DO NOT EFILE

2027 ATTORNEY VACATION SCHEDULE REQUEST
For the Civil and Family Trial Divisions, Harris County District Courts
EMAIL: Ancillary.court@hcdistrictclerk.com OR

FAX: 832-927-0134

Non-summer designation: MUST BE FILED BY FEBRUARY 1, 2027
Summer designations: MUST BE FILED BY MAY 15, 2027, (For the months of June, July, and August)
The weeks for the summer months include only those that have an Asterisk (*).

JANUARY		FEBRUARY		MARCH		APRIL	
1/04 - 1/08		2/01 - 2/05		3/01 - 3/05		4/05 - 4/09	
1/11 - 1/15		2/08 - 2/12		3/08 - 3/12		4/12 - 4/16	C/F
1/19 - 1/22		2/15 - 2/19		3/15 - 3/19		4/19 - 4/23	
1/25 - 1/29		2/22 - 2/26		3/22 - 3/25		4/26 - 4/30	
				3/29 - 4/02			

MAY		JUNE		JULY		AUGUST	
5/03 - 5/07		* 6/01 - 6/04		* 7/06 - 7/09		* 8/02 - 8/06	F**
5/10 - 5/14		* 6/07 - 6/11		* 7/12 - 7/16		* 8/09 - 8/13	
5/17 - 5/21		* 6/14 - 6/17	C/F	* 7/19 - 7/23		* 8/16 - 8/20	
5/24 - 5/28		* 6/21 - 6/25		* 7/26 - 7/30		* 8/23 - 8/27	
		* 6/28 - 7/02				* 8/30 - 9/03	

SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
9/07 - 9/10	C/F	10/04 - 10/08		11/01 - 11/05		12/06 - 12/10	
9/13 - 9/17		10/11 - 10/15		11/08 - 11/12		12/13 - 12/17	
9/20 - 9/24		10/18 - 10/22		11/15 - 11/19		12/20 - 12/22	F
9/27 - 10/01		10/25 - 10/29		11/22 - 11/24		12/27 - 12/30	C/F
				11/29 - 12/03			

"C" Indicates Dead Week in the Civil Trial Division
"F" Indicates Dead Week in the Family Trial Division
"F**" Dead Week in the Family Trial Division – recognized in the Civil Trial Division only for attorneys attending the Advanced Family Law Course.

Mark the box to the right of the weeks you desire exemption from trial assignments in the Civil or Family District Courts of Harris County. Please read the local rules found on the reverse side of this form.

YOU MAY DESIGNATE UP TO FOUR WEEKS ANNUALLY

I HEREBY DESIGNATE THE WEEKS MARKED ABOVE AS MY VACATION PERIOD FOR THE YEAR 2027.

_____ **(Please type or print name)**

_____ **(Texas Bar Number)**

(_____)_____ **(Phone Number)**

_____ **(Email Address)**

(_____)_____ **(Fax Number)**

_____ **(Street Address or P.O. Box)**

_____ **(City, State, Zip Code)**

SIGNATURE OF ATTORNEY: _____

RETURN TO: Marilyn Burgess, DISTRICT CLERK, P.O. BOX 4651, HOUSTON, TEXAS 77210

Family Trial Division Rule 10 Vacations of Counsel.

10.1 General Rule. Subject to the provisions of 10.2 of this rule, an attorney may designate not more than four weeks of vacation during a calendar year as vacation, during which that attorney will not be assigned to trial or required to engage in any pretrial proceedings. This rule operates only where lead counsel, as defined by Tex. R. Civ. P. 8, is affected, unless the court determines to extend its application to other counsel. The vacation designation shall be honored only if it is made on the vacation letter form approved by the Board of District Judges of the Family Trial Division and is accompanied by the attorney's designation of at least one attorney who has consented to act for the vacationing attorney. The designated attorney shall be called upon to act only if the client consents to the designated attorney's representation, and then only if the court requests the designated attorney's participation due to an emergency.

10.2 Time for Designation. Written designation for vacation weeks during June, July, or August must be filed with the District Clerk by May 15. Written designation for vacation weeks in months other than June, July, or August must be filed with the District Clerk by February 1. Designated vacation weeks protect the attorney from trials or pretrial proceedings during those weeks, unless an order setting the case for trial was signed and the case was assigned to trial before the vacation designation was filed.

Civil Trial Division Rule 11 Vacations of Counsel.

11.1 DESIGNATION OF VACATION: Subject to the provision of subparts .2 and .3 of this rule, an attorney may designate not more than four weeks of vacation during a calendar year as vacation, during which that attorney will not be assigned to trial or required to engage in any pretrial proceedings. This rule operates only where lead counsel, as defined by **T.R.C.P. 8**, is affected, unless the trial court expands coverage to other counsel.

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 trial set by an order signed before the date the designation is filed.**

Procedures for Late-Filed Vacation Designation or Request to Amend Timely Vacation Designation

For a late-filed vacation designation or request to amend a properly filed vacation designation, counsel shall file and set a motion directly with the Administrative Judge of the Civil Trial Division, and in the Family Courts, file and set a Motion in each court in which the attorney has been set for trial.

THE MOTION SHALL:

1. Attach the Vacation Request and any prior requests.
2. State the reason for the late-filed vacation designation or the request to amend a prior vacation designation.
3. List all cases in which counsel is (or expects to become) lead counsel that are currently set for trial during a week designated as summer vacation. Include any case that is long enough likely to be affected, if called to trial on a setting prior to the requested designated summer week(s). Include the following information for each case: case number and style, court number and location, and trial date.
4. Contain a certificate that the movant has notified each attorney in any case listed above in (3) in which a trial setting would be affected by a summer vacation designation, pursuant to rule 21a T.R.C.P. The motion must include a certificate of conference covering all the listed cases.
5. In **civil** cases, the motion shall be set on a submission docket before the Administrative Judge of the Civil Trial Division on any Monday which is at least 10 days from filing, pursuant to Local Rule 3.3.3, except on leave of the Administrative Judge. The motion shall be submitted to the court on that day or later.
6. In **family** cases, late-filed vacation designations shall be honored upon the granting of said motion by each court in which the attorney is set for trial.

In Family cases, the following Designation shall be made:

I hereby designate the following attorney to act for me during my absence, but only upon request of the court and in event of an emergency. Such designation is effective only with the consent of my client.

_____ _____ _____

(Please type or print name) (Texas Bar Number) (Phone Number)

_____ _____

(Street Address or P.O. Box) (City, State, Zip Code)