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**O-12-005**

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COUNTY CLERK  
HAYS COUNTY, TEXAS

**In the County Courts at Law of Hays County, Texas**  
**ADMINISTRATIVE ORDER REGARDING REGULAR JUDICIAL MEETINGS**

To ensure consistency with Rule 9(b) of the Texas Rules of Judicial Administration regarding regular judicial meetings, and to address matters described in Rule 3.e concerning the effective administration of justice, the County Court Judges of Hays County, Texas adopt the following procedures.

**THEREFORE, IT IS HEREBY ORDERED THAT:**

**1. Regular Meetings**

The County Court at Law Judges of Hays County shall Convene regular meetings on a quarterly basis. These meetings will take place on the second Monday of January, April, July, and October, unless otherwise rescheduled by majority vote of the judges.

**2. Meeting Topics**

Each meeting shall include discussion of issues identified in Rule 3.e of the Texas Rules of Judicial Administration, including:

- A. Local administrative and practice rules;
- B. Docket management and case flow procedures;
- C. Judicial absence coverage;
- D. Use and management of court facilities and technology;
- E. Allocation of staff and other shared court resources;
- F. Coordination with probation, prosecution, and law enforcement agencies;
- G. Review of court performance metrics and reporting;
- H. Any additional matters affecting the fair and efficient operation of the County Courts.

**3. Presiding Judge and Agenda Preparation**

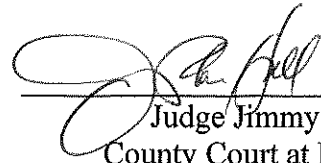
The Local Administrative Judge of the County Courts at Law will preside over meetings. The presiding judge will prepare and distribute a meeting agenda no later than five (5) days before each meeting. Any County Court Judge may submit items for inclusion on the agenda.

**4. Annual Review and Amendment**

The Judges shall review this Order annually at the January meeting. This Order shall remain effective unless amended or repealed by a majority vote of the County Court Judges.

**THIS HAYS COUNTY ADMINISTRATIVE ORDER REGARDING REGULAR JUDICIAL MEETINGS SHALL BECOME EFFECTIVE IMMEDIATELY UPON PUBLICATION ON THE OFFICE OF COURT ADMINISTRATION'S WEBSITE.**

**O-12-005**



Judge Jimmy Alan Hall  
County Court at Law No. 1  
Hays County, Texas



Judge Chris Johnson  
County Court at Law No. 2  
Hays County, Texas



Judge Elaine S. Brown  
County Court at Law No. 3  
Hays County, Texas