the week prior to the setting.

Hearings by telephone are also available in limited circumstances. Requests for telephone hearings should be directed to the Judicial Executive Assistant or Judicial Aide, who will provide instructions for joining court by telephone if approved. A Judge has the discretion to determine if

a hearing by telephone is sufficient. If a Judge determines the hearing by telephone was insufficient, he or she may require a virtual or in-person hearing upon notice to all parties.

2.9 Electronic Submissions

Each Court will maintain an email address where parties may submit certain matters not requiring a hearing. Current policies regarding email submissions can be found online or by contacting the Judicial Aide or Judicial Executive Assistant for Court 1 or 2. Parties shall use the submissions inbox corresponding to the Court where their case was first filed. At its discretion the Court may decline to rule on a matter by submission and instead require a hearing.

2.10 Dismissal for Want of Prosecution

The following cases are eligible for dismissal for want of prosecution:

- a. cases on file for more than 180 days in which no answer has been filed;
- b. cases on file for more than 18 months that are not set for trial;
- c. cases on file for more than 18 months with no filings or settings made within the past 180 days; and
- d. any other case designated by the Court.

The Judicial Executive Assistant shall give notice of cases that will be dismissed for want of prosecution. The cases will be dismissed on the date indicated in the notice unless the Court retains it. Attorneys cannot make a setting in cases set for dismissal.

The procedure for retaining cases and objecting to motions to retain are as follows:

- a. A party filing a motion to retain shall include a written memorandum containing the factual and legal basis supporting the motion. Verified motions to retain shall be filed with the clerk's office at least ten business days before the date of dismissal. After the motion is filed with the clerk's office, court staff is notified. The party filing a motion to retain shall be responsible for giving proper notice to all interested parties.
- b. Parties objecting to a motion to retain shall file a written memorandum containing the factual and legal basis supporting the objection. Objections shall be filed with the Judicial Executive Assistant within three days of service of a motion to retain.
- c. There will be no oral arguments on motions to retain or objections to motions to retain unless ordered by the court.
- d. The Court shall notify all parties of the Court's ruling. The Court's ruling does not have to occur before the time set for dismissal. If the court decides to retain a case, it will set the case for trial at its convenience and notify the parties of the setting. At the setting, the case will be tried or dismissed. No continuance or delay will be considered.

References in this chapter to a "case" include all pending claims in the case.

A party shall inform the Court if a case is placed on the dismissal docket:

- a. due to a delay caused by an agreement of the parties;
- b. because a debt is being paid in installments; or
- c. by the bankruptcy of a party.

If a case is on the dismissal docket for the foregoing reasons, the Court will close the case administratively. At the time the case is administratively closed, all unpaid court costs are due immediately.

2.11 Motions to Withdraw as an Attorney

Except as provided in Rules 8 and 10 of the Tex. R. Civ. P., a motion to withdraw will be granted without a hearing if the moving attorney:

- a. files written consent to the withdrawal signed by attorneys for all parties; and
- b. files a written consent to the withdrawal signed by the client, or includes a specific statement of the circumstances that justify the withdrawal and the circumstances that prevent obtaining the client's written consent in the motion; and
- c. files a certificate stating the last known mailing address of the client.

If an attorney is unable to complete these requirements, a motion to withdraw or to substitute another attorney must be presented at a hearing after the attorney sends notice to the client and to all other parties.

2.12 Protective Orders, Chapter 71 of the Family Code

Protective order applications pursuant to Chapter 71, Tex. Fam. Code are given priority over all other types of cases.

Requests for temporary ex parte orders and the presentation of Agreed Protective Orders may be presented by electronic submission or on any hearing docket.

Hearings on applications for protective orders will be held in accordance with Chapter 84, Tex. Fam. Code.

2.13 Eminent Domain (Condemnation Cases)

The Probate Court is responsible for all aspects of eminent domain cases.

If there are no objections to the award filed, the Probate Court will continue to be responsible for the case through its completion.

If there is an objection to the award filed, County Court at Law 1 or 2 will be responsible for the case through its completion. After an objection to the award is filed, the procedure for obtaining a setting is similar to other civil cases under these Rules.

Files for these cases are located in the probate section of the County Clerk's office.

2.14 Authorization to Serve Citation (Rule 103)

A person who wants to be authorized to serve citations and other notices may file a written affidavit as an application. This application is supplied by the clerk's office, or a person may file a similar suitable application. Upon approval of the application, the Court may authorize service by the applicant in all pending suits in the Travis County Courts at Law. Prior to the filing of return of service in any suit, the person verifying the return shall also file an affidavit that he or she is not a party to and has no interest in said suit. The affidavit may be part of the verified return required by Rule 107, Tex. R. Civ. P.

Chapter 3

Criminal Cases

3.1 Filing Cases.

All criminal cases shall be filed in rotation in County Courts at Law 3, 5, 6, 7, 8, and 9 except as provided herein. All criminal involving offenses against a person whose relationship to or association with the defendant is described by Section 71.0021(b), Section 71.003, or Section 71.005 of the Family Code shall be filed in County Court at Law 4. Cases involving non-intimate partner family violence may be transferred from Court 4 to Courts 3,5,6,7,8 and 9 in rotation by agreement of both Courts.

A defendant who has a pending case, including a defendant who is currently on probation in any Court shall have all subsequent cases assigned to the same court.

Multiple prosecutions arising from the same facts or against the same defendant will be filed in the same court. Cases shall be transferred to the Court with the first case filed.

Any case filed erroneously in the wrong court shall be transferred in accordance with these rules.

3.2 First Appearance.

Unless otherwise directed, defendants will appear at the Criminal Justice Center (CJC) building according to the date and location written on their bond.

After the First Appearance setting in the Court Administration Office, all cases will be reset in the court of jurisdiction.

3.3 Court Dockets.

Court dockets and appearance Guidelines are available for each of the County Court at Law by

request to each Court's Judicial Aide.

3.4 Appeals from Municipal Courts of Record.

Appeals shall be assigned by the Clerk to County Court at Law 2. The assigned Judge shall decide the appeal by written opinion. If the assigned Judge believes a question of law is raised that should be finally settled for the sake of future appeals, he or she shall seek the concurrence of two other Judges in deciding the appeal.

At the request of either party to an appeal from a Municipal Court of Record, an extension of the time to file briefs from 15 days to 30 days will be granted to both parties with no action necessary by the Judge.

3.5 Bond Review Docket.

Court Administration shall set incarcerated defendants in Court within three (3) working days after the attorney receives notification of appointment. Attorneys should follow procedures maintained by Court Administration for this docket.

3.6 Appointment of Counsel.

Appointment of Counsel will comply with the current Fair Defense Plan. This plan can be found at https://www.traviscountytexas.gov/images/courts/Docs/2022-Fair-Defense-Plan_04-08-22.pdf

3.7 Motions before the Court.

All motions shall be e-Filed in accordance with Supreme Court rules with a copy served upon the opposing party or attorney of record if the basis of the motion is a substitution. Attorneys who wish a motion to be heard shall notify the judicial aide or court for docket setting or agreed order.

3.8 Attorney Representation Upon Bond or Notice.

An attorney becomes attorney of record in a misdemeanor case by listing his or her name on a bond application or by setting, or resetting the case, or by Court appointment. He or she remains attorney of record until relieved by written order of the Court.

An attorney's motion to withdraw will be heard after it is e-Filed and when the defendant has had notice to appear. Attorneys shall make every effort to notice the defendant, including postal mail, email, text message and phone. If the defendant does not appear, the bond will be forfeited and a warrant issued.

Chapter 4

Rules of Decorum

4.1 Opening Procedure.

Immediately before the scheduled time for the first court session on each day the bailiff or deputy shall direct all persons present to their seats and shall cause the courtroom to come to order. As the Judge enters the courtroom the bailiff or deputy shall state:

"All rise."

And while everyone is still standing, the bailiff shall announce: "County Court at Law Number ____ of Travis County, Texas is now in session, the Honorable Judge ____ presiding. Please be seated."

4.2 Recess.

When the Judge announces a recess, the bailiff or deputy shall state: "All rise."

And all shall remain standing until the Judge leaves the courtroom, whereupon the bailiff shall announce: "The Court is now in recess".

In reconvening after a recess, the bailiff or deputy shall call the courtroom to order and request everyone to rise as the Judge enters and shall state:

"Please be seated."

Before a recess of a jury trial, the jury will be excused, and all other persons present shall remain seated while the bailiff conducts the jury from the courtroom into the jury room.

After a recess, the bailiff or deputy shall direct all jurors to the jury room and shall call the courtroom to order and request everyone to rise as the Judge enters, as in non-jury trials. After everyone is reseated, the jury shall be returned to the jury box from the jury room.

4.3 General Rules of Courtroom Conduct.

All officers of the court, except the Judge and jurors, and all other participants, except witnesses who have been placed under the rule, shall promptly enter the courtroom before the scheduled time for each court session. When the bailiff calls the Court to order, complete order should be observed.

In the courtrooms there shall be:

- (a) no tobacco used;
- (b) no chewing gum;
- (c) no clothing which does not cover the torso
- (d) no reading of newspapers;
- (e) no audible cell phones or pagers;
- (f) no bottles, cups or beverage containers except court water, pitchers and cups or as otherwise permitted by the Judge;
- (g) no food;
- (h) no propping of feet on tables or chairs;
- (i) no noise or talking that interferes with court proceedings.
- (j) no shorts, hats, tank tops, muscle shirts, low cut shirts or blouses, t-shirts with obscene language or inappropriate graphics, house shoes, pajamas, sunglasses;
- (k) no bare feet, shoes must be worn at all times;
- (l) those wearing pants or skirts must not have any underclothing/underwear exposed.

The Judge, the attorneys, and other officers of the court will refer to and address other court officers and other participants in the proceedings respectfully and impersonally, as by using appropriate titles and surnames rather than first names.

All officers of the court should dress appropriately for court sessions. Dress code will be strictly enforced for all persons in the courtroom.

4.4 Attorneys.

(a) Attorneys should observe the letter and spirit of their professional code of ethics a, including those dealing with discussion of cases with representatives of the media and those

concerning improper ex parte communications with the Judge. Attorneys must wear professional and appropriate attire.

(b) Attorneys should advise their clients and witnesses of Local Rules of Decorum that may be applicable, including courtroom attire.

(c) All objections, arguments, and other comments by counsel shall be directed to the Judge or jury and not to opposing counsel.

(d) While another attorney is addressing the Judge or jury, an attorney should not stand for any purpose except to claim the right to interrupt the attorney who is speaking.

(e) Attorneys should not approach the bench without leave of court and must never lean on the bench.

(f) Attorneys shall remain seated at the counsel tables at all times except:

(1) when the Judge enters and leaves;

(2) when addressing the Judge or jury; and

(3) whenever it may be proper to handle documents, exhibits, or other evidence (leave of court is not required.)

(g) Attorneys should anticipate any need to move furniture, appliances, or easels, and should make advance arrangements with the bailiff. Tables should not be moved during court sessions.

CHAPTER 5

MEDIA PROVISIONS

RULES GOVERNING THE RECORDING AND BROADCASTING OF COURT PROCEEDINGS

Recording, broadcasting, televising or photographing of court proceedings before the County Courts at Law (civil and criminal) of Travis County

5.1 Definitions.

- (1) **Court.** "Court" means the particular Judge or Magistrate before whom the proceeding will be held.
- (2) **Media Coverage.** "Media coverage" means any visual or audio coverage of court proceedings by a media agency.
- (3) **Media or Media Agency.** "Media" or "Media agency" means any person or organization engaging in news gathering or reporting and includes, but is not limited to, any newspaper, radio or television station or network, news service, magazine, trade paper, in-house publication, professional journal, or other news reporting or news gathering agency or individual.
- (4) **Visual Coverage.** "Visual coverage" means coverage by equipment that has the capacity to reproduce or telecast an image, and includes still and moving picture photographic equipment and video equipment.
- (5) **Audio Coverage.** "Audio coverage" is coverage by equipment that has the capacity to reproduce or broadcast sounds, and includes digital, tape and cassette sound recorders, and radio and video equipment.

5.2 Media Coverage Permitted.

5.2.1 Investiture or Ceremonial Proceedings

If media coverage is of investiture or ceremonial proceedings, permission for, and the manner of such coverage, are determined solely by the Court, with or without guidance from these Rules. If media coverage is desired for other than investiture or ceremonial proceedings, the provisions of these Rules shall govern.

5.2.2 Written Order Required.

Media coverage is permitted only on written order of the Court. A person wishing to broadcast, televise, record or photograph a court proceeding must file with the District Clerk a request to cover the proceeding. The request must state:

- (A) the case style and number;
- (B) the date and time when the proceeding is to begin;
- (C) the name of the requesting person or organization;
- (D) the type of coverage requested (for example, televising, recording or photographing); and
- (E) the type and extent of equipment to be used.

The request shall be filed with the District Clerk, with a copy delivered to the Court, Court Administrator, all counsel of record and all parties not represented by attorneys. Such request shall be made in time to afford the attorneys and parties sufficient time to confer, to contact their witnesses and to be fully heard by the Court on the questions of whether media coverage should be allowed and, if so, what conditions, if any, should be imposed on such coverage. Whether or not consent of the parties or witnesses is obtained, the Court may in its discretion deny, limit or terminate media coverage. In exercising such discretion the Court shall consider any relevant factors.

5.2.3 Consent Forms.

If media coverage is sought with consent, consent forms adopted by the Court shall be used to evidence the consent of the parties and witnesses. Original signed consent forms of the parties shall be attached to and filed with the request for order. Consent forms of the witnesses shall be obtained in the manner directed by the Court. No witness or party shall give consent to media coverage in exchange for payment or other consideration, of any kind or character, either directly or indirectly. No media agency shall pay or offer to pay any consideration in exchange for such consent.

5.2.4 Coverage without Consent.

If media coverage is sought without consent, the decision to allow such coverage is discretionary and will be made by the Court on a case-by-case basis. Objections to media coverage should not be conclusory but should state the specific and demonstrable injury alleged to result from media coverage. If the Court denies coverage, it shall set forth in its order the findings upon which such denial is based. In determining an application for coverage, the Court shall consider all relevant factors, including but not limited to:

- a) the type of case involved;
- b) whether the coverage would cause harm to any participants;
- c) whether the coverage would interfere with the fair administration of justice, advancement of a fair trial, or the rights of the parties;
- d) whether the coverage would interfere with any law enforcement activity;
- e) the objections of any of the parties, prospective witnesses, victims, or other participants in the proceeding for which coverage is sought;
- f) the physical structure of the courtroom and the likelihood that any equipment required to conduct coverage of proceedings can be installed and operated without disturbance to those proceedings or any other proceedings in the Courthouse;
- g) the extent to which the coverage would be barred by law in the judicial proceeding of which

coverage is sought; and

h) the fact that any party, prospective witness, victim, or other participant in the proceeding is a child, to which fact the Court shall give great weight.

5.3 Media Coverage Prohibited.

Media coverage of proceedings held in chambers, proceedings closed to the public and jury selection is prohibited. Audio coverage and close-up video coverage of conferences between an attorney and client, witness or aide, between attorneys, or between counsel and the Court at the bench is prohibited.

5.4 Coverage of Jurors Prohibited.

Visual coverage of potential jurors and jurors in the Courthouse is prohibited except when in the courtroom the physical layout of the courtroom makes it impossible to conduct visual coverage of the proceedings without including the jury, and the Court so finds. In such cases visual coverage is allowed only if the jury is in the background of a picture of some other subject and only if individual jurors are not identifiable.

5.5 Equipment and Personnel.

The Court may, among other things:

- (a) require that a person seeking to cover a proceeding demonstrate or display the equipment that will be used;
- (b) prohibit equipment that produces distracting sound or light;
- (c) prohibit signal lights or devices showing when equipment is operating, or require their concealment;
- (d) prohibit moving lights, flash attachments, or sudden light changes;
- (e) require the use of courtroom's existing video, audio, and lighting systems, if any;
- (f) specify the placement of personnel and equipment;
- (g) determine the number of cameras to be allowed in the courtroom;
- (h) require pooling of equipment if more than one person wishes to cover a proceeding;

- (i) require that operators not move equipment or enter or leave the courtroom while the Court is in session, or otherwise cause a distraction. All equipment shall be in place in advance of the proceeding or session; and,
- (j) require that identifying marks, call letters, words and symbols shall be concealed on all equipment. Media personnel shall not display any identifying insignia on their clothing.

5.6 No Delay of Proceedings.

No proceeding or session shall be delayed or continued for the sole purpose of allowing media coverage, whether because of installation of equipment, obtaining consent, conduct of hearings related to the media coverage or other media coverage questions. To assist media agencies to prepare in advance for media coverage, and when requested to do so:

- (i) the Court will attempt to make the courtroom available when not in use for the purpose of installing equipment;
- (ii) counsel (to the extent they deem their client's rights will not be jeopardized) should make witness lists available to the media; and,
- (iii) the Court Bailiff or Coordinator, upon request, shall inform the media agencies of settings or proceedings.

5.7 Official Record.

Any product of media coverage of a proceeding pursuant to these Rules shall not be considered as part of the official court record.

Cause No. _____

_____	§	In the County
v.	§	Court at Law # _____
_____	§	Travis County, Texas

Consent to Media Coverage by Witness

My name is _____.

I will be called as a witness in the above numbered and entitled case. I understand that I may refuse to consent to media coverage, but also that the Court in its discretion may allow such coverage pursuant to the Court's Guidelines for Photographing, Recording and Broadcasting in Courtroom (Guidelines) whether or not I consent.

Pursuant to Rule 18c (b) of the Texas Rules of Civil Procedure and the Guidelines, I consent to media coverage of my testimony in this case.

I have neither received nor will I receive any payment or other consideration of any kind or character, either directly or indirectly, in exchange for my consent to media coverage of my testimony in this case.

Date

Witness

Cause No. _____

_____ § In the County
v. _____ § Court at Law # _____
_____ § Travis County, Texas

Consent to Media Coverage by Party

My name is _____.

I am a party/attorney for party _____ in the above numbered and entitled case. I understand that I may refuse to consent to media coverage, but also that the Court in its discretion may allow such coverage pursuant to the Court's Guidelines for Photographing, Recording and Broadcasting in Courtroom (Guidelines) whether or not I consent.

Pursuant to Rule 18c (b) of the Texas Rules of Civil Procedure and the Guidelines, I consent to media coverage of the proceedings in this case.

I have neither received nor will I receive any payment or other consideration of any kind or character, either directly or indirectly, in exchange for my, or my client's, consent to media coverage of any portion of any proceeding in this case.

Date

Party/Attorney

Cause No: _____

_____	*	In the County
v.	*	Court at Law # _____
_____	*	Travis County, Texas

Order

The request for order to allow media coverage filed with the County Clerk on
_____, 20____, by _____ is hereby
granted/denied.

Signed this _____, 20_____.

Judge Presiding

Cause No: _____

_____	§	In the County
v.	§	Court at Law # _____
_____	§	Travis County, Texas

Request for Order to Allow Media Coverage Without Consent of Parties or Witnesses

Pursuant to Rule 18 c (a) of the Texas Rules of Civil Procedure and the Court's Guidelines for Photographing, Recording and Broadcasting in the Courtroom (Guidelines), I request media coverage of the above described case without consent of the parties or witnesses, as follows:

- 1 Courtroom: _____.
- 2 Equipment: _____.
- 3 Dates of Coverage: _____.

I, individually, and on behalf of the personnel of the media agency I represent and all media personnel who participate in media coverage through any pooling agreement, understand and agree that:

- 1 All media personnel covering the proceeding will comply with the provisions of Rule 18 c of the Texas Rules of Civil Procedure and the Guidelines.
- 2 Permission may be withdrawn by the Court any time pursuant to the Guidelines, at which time media coverage will immediately cease.

The original of this request was filed with the County Clerk, with a copy delivered to the trial court and the court administrator, on _____.

Individual—Signature

Individual—Print Name

Name of Media Agency

Position

Address

Telephone Number

Cause No: _____

_____ § In the County

v. _____ § Court at Law # _____

_____ § Travis County, Texas

Request for Order to Allow Media Coverage With Consent of Parties or Witnesses

Pursuant to Rule 18 c (a) of the Texas Rules of Civil Procedure and the court’s Guidelines for Photographing, Recording and Broadcasting in the Courtroom (Guidelines), I request media coverage of the above described case without consent of the parties or witnesses, as follows:

- 1 Courtroom: _____.
- 2 Equipment: _____.
- 3 Dates of Coverage: _____.

I, individually, and on behalf of the personnel of the media agency I represent and all media personnel who participate in media coverage through any pooling agreement, understand and agree that:

- 1 All media personnel covering the proceeding will comply with the provisions of Rule 18 c of the Texas Rules of Civil Procedure and the Guidelines.
- 2 Permission may be withdrawn by the Court any time pursuant to the Guidelines, at which time media coverage will immediately cease.

The original of this request was filed with the County Clerk, with a copy delivered to the trial court and the court administrator, on _____.

Individual—Signature

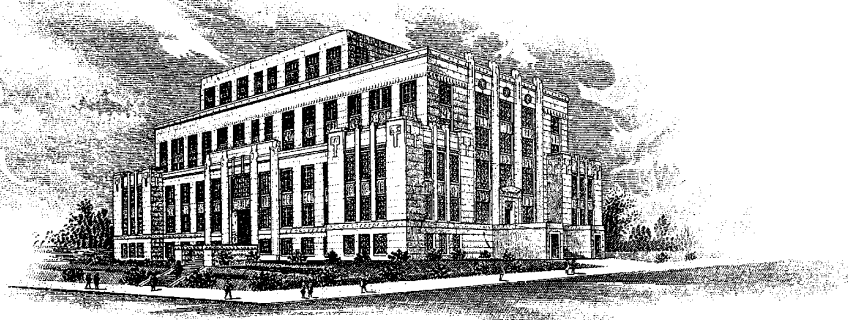
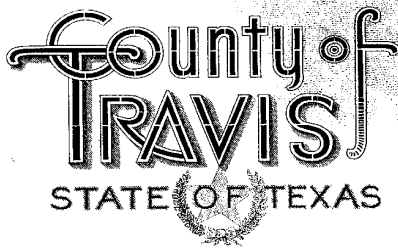
Individual—Print Name

Name of Media Agency

Position

Address

Telephone Number



Any previous Local Rules expire with the adoption of these updated Local Rules and are no longer applicable

Signed on the 21st day of November, 2022

DocuSigned by:

Todd J. Wong

2BB0594FAB3F455...

JUDGE TODD WONG

County Court #1

DocuSigned by:

Eric Shepperd

C7C31530C27044B...

JUDGE ERIC SHEPPERD

County Court #2

DocuSigned by:

John Lipscombe

A2B20673D1C44E0...

JUDGE JOHN LIPSCOMBE

County Court #3

DocuSigned by:

Dimple Malhotra

C1AA45A012C04C3...

JUDGE DIMPLE MALHOTRA

County Court #4

DocuSigned by:

Nancy Hohengarten

E9032128F1CF4E8...

JUDGE NANCY HOHENGARTEN

County Court #5

DocuSigned by:

Brandy Mueller

53EC1FB9141E420...

JUDGE BRANDY MUELLER

County Court #6

DocuSigned by:

Elisabeth Earle

7E83805225B9456...

JUDGE ELISABETH EARLE

County Court #7

DocuSigned by:

Carlos Barrera

845A9676A13D4B6...

JUDGE CARLOS BARRERA

County Court #8

DocuSigned by:

Kim Williams

5509FDBCD1CC483...

JUDGE KIM WILLIAMS

County Court #9