

**Judge Jared Shaw**  
Justice of the Peace 1  
800 10th Street, Box 8  
Floresville, TX 78114  
Office: 830-393-5112  
On Call #: 301-385-7242

**Judge Kenneth Griffin**  
Justice of the Peace 2  
121 Dilworth Plaza  
P.O. Box 626  
Poth, TX 78147  
Office: 830-484-2356  
On Call #: 210-421-1494



**Judge Connie Terry**  
Justice of the Peace 3  
402 Bluebonnet (FM 775)  
P.O. Box 503  
La Vernia, TX 78121  
Office: 830-779-2285  
On Call: 210-422-2873

**Judge Monica Gutierrez**  
Justice of the Peace 4  
800 10th Street, Box 6  
Floresville, TX 78114  
Office: 830-393-4052  
On Call: 830-534-6114

**RULES OF ADMINISTRATION  
WILSON COUNTY JUSTICES OF THE PEACE  
EFFECTIVE IMMEDIATELY**

*Subchapter C, Chapter 27, Government Code, Section 27.061. RULES OF ADMINISTRATION. The justices of the peace in each county shall, by majority vote, adopt local rules of administration. These rules shall be adopted and become effective beginning IMMEDIATELY, after approval as required by a majority of the justices of the peace in Wilson County, Texas. The rules are promulgated to provide a uniform system for the fair, impartial, and prompt dispositions of matters before the justice courts in Wilson County, Texas.*

***RULES OF ADMINISTRATION FOR JUSTICE OF THE PEACE COURTS WITHIN WILSON COUNTY, TEXAS***

*WHEREAS, there are four justice of the peace courts within Wilson County, Texas; and*

*WHEREAS, rules of administration and uniform rules of practice and procedure are necessary for the efficient and effective administration of justice.*

*NOW, THEREFORE, the following rules of administration and procedure are adopted by the justice of the peace courts of Wilson County, Texas and may be changed by majority vote at any appropriately called meeting.*

***RULES OF ADMINISTRATION***

***1.0 HOURS AND PLACES FOR HOLDING COURT:***

*1.1 Court shall be held at such time as may be determined expedient by the justice of the peace of each court.*

*1.2 Court shall be held at a courtroom in Wilson County, Texas in each Justice of the Peace designated court or in a location deemed necessary by the justice of the peace to carry out the responsibilities of the court.*

***2.0 DISPOSITION OF CIVIL CASES:*** *Each justice of the peace should set the docket to ensure civil jury cases are concluded within eighteen (18) months from appearance date, and civil non-jury cases are concluded within twelve (12) months from appearance date, subject to a continuance or pass.*

***3.0 DISMISSAL DOCKET:*** *At least once or twice a year, each Court should set appropriate cases on a dismissal docket that have not had any action in the previous 180 days.*

***4.0 TRANSFER OF CASES AMONG COURTS:***

***4.1 TRANSFER OF CIVIL CASES:***

*4.1.1 In accordance with Section 15.0821 of the Texas Civil Practice and Remedies Code, regarding "Administration Rules for Transfer," the justice of the peace in each county shall, by majority vote, adopt local rules of administration regarding the transfer of a pending case from one precinct to a different precinct.*

4.1.2 *Any judge of a justice of the peace court in Wilson County, Texas may act as the judge of any other justice of the peace court in Wilson County, Texas.*

4.1.3 *The transfer of cases between justice of the peace courts of Wilson County, Texas may be done by written order or upon consent of the judges of those courts participating in the transfer.*

#### 4.2 TRANSFER OF CRIMINAL CASES:

4.2.1 *Pursuant to Article 4.12€ of the Texas Code of Criminal Procedure, the justices of the Peace in each county shall, by majority vote, adopt local rules of administration regarding the transfer of a pending case from one precinct to a different precinct.*

4.2.2 *Any judge of a justice of the peace court in Wilson County, Texas may act as the judge of any other justice of the peace court in Wilson County, Texas.*

4.2.3 *The transfer of cases between justice of the peace courts of Wilson County, Texas may be done by written order upon consent of the judges of those courts participating in the transfer.*

#### 5.0 EXCHANGE OF BENCHES:

5.1 *In accordance with the Texas Government Code 27.054, upon agreement, justice of the peace may exchange benches to hold court and administer justice.*

5.2 *The docket of each case heard by visiting judge will reflect the visiting judge's name.*

5.3 *The judge requesting the exchange shall initiate the transfer order and ensure it is signed by both judges prior to the adjudication of ant cases.*

#### 6.0 RECUSAL:

6.1 *Pursuant to Texas Government Code 27.055(b). if a justice is temporarily unable to perform official duties because of absence, recusal, illness, injury or other disability, the Wilson County Judge may appoint a qualified person to serve as temporary justice for the duration of the disability.*

6.2 *The recusal order and assignment from Wilson County Judge unless pursuant to Article 27.055 of the Government Code shall be made by the administrative judge shall be annotated in the docket.*

#### 7.0 JUDICIAL MEETINGS AND COMMITTEE ASSIGNMENTS:

7.1 *The justices of the peace will meet quarterly at 11:30 on the second Wednesday of the following months: February, May, August, November, rotating among each of the justice of the peace courtroom locations, or at such other time and location designated by majority vote of the four (4) justice of the peace.*

7.2 *Committee assignments shall be made by majority vote of the four (4) justice of the peace.*

8.0 EACH COURT MAY ADOPT SUCH OTHER RULES NOT IN CONFLICT WITH THESE RULES OF ADMINISTRATION, WILSON COUNTY POLICY, STATE LAWS, OR FEDERAL LAWS AS MAY BE DEEMED NECESSARY BY THE JUDGE OF THAT COURT FOR THE EFFICIENT ADMINISTRATION OF JUSTICE.

8.1 These rules shall be reviewed and approved by majority of the justice of the peace in Wilson County, Texas in January of the year beginning a new (4) year term of office.

8.2 These rules do not supersede statutory requirements, and all justices of the peace shall follow statutory laws as well as the Code of Judicial Conduct.

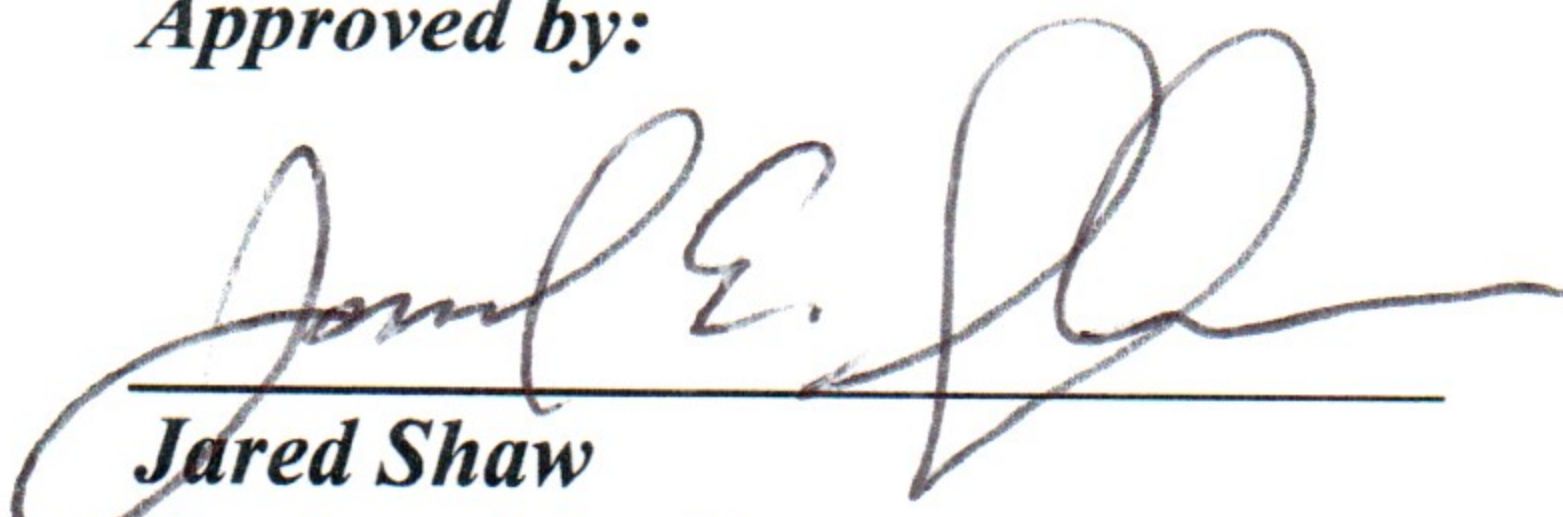
*Adoption of Rules*

Each court may adopt such other rules not in conflict with these rules as may be deemed necessary by the judge of the court for the efficient administration of justice.

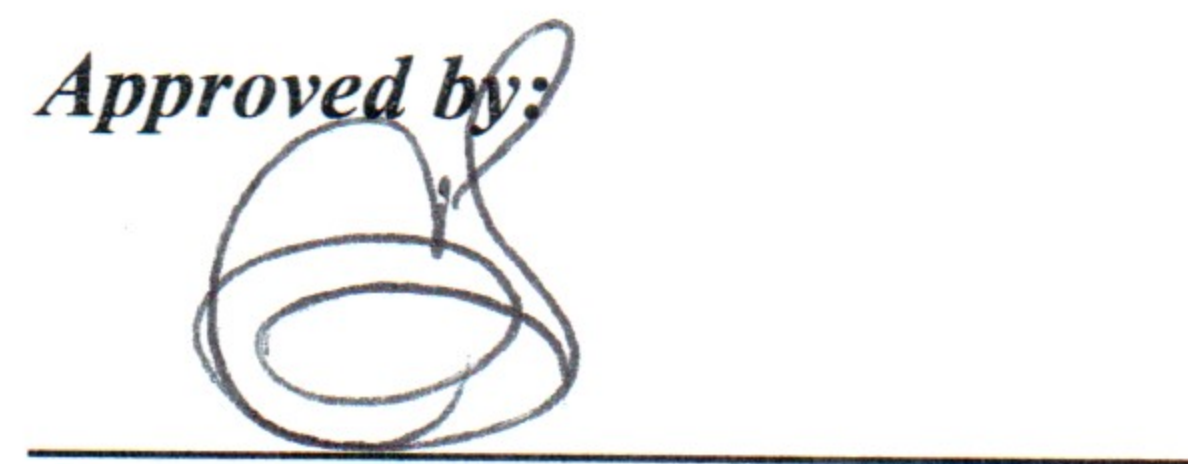
A local administrative judge shall be determined by majority vote to handle organizational duties. It is therefore determined that per majority justice vote Connie Terry shall be named the administrative justice.

These rules are adopted and effective as of the 1st day of January, 2023.


Approved by:

  
Jared Shaw  
Justice of the Peace  
Precinct 1 – Judge

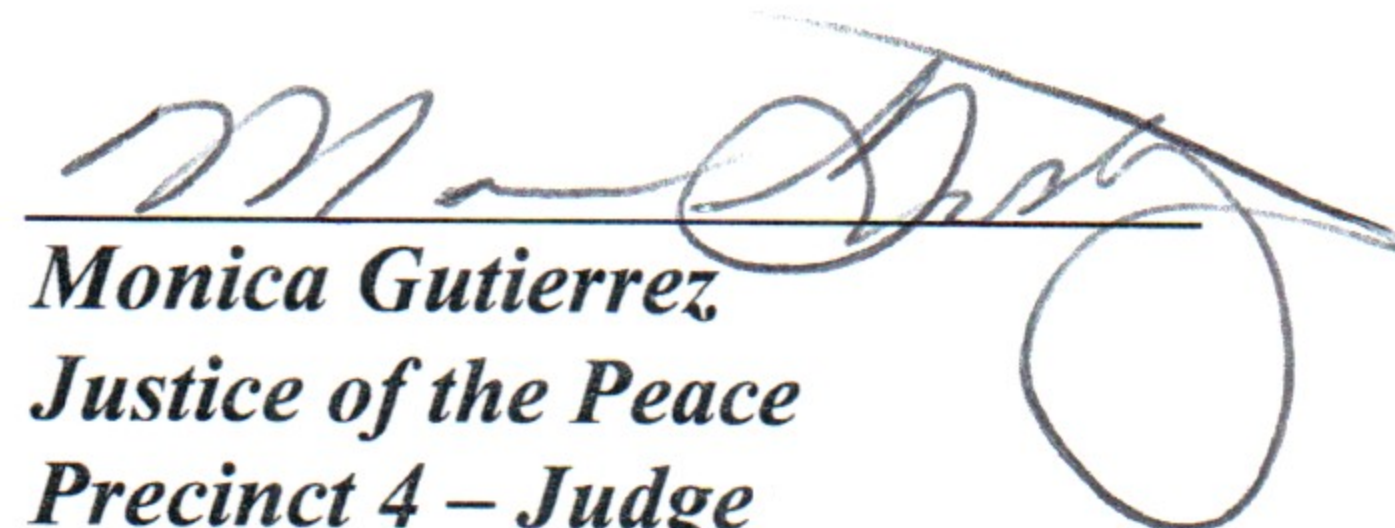
Approved by:

  
Connie Terry  
Justice of the Peace  
Precinct 3 – Judge

Approved by:

  
Kenneth Griffin  
Justice of the Peace  
Precinct 2 – Judge

Approved by:

  
Monica Gutierrez  
Justice of the Peace  
Precinct 4 – Judge