



**Kimberly Sullivan**  
**Galveston County Probate Court**

**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 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 after giving all parties to the lawsuit an opportunity to respond to the request.

You may hand deliver your request to Mary Ann Daigle, County Clerk at Galveston County Justice Center, 600 59<sup>th</sup> Street, Suite 2001, Galveston, Texas 77551 or mail your request to Mary Ann Daigle, County Clerk at Galveston County Justice Center, P. O. Box 17253, Galveston, Texas 77552.

**I HEREBY DESIGNATE THE FOLLOWING WEEKS IN 200\_\_\_\_ AS MY VACATION PERIOD:**

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Sincerely,

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

Printed Attorney Name: \_\_\_\_\_

Firm Association: \_\_\_\_\_

Texas Bar No.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_