



OFFICE OF COURT ADMINISTRATION

Megan LaVoie
Administrative Director

DATE: August 18, 2025

TO: All Texas Judges

FROM: Megan LaVoie, Administrative Director

RE: Action Required: Update Your Email Address for Judicial Directory – [SB 293](#) Implementation

The 89th Texas Legislature passed Senate Bill 293, which includes a new requirement under Section 33.041 of the Government Code related to how the State Commission on Judicial Conduct provides notice to judges.

Under this statute, the Office of Court Administration (OCA) is required to:

Establish and maintain a judicial directory that includes each judge's contact information, including email address; and

Provide the State Commission on Judicial Conduct with access to this directory for the purpose of delivering official written notices as required by law.

The law now allows email to serve as the official method for delivering written notices to judges.

Action Needed

To comply with SB 293, we request that each judge provide a reliable email address for inclusion in the Judicial Directory.

Please send enter your preferred contact email to the Data & Research Division on the following form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=ZCL8rg5IA02Td0SJD-ROQQJJ61nOclBPrPSUevhT39hUMUNNSFBVR0cwNOVIQVdLQzdYWWUNEMEY0SyQIQCN0PWcu>

We kindly ask that you submit this information by **Friday August 29, 2025**.

Your timely response will ensure you receive all required communications from the State Commission on Judicial Conduct without delay.

If you have any questions, please contact the Data & Research Division at judinfo@txcourts.gov.
Thank you for your attention to this important matter.