

RULE 12
ATTORNEYS OF RECORD

RULE 12.10

Appearance of Counsel; Attorney in Charge

No Local Rules under this subdivision.

RULE 12.11

Conduct and Decorum of Counsel

(A) Each day the Court is engaged in hearing a matter, the Court shall be opened by the bailiff directing all court officials and spectators to their seats.

(B) In reconvening after recess, the bailiff shall cause all persons to be seated before the Judge enters.

(C) The bailiff shall see that the flag of the United States and the flag of the State of Texas are property and prominently displayed at some convenient place in the courtroom.

(D) While the Court is in session, there shall be:

(1) No smoking or use of tobacco products.

(2) No reading of newspapers or magazines.

(3) No propping of feet on tables or chairs.

(4) No loud noises or talking.

(5) No gum chewing.

(E) In addressing the Court, lawyers shall rise and remain standing at their positions at counsel table.

(F) Lawyers shall not approach the bench or witnesses except with permission or on request of the Court.

(G) Lawyers shall not lean on the bench, sit on rails or tables, or appear to engage the Court in a confidential manner.

(H) All male lawyers shall wear coats and ties while in attendance of the Court, unless otherwise permitted by the Court.

(I) Lawyers shall advise their clients and witnesses of the formalities of the Court.

(J) The lawyers, the Judge, and all other officers of the Court shall be prompt

at all sessions and in the dispatch of all court business. In the event a lawyer is late or unable to attend same, he shall immediately notify the Coordinator of the Court, advising:

- (1) specific reason(s) for the late appearance or non-appearance;
- (2) if late, the approximate time he expects to be in Court; and
- (3) if unable to attend, a recommended day and time to reschedule the pending matter.

A violation of this Rule by court-appointed outruns will be grounds to remove the court-appointed attorney and a new attorney appointed immediately. A violation of this Rule by retained attorneys are subject to Court imposed sanctions.

(K) All counsel are admonished to respect the letter and that spirit of all rules and ethics, including, particularly, those dealing with discussion of cases with the Court outside of the courtroom and not in the presence of opposing counsel.

(L) The Court shall enforce the same by appropriate action.

(M) All remarks of counsel to the Court shall be addressed to the Court and not to the Judge as an individual.

(N) Once an attorney has entered the courtroom and appeared before the Court, he shall not leave without obtaining permission from the Court.

RULE 12.12

Withdrawal of Counsel

(A) Governed by Rule 10, Texas Rules of Civil Procedure and Rule 6.15 hereof.

(B) Leave to withdraw may be denied where the motion is presented so near the trial date as to require delay of this trial.

RULE 12.13

Attorney Vacations

(A) In civil cases not specially set, an attorney may not be put to trial for a period not to exceed four (4) periods of one week or less, which may be consecutive, in a given year if he has, in writing, filed with the appropriate clerk of the county of his residence, with a copy to the appropriate clerk of any other county where he has pending cases, notice of his vacation period, at least sixty (60) days in advance. Vacation may be taken in the months of June, July and August of each year, and other times must be with prior approval of the Court.

(B) This shall not be grounds for resetting cases already set.

(C) At his discretion, a Judge may recognize additional time for designated vacation.

(D) 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 either file an agreed reset or motion for continuance and obtain a ruling by the Court.