

- 11.2. **SUMMER VACATIONS.** Written designation for vacation weeks during June, July, or August must be filed with the district clerk by May 15. Summer vacation weeks so designated will protect the attorney from trials during those summer weeks, even if an order setting the case for trial was signed before the vacation designation was filed.
- 11.3. **NON-SUMMER VACATIONS.** Written designation for vacation in months other than June, July, or August must be filed with the district clerk by February 1. Non-summer vacation weeks may not run consecutively for more than two weeks at a time. Non-summer vacation weeks so designated will not protect an attorney from a trial by an order signed before the date the designation is filed.

## **12. COURT ROOM CONDUCT**

- 12.1. Each attorney, party, witness and visitor is expected to conduct himself/herself in a manner appropriate to the decorum of the court.
- 12.2. All counsel shall conduct themselves according to the standards of professionalism as described in **THE LAWYERS CREED – A MANDATE FOR PROFESSIONALISM** as adopted by the Supreme Court of Texas and the Court of Criminal Appeals.
- 12.3. All litigants and spectators shall wear appropriate attire and conduct themselves in a dignified and courteous manner. Each Court may post Standards of Conduct and Dress.
- 12.4. Attorneys shall advise their clients and witnesses of the formalities of the court and seek their full cooperation.
- 12.5. The attorneys, the Judge, and all other officers' of the court shall be prompt at all sessions and in the dispatch of all court business.
- 12.6. The taking of photographs, film, video or broadcasting of judicial proceedings in or from the courtroom, or so close thereof as to disturb the order and decorum thereof, either while court is in session or at recess, is prohibited, unless written permission is granted by the court.
- 12.7. All attorneys are admonished to respect the letter and the spirit of all canons of ethics, including particularly those dealing with discussion of cases with representatives of the press or electronic media and ex parte communications. The court shall enforce the same by appropriate action.

## **13. DUTIES OF ATTORNEYS**

- 13.1. **APPOINTEE FEE REPORT** Each person appointed by a judge in a civil or family case to a position for which any type of fee may be paid shall file the designated uniform report before any judgment, dismissal or nonsuit is signed. This report is required for every appointment made, whether or not a fee is charged.
- 13.2. **ATTORNEYS ADDRESSES:** Attorneys are required to notify the District Clerk of any change in address, telephone, fax number or e-mail address. Any notice or communication directed to the attorney at the address, telephone, fax number or e-mail address indicated in the records of the District Clerk will be deemed received.
- 13.3. **SUBMISSION OF INSTRUMENTS:** All judgments and orders must be submitted to the court for signing within 14 days of the rendition date, unless otherwise directed by the court. The party who is directed to prepare the judgment or order shall furnish all opposing parties with a copy of the proposed judgment or order at least five (5) days prior to entry date. All judgments or orders in uncontested matters (except for settlements made pursuant to (T.R.C.P. Rule 11) and in default matters (where citation has been served and there has been no answer filed or other general appearance) must be presented at the time of hearing. All forms required by governmental entities shall be submitted, along

with orders for withholding, QDROs and the like, as appropriate. Orders based upon agreement of the parties must be submitted to the parties for approval as to substance.

13.4. **VACATION LETTERS** A copy of a letter referred to in Rule 11, designating a vacation, shall be sent to the court and all affected opposing counsel and shall contain a list of pending settings during the vacation period.

14. **POLICIES AND PROCEDURES.** The district judges of Fort Bend County shall establish common policies and procedures on pertinent court business. Such policies and procedures shall be made available through the district clerk. Each court may additionally establish policies and procedures particular to that court.