

ANNAYA MARTIN  
Court Administrator  
409 766 2482

CHRISTINE WELSH  
Court Coordinator  
409 766 2251  
FAX 765 3221

MONICA CAVAZOS  
Court Auditor  
409 770 5140



DEBBIE DIAZ  
Guardianship Investigator  
409 770 5188

JOHN P. PARTAIN  
Court Reporter  
409 765 2654

**KIMBERLY SULLIVAN  
PROBATE COURT JUDGE**

Galveston County  
600 59<sup>th</sup> Street, Suite 2305  
Galveston, Texas 77551-4180

**ATTORNEY VACATION SCHEDULE REQUEST**

**RULE 1.6, LOCAL RULES OF THE PROBATE COURT OF GALVESTON COUNTY, TEXAS:**

Counsel who desires to assure himself a vacation for a period not to exceed four weeks may do so automatically by designating the four weeks, in a writing, addressed and mailed or delivered to the County Clerk, thirty days in advance. If plans for a vacation are made by a Counsel after a trial setting notice has been received, Counsel will immediately notify the Court and other parties with a request that the case be reset for a different time. The Court will rule on such a request.

You may hand deliver your request to Dwight D. Sullivan, County Clerk at Galveston County Justice Center, 600 59th Street, Suite 2001, Galveston, Texas 77551 or mail your request to Dwight D. Sullivan, County Clerk at Galveston County Justice Center, P.O. Box 17253, Galveston, TX 77552.

I HEREBY DESIGNATE THE FOLLOWING WEEKS IN 20\_\_ AS MY VACATION PERIOD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respectively

\_\_\_\_\_  
Attorney Signature

**Printed Attorney Name:** \_\_\_\_\_  
**Firm Association:** \_\_\_\_\_  
**Texas Bar No.:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone No.:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_