

## REQUEST FOR ASSIGNMENT

**Judge Requesting the Assignment:** \_\_\_\_\_

**Court:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Reason for Request: (circle one)**

- |  |   |
|--|---|
| 1. Recusal (____ Voluntary ____ Involuntary) | 8. Illness (State below if illness is judge, family member or other.) |
| 2. Disqualification                          | 9. Continuing education   |
| 3. Attorney contempt                         | 10. Personal emergency (State nature of emergency below.)             |
| 4. Election Contest                          | 11. Other (Explain below.)  |
| 5. Suit to remove elected official           |   |
| 6. Assistance with heavy docket              |   |
| 7. Vacation                                  |   |

**Additional information:** \_\_\_\_\_

**Judge requested: (Except for recusals, disqualifications, attorney contempts, election contests, and removals of elected official, judge must have been contacted and agreed to serve.)**

*If assignment is requested for all matters:*

**Type of docket (criminal, civil, family, jury, non-jury):**

**Length of assignment:** \_\_\_\_\_ One-half day OR \_\_\_\_\_ day(s)

**Date(s) needed:** \_\_\_\_\_

*If assignment is requested for specific case:*

**Style of case:** \_\_\_\_\_

**Cause Number:** \_\_\_\_\_

**Nature of suit:** \_\_\_\_\_

**Estimate of time to try case:** \_\_\_\_\_ One-half day OR \_\_\_\_\_ day(s)

**Additional instructions or information:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_

**Signature of Judge Authorizing Request:** \_\_\_\_\_

*Please fax or e-mail to Third Administrative Judicial Region at 512-943-3767  
or email: [presidingjudge3@wilco.org](mailto:presidingjudge3@wilco.org)*