

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF TEXAS

Entered May 26, 1995

IN THE MATTER OF THE
FORM AND AUTHORITY OF
GENERAL ORDERS

GENERAL ORDER 1995- 8

ORDER

1. DEFINITION. A general order is an administrative order governing the entire court, and all judges retain the authority to issue orders relating only to the cases on their dockets.
2. ADOPTION. General orders of the district court are adopted by affirmative vote of a majority of the district judges of the court and signed by the chief judge of the district as provided in paragraph 8.
3. ADJUNCTS.
 - A. BANKRUPTCY. General orders for the administrative requirements of the bankruptcy court are adopted by a majority of the bankruptcy judges, signed by the chief judge of the bankruptcy court, and entered by the clerk.
 - B. MAGISTRATE JUDGES. Should the magistrate judges need an administrative order, they may collectively submit a proposed form to the district court for approval and entry on the district court docket.
4. DOCKETS. General orders will be entered into one docket for the district court and one for the bankruptcy court.
5. NUMBERING. A general order will be numbered with the year of adoption and the number of its chronological sequence in that year.
6. STYLE. General orders will be styled "In the matter of" followed by the subject of that order sufficiently explicit to enable one to find the number of the order in the index.
7. INDEX. The clerk will maintain the originals and a separate index as permanent records of the court with the docket showing the code for the subject of order and whether it has expired or been superseded.
8. PROCEDURE. Except at a meeting of the full court with notice of the proposed text, general orders will be adopted only (a) by circulating the text for endorsement by each judge who concurs or (b) by circulating the text to the judges with a notice that objections may be made in writing within ten work-days after receipt.
9. CODIFICATION. Those general orders that antedate 1995 will be reviewed by the clerk to ascertain those with continuing effect. Those without continuing effect will be shown on the index as expired or superseded.
10. DURATION. General orders take effect when entered or as specified by their terms, and they remain in effect until repealed or until they expire by their own terms.

DONE this 26th day of May, 1995.

/Signed/
Norman W. Black
Chief Judge