

# RULES FOR GILLESPIE COUNTY COURT AT LAW

## **PLEASE KEEP THIS FOR YOUR INFORMATION**

1. REQUESTS for Settings, Orders and Judgments may be emailed, faxed or mailed to the Gillespie County Court at Law Court Coordinator, Kristie Pressler:

Email: [kpressler@gillespiecounty.org](mailto:kpressler@gillespiecounty.org) and/or [courtatlaw@gillespiecounty.org](mailto:courtatlaw@gillespiecounty.org)

Fax: (830) 307-3783

Address: Judge Christopher G. Nevins  
101 W. Main St., Mail Unit 1, Room B-105  
Fredericksburg, Texas 78624

NOTE: The District Clerk's Office will not hold Orders to be presented to the Judge. The \*Blank\* Orders will be returned to your office for you to forward to the Court Coordinator.

2. Please mail a stamped, self-addressed envelope to the District Clerk when requesting copies to be file-marked and returned to you.
3. The District Clerk's Office WILL NOT CONFORM your copy of a setting, order, judgment or decree. We will mail you a copy or a certified copy of the original after the presiding judge signs same.
4. TO SCHEDULE HEARINGS OR TRIAL DATES
  - YOU must request the hearing or trial date. You may contact the Court Coordinator by email at [kpressler@gillespiecounty.org](mailto:kpressler@gillespiecounty.org) or phone at (830) 307-3766 to request dates for the hearings/trial.
  - YOU are responsible for providing the Order setting the hearing/trial to the Court. Until the presented Order is received by the Court Coordinator, it will not be placed on the Court's docket. Delay may result in losing the hearing date.
  - FOR ATTORNEYS, you must confer with opposing counsel for an agreed date prior to presenting an Order to set a hearing/trial.
5. Please note the office hours to the public for the District Clerk's Office are:  
8:00 a.m. to 5:00 p.m. Monday – Thursday  
8:00 a.m. to 4:00 p.m. Friday  
If you require a filing fee, please come to the office before 3:30 p.m.

If you have any questions, please contact:

JAN DAVIS, DISTRICT CLERK  
(830) 997-6517  
Gillespie County Courthouse  
101 W. Main St. Mail Unit 3, Room 204  
Fredericksburg, Texas 78624