

**PAGE 25 – RULE 9.01**

- (J) ALL REMARKS OF COUNSEL TO THE COURT SHALL BE ADDRESSED TO THE COURT FORMALLY.
- (K) ONCE AN ATTORNEY HAS ENTERED THE COURTROOM AND APPEARED BEFORE THE COURT, HE/SHE SHALL NOT LEAVE WITHOUT OBTAINING PERMISSION FROM THE COURT.
- (L) NOTHING HEREIN SHALL PREVENT OR PROHIBIT THE INDIVIDUAL COURTS FROM ADOPTING ADDITIONAL RULES OF DECORUM.

**RULE 9.02 ATTORNEY VACATIONS:**

AN ATTORNEY WISHING TO AVOID ASSIGNMENT DURING A VACATION PERIOD (NOT TO EXCEED FOUR WEEKS DURING THE CALENDAR YEAR) MAY ADVISE THE COURT COORDINATORS OF EACH OF THE COURTS AND THE OFFICE OF COURT ADMINISTRATION OF THE ATTORNEY'S PROPOSED VACATION AT LEAST 60 DAYS PRIOR TO THE BEGINNING OF THE VACATION ON THE SUGGESTED VACATION FORM. NOTHING HEREIN SHALL PRECLUDE THE FILING OF A MOTION FOR CONTINUANCE AND OTHER CIRCUMSTANCES REGARDING VACATION. THE FILING OF A VACATION CERTIFICATE SHALL NOT BE GROUNDS FOR RESETTING CASES ALREADY SET. IN THE EVENT AN ATTORNEY ALREADY HAS A SETTING AT THE TIME THE VACATION NOTICE IS FILED, IT SHALL BE THE ATTORNEY'S RESPONSIBILITY TO NOTIFY OPPOSING COUNSEL AND THE COURT COORDINATOR AND FILE A MOTION FOR CONTINUANCE AND OBTAIN A RULING BY THE COURT.

**RULE 9.03 CJIS DATABASE, CLERKS, ATTORNEYS RESPONSIBILITY:**

THE DISTRICT AND COUNTY CLERKS ARE RESPONSIBLE TO UPDATE THE CJIS DATABASE WHEN THERE IS A SUBSTITUTION, APPEARANCE OR WITHDRAWAL OF AN ATTORNEY.

ATTORNEYS ARE RESPONSIBLE TO GIVE PROMPT WRITTEN NOTIFICATION OF ANY CHANGE OF THEIR ADDRESS, FIRM OR TELEPHONE NUMBER TO THE COUNCIL OF JUDGES ADMINISTRATION, ROOM 101, EL PASO COUNTY COURTHOUSE.

ATTORNEYS WHOSE NAMES DO NOT APPEAR IN THE CJIS ATTORNEYS DATABASE MUST PROVIDE THE COUNCIL OF JUDGES ADMINISTRATION WITH THEIR NAME, ADDRESS, FIRM, TELEPHONE NUMBER, FAX NUMBER AND BAR NUMBER BY WRITTEN NOTIFICATION TO THE COUNCIL OF JUDGES ADMINISTRATION, ROOM 101, EL PASO COUNTY COURTHOUSE. THE COUNCIL OF JUDGES ADMINISTRATION PHONE NUMBER IS (915) 546-2143.

THE CLERKS SHALL OBTAIN AND ENTER THE ADDRESSES OF ANY PRO SE PARTY INTO THE CJIS DATABASE.

**PART TEN**  
**MISCELLANEOUS LOCAL RULES**

**RULE 10.01 LOCAL PRACTICES NOT PUBLISHED IN THESE RULES:**

IN THE ABSENCE OF A SECTION OR SUBSECTION, INTERESTED PERSONS MAY ASSUME THERE IS NO LOCAL RULE COVERING THE DESCRIBED SUBJECT.

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