

RULE 11
NON-JUDICIAL PERSONNEL

RULE 11.10

Non-Judicial Personnel

(A) Each Judge shall control the employees of the Court, including those of other entities who render services directly to each Court under the Constitution, statutes, inherent powers, these Rules, and by tradition, as now established or hereafter amended.

(B) The qualifications for these positions shall be those set forth in the pertinent statutes, in the approved job description or in official joint Court orders.

(C) Each Judge shall be responsible for seeing that his or her non-judicial personnel are prompt and well qualified for their duties.

(D) Non-judicial personnel should observe the standards of decorum and conduct set forth in the Code of Judicial Conduct.

RULE 11.11

Code of Judicial Conduct

All person employed by the County Courts at Law in any capacity shall, within the first thirty days of employment, be apprised of the contents of the Code of Judicial Conduct. An acknowledgment shall be executed and signed with at least one witness present. Such completed acknowledgment shall be filed in the personnel file folder of the employee and a copy shall be retained by the employee.

RULE 11.12

Conduct of Non-Judicial Personnel

(A) Each Court Coordinator serves at the pleasure of the County Court at Law Judge or his/her successor in office.

(B) The Court Coordinator and related staff will perform such administrative duties as may be assigned by them by the respective County Court at Law Judge.

(C) The Court Coordinator will not perform any judicial (as opposed to administrative) function.

(D) Each Judge pursuant to his County approved budget, will appoint appropriate staff, and support personnel according to the needs of each Court including a bailiff, who may be a deputy sheriff and who shall be present at all times while the court is in session or in recess, unless excused by the Judge.

(E) No duties shall be assigned to the bailiff except upon approval by the Judge of such Court.

RULE 11.13

Duties of Non-Judicial Personnel

No Local Rules under this subdivision.