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DENISE M. FORTENBERRY

130th Judicial District Judge

Becky Corenfield
Court Coordinator

Belle Cortinas
Indigent Defense Coordinator

Kaye Rollins
Court Reporter

MEMORANDUM

To: Attorneys Practicing in the 130th District Court

From: Denise M. Fortenberry

Date: October 11, 2023

Re: Vacation Letters

The court has promulgated the following form for attorneys to use to designate vacations in the Matagorda County District Courts.

Please use this form to designate vacation weeks. This form will help our office and the clerk's office in filing your requests.

Page 2 includes the regional rules for attorney vacations and the local court's procedures for late-filed designations. Please note the deadline for timely designating summer vacations is May 15th.

Copies of the vacation schedule are available through the Court's website. The schedules should be filed with the District Clerk.

Thank you for your cooperation.

2024 ATTORNEY VACATION SCHEDULE REQUEST

Matagorda County District Courts

Non summer designation — MUST BE FILED BY FEBRUARY 1, 2024
 Summer designations: MUST BE FILED BY MAY 15, 2024 (for the months of June, July and August)
 The summer month weeks are designated by an asterisk (*)

JANUARY		FEBRUARY		MARCH		APRIL	
1/01 - 1/05	S	2/05 - 2/9		3/04 - 3/08		4/01 - 4/05	
1/08 - 1/12		2/12 - 2/16	S	3/11 - 3/15	S	4/08 - 4/12	
1/15 - 1/19		2/19 - 2/23		3/18 - 3/22		4/15 - 4/19	
1/22 - 1/26		2/26 - 3/01		3/25 - 3/29		4/22 - 4/26	
1/29 - 2/02						4/29 - 5/03	

MAY		JUNE		JULY		AUGUST	
5/06 - 5/10		*6/03 - 6/07		*7/01 - 7/05		*8/05 - 8/09	F
5/13 - 5/17		*6/10 - 6/14		*7/08 - 7/12		*8/12 - 8/16	
5/20 - 5/24		*6/17 - 6/21		*7/15 - 7/19		*8/19 - 8/23	
5/27 - 5/31		*6/24 - 6/28		*7/22 - 7/26		*8/26 - 8/30	
				*7/29 - 8/02			

SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
9/02 - 9/06		10/07 - 10/11		11/04 - 11/08		12/02 - 12/06	
9/09 - 9/13		10/14 - 10/18		11/11 - 11/15		12/09 - 12/13	
9/16 - 9/20		10/21 - 10/25		11/18 - 11/22		12/16 - 12/20	
9/23 - 9/27		10/28 - 11/01		11/25 - 12/29	S	12/23 - 12/27	S
9/30 - 10/04						12/30 - 1/03	S

“S” indicates settlement weeks in the 130th Judicial District Court
 “F” indicates dead week 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 District Courts of Matagorda County, Texas. Please read the controlling administrative rules on page 2.

YOU MAY DESIGNATE UP TO FOUR WEEKS ANNUALLY

I HEREBY DESIGNATE THE WEEKS MARKED ABOVE AS MY VACATION PERIOD FOR THE YEAR 2024.

 (Print or Type Name)

 (Texas Bar Number)

 (Signature of Attorney)

 (Mailing Address)

 (Phone Number)

 (Fax Number)

 (City, State, Zip Code)

RETURN TO: JANICE HAWTHORNE, DISTRICT CLERK, 1700 7TH STREET RM 307, BAY CITY TX 77414

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

Rule 11: ATTORNEY VACATIONS

- 11.1 **Designation of Vacation.** Subject to the provisions 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.
- 11.2 **Summer Vacations.** Written designation for vacation weeks during June, July and 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 designation 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 a trial by order signed before the designation is filed.

Procedure 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 with the Judge of the 130th Judicial District Court and set a motion according to the following procedures.

1. Attach the Vacation Request and any prior requests.
2. State the reason(s) for the late filed vacation designation or the request to amend the 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 a summer vacation. Include any case that is long enough to likely be affected, if called to trial on a setting prior to the requested designated summer week(s). Provide the following information: case number and style, court, trial date.
4. Contain a certificate that the movant has notified each attorney in any case listed above in (3) in which trial setting would be affected by a summer designation, pursuant to Tex. R. Civ. Pro. 21a. The motion must include a certificate of conference covering all the listed cases.
5. The motion shall be filed with the Court Coordinator for the 130th Judicial District Court and set on the Court's submission docket with at least 10 days notice.
6. Nothing here prohibits counsel from (a) moving the court for continuance in the absence of a vacation designation or (b) agreeing to reschedule matters not requiring the court's consent pursuant to Tex. R. Civ. Pro. 11.