



Dwight D. Sullivan

Galveston County Clerk

ATTORNEY VACATION SCHEDULE REQUEST

The Local Rules of the District Courts and the County Courts at Law of Galveston County, Texas, include provisions which state the following:

Each Attorney 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 writing, addressed and mailed or delivered to the District Clerk, the County Clerk, and each court in which counsel practices thirty days in advance, except that in the event an attorney already has a setting at the time the vacation notice is filed, there is no automatic assurance, and a motion for continuance needs to be filed and a ruling obtained. If the attorney who files a vacation letter has previously agreed to a jury trial setting that is during the time period covered by the vacation notice, the Court is not required to grant a continuance.

PLEASE BE AWARE: THE DISTRICT CLERK IS NOT AUTHORIZED TO ACCEPT VACATION LETTERS ON BEHALF OF THE PROBATE COURT. ALL SUCH NOTIFICATIONS MUST BE FILED WITH THE COUNTY CLERK AND THE PROBATE COURT DIRECTLY.

You may hand deliver the copy of the request intended for the County Clerk at the following locations:

Dwight D. Sullivan, Galveston County Clerk
600 59th Street, Suite 2001
Galveston, Texas 77551

Dwight D. Sullivan, Galveston County Clerk
174 Calder Road
League City, Texas 77573

I hereby designate the following weeks as my vacation period for year: 20_____

Month	Day(s)

Sincerely,

Attorney's Signature

Name: _____ (Last) _____ (First) _____ (M.I)

Firm Affiliation: _____

Texas State Bar#: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Email Address: _____