

**PART SIX**  
**JURY MANAGEMENT**

**RULE 6.01 EMPANELING JURIES:**

- (A) THE LOCAL ADMINISTRATIVE JUDGE OF THE COUNTY, OR A JUDGE DESIGNATED BY THE COUNCIL OF JUDGES SHALL PRESIDE OVER THE QUALIFICATIONS OF PETIT JURORS AND THE ASSIGNMENT OF JURY PANELS TO THE VARIOUS COURTS.
- (B) A PLAN GOVERNING THE SELECTION, MANAGEMENT, ASSIGNMENT, AND TIME OF JURY SERVICE HAS BEEN FILED WITH THE DISTRICT CLERK, WHICH MAY BE MODIFIED AT THE DISCRETION OF THE COUNCIL OF JUDGES, IN COMPLIANCE WITH SECTION 62.011, TEXAS GOVERNMENT CODE.

**PART SEVEN**  
**JUDICIAL VACATION; JUDICIAL EDUCATION**

**RULE 7.01 JUDICIAL VACATION:**

- (A) JUDICIAL VACATIONS AND EDUCATIONAL EVENTS WILL BE SCHEDULED IN ADVANCE BY EACH JUDGE, SUBJECT TO CHANGE IN CONDITIONS, AND NOTICE THEREOF IS TO BE FILED WITH THE LOCAL ADMINISTRATIVE JUDGE.
- (B) THE JUDGES OF STATUTORY COUNTY COURTS AT LAW AND EACH DISTRICT COURT MAY TAKE PERSONAL VACATIONS AT ANY TIME DURING THE YEAR.
- (C) SUCH VACATIONS SHALL BE COORDINATED WITH THE LOCAL ADMINISTRATIVE JUDGE SO THAT THERE ARE A SUFFICIENT NUMBER OF DISTRICT AND COUNTY COURT AT LAW JUDGES IN THE COUNTY AT ALL TIMES TO HANDLE ITS JUDICIAL BUSINESS.
- (D) JUDGES MAY TAKE SUCH SICK LEAVE AS IS ESSENTIAL FOR THEIR HEALTH AND WELL-BEING.
- (E) ATTENDANCE AT JUDICIAL CONFERENCES AND EDUCATIONAL PROGRAMS IS CONSIDERED AN OFFICIAL DUTY AND AS COURT TIME.
- (F) EXTENDED ABSENCES FOR OTHER REASONS SHOULD LIKEWISE BE COORDINATED WITH THE LOCAL ADMINISTRATIVE JUDGE.

**RULE 7.02 MASTERS, ASSOCIATE JUDGES, JAIL MAGISTRATES, AND REFEREES:**

VACATION AND SICK LEAVE OF MASTERS, ASSOCIATE JUDGES, JAIL MAGISTRATES, AND REFEREES SHALL BE DETERMINED BY ORDER OF THE COUNCIL OF JUDGES.

**PART EIGHT**  
**NON-JUDICIAL PERSONNEL**

**RULE 8.01 NON-JUDICIAL PERSONNEL:**

- (A) THE LOCAL ADMINISTRATIVE JUDGE OF THE COUNTY SHALL SUPERVISE THE OFFICE OF COURT ADMINISTRATION AND SHALL BE RESPONSIBLE FOR ALL ADMINISTRATIVE MATTERS PECULIAR TO THE COURTS AS DISTINGUISHED FROM JUDICIAL MATTERS.
- (B) THE LOCAL ADMINISTRATIVE JUDGE SHALL PERIODICALLY REVIEW THE CASE FLOW