

## Criteria for Outside Judicial Hours

**TAC Judicial Education Staff will review each submittal to determine:**

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

*Please send a copy of the event agenda describing topics, contact hours and faculty 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 education event by the following
  - Fax: (512) 477-1324
  - Mail: 1210 San Antonio Street  
Austin, TX 78701
  - Email: [joycef@county.org](mailto:joycef@county.org) or [michelee@county.org](mailto:michelee@county.org)
  - Online submittal form will be coming soon

*Applications received less than 30 days prior to the event will be handled as a post-conference request.*

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

*Post-conference approval*

1. TAC staff will determine the number of approved hours and notify the applicant within ten business days after receiving the application.

*Applicant's appeal from TAC staff decisions may be made to the County Judges Education Committee*