



## Criteria and Submission Process for Outside Judicial Hours

TAC Judicial Education staff will review each submission to determine that:

1. The course is sponsored by an organization listed in Rule 2c.
2. The topics cover substantive, procedural or evidentiary law pertaining to the bench duties of a constitutional county judge.
3. The speaker is qualified to present the topic.
4. The number of contact hours is sufficient for individual topics.
5. The individual requestor has clearly indicated which class he or she will attend or attended.

*Please send a copy of the event agenda with topic descriptions, hours in session, and faculty biographies to meet the review criteria.*

Timeline for approving outside hours for Judicial Education credit:

### *Pre-Conference Approval*

1. Applications must be received by TAC Judicial Education staff at least 30 days prior to the start of the education event.
  - Fax: (512) 477-1324
  - Mail: Attn: Ashley Royer, 1210 San Antonio, Austin, TX 78701
  - Email: Ashley Royer at [ashleyr@county.org](mailto:ashleyr@county.org)

*Applications received less than 30 days prior to the start of the event will be handled on a case-by-case basis.*

2. TAC will determine the number of approved hours and notify the individual applicant or sponsor organization within ten business days after receiving the application.

*Appeals of TAC Judicial Education staff decisions may be made to the County Judges Education Advisory Committee.*

For more information regarding outside hours, please contact Ashley Royer at [ashleyr@county.org](mailto:ashleyr@county.org) or Lucy Hebron at [lucyh@county.org](mailto:lucyh@county.org) or (800) 456-5974.