

**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

2. Please mail a stamped, self-addressed envelope to the County Clerk when requesting copies to be file-marked and returned to you.
3. The County 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 by 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 County Clerk's Office are:  
8:00 a.m. to 4:00 p.m. Monday - Friday  
If you require a filing fee, please come to the office before 3:30 p.m.

If you have any questions, please contact:

MARY LYNN RUSCHE, COUNTY CLERK  
(830) 997-6515  
Gillespie County Courthouse  
101 W. Main St. Mail Unit 13, Room 109  
Fredericksburg, Texas 78624