

Fort Bend County

Visiting Judge Policy

Approved September 24, 2013

Effective October 1, 2013

Visiting Judges: Pursuant to Government Code 74.061

Description: At times it is necessary to have a visiting judge (retired or former) sit for a County Court-at-Law or District Court on a temporary basis. The 2nd Administrative Judicial District Judge assigns a visiting Judge to serve in this capacity. The visiting judge can serve full day or half day increments.

Process: The 2nd Administrative Judicial District Judge will issue an order of assignment for the visiting judge. After the visiting judge has completed the assignment the Court Coordinator for the assigned court will process an invoice transmittal detailing the dates of service at the per diem rates below and include the order as backup to Accounts Payable for payment. This will be charged to the courts Fees account (63000).

Visiting Judge Rates:

County Court at Law

The rate for a visiting Judge sitting for a County Court at Law is calculated as follows:

$\$157,000 (\$149,800 [\text{base salary}] + \$7,200 [\text{Juvenile Board supplement}]) / 253 (\text{annual work days}) =$
\$620.56 for full day
\$310.28 for a half day

All additional expenses (mileage, meals, hotel) related to the visiting judge should be filled out on a travel reimbursement form and signed by the Judge with a copy of the Assignment Order from the 2nd Administrative Judicial Judge. The County is responsible for 100% of the cost of the visiting judge.

District Court


The rate for a visiting Judge sitting for a District Court daily is calculated as follows:
includes the State salary (currently \$140,000) and the County supplement (currently \$18,000).

Supplement Only: $\$18,000 (\$10,800 [\text{county supplement}] + \$7,200 [\text{Juvenile Board supplement}]) / 253 (\text{annual work days}) =$
\$71.15 for full day
\$35.57 for a half day.

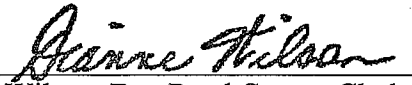
State Salary and Supplement: $\$158,000 (\$140,000 [\text{annual State salary}] + \$18,000 [\text{county supplement}] + \$7,200 [\text{Juvenile Board supplement}]) / 253 (\text{annual work days}) =$
\$624.51 for full day
\$312.26 for half day.

The State will fund the visiting judge's salary but it is the responsibility of the County to fund any County supplement, mileage, per diem and other related expenses for the judge. In the event that the State no longer has funding available then it becomes the responsibility of the County to fund the entire cost of the visiting judge until funding is available by the State. All additional expenses (mileage, meals, hotel) related to the visiting judge should be filled out on a travel reimbursement

form and signed by the Judge with a copy of the Assignment Order from the 2nd Administrative Judicial Judge.


Robert Hebert, Fort Bend County Judge

10-10-2013
Date

Attest: 
Dianne Wilson, Fort Bend County Clerk

