

**SECOND ADMINISTRATIVE JUDICIAL REGION OF TEXAS
REGIONAL RULES OF ADMINISTRATION**

**Rule 11:
ATTORNEY VACATIONS**

- a. DESIGNATION OF VACATION. Subject to the provision of subparts b and c 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.

- b. 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.

- c. 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 vacations 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 by an order signed before the date the designation is filed.