

FY-19 COURSE DESCRIPTIONS

NEW COURT PERSONNEL

DAY ONE

1:00 – 3:00 PM

Introduction to the Justice Court and the Training Center (2 hours)

Faculty: *Thea Whalen and Brian Stanley*

This class will provide an introduction to the world of justice court, as well as the myriad resources available to clerks through the Texas Justice Court Training Center.

3:00 – 5:00 PM

Fundamentals of Civil Cases: Filing Through Judgment (2 hours)

Faculty: *Vicki Gray*

New to handling civil cases or need a refresher on the basics? This class will take on standard civil procedure issues from filing until judgment.

DAY TWO

8:00 – 10:00 AM

Fundamentals of Civil Cases: Judgment & Beyond (2 hours)

Faculty: *Bronson Tucker*

Targeted to new clerks, those new to civil cases, or those needing a basic refresher, this class covers post-judgment civil procedure. New trials, appeals, and enforcement of judgments in civil cases will be covered at a basic level in this class.

10:00 AM – 12:00 PM

Fundamentals of Residential Evictions (2 hours)

Faculty: *David Patronella*

From the filing of the petition to sending the appeal up to county court, this class will hit the basics of residential eviction cases.

1:00 – 3:00 PM

Fundamentals of Criminal: Appearance and Appeals (2 hours)

Faculty: *Jeff Monk*

This class will cover basic procedures in a criminal case in justice court involving the defendant's appearance and appeals. Topics will include entering pleas, including pleas by mail and by making payment, what happens when a defendant does not appear to enter a plea, creation of judgments, relevant indigency issues, and new trial and appeal procedure.

3:00 – 5:00 PM

Fundamentals of Criminal: Dismissal and Enforcement (2 hours)

Faculty: *Rebecca Glisan*

This class will cover the basic procedures in a criminal case in justice court regarding dismissals of cases and enforcement of judgments. Topics will include DSC v. Deferred Disposition, compliance dismissals, and tools to enforce a judgment, such as referral to Omni, collections, and capias pro fine.

DAY THREE

8:00 – 9:00 AM

I Can't Pay for That (1 hour)

Faculty: Tanya Dimak

This course will cover the procedures a court must follow when dealing with indigent parties in criminal and civil cases.

8:00 AM – 12:00 PM

Clerk Certification Exam: Civil (4 hours)

Faculty: Mitzi French

Students will take the Civil Clerk Certification Exam. There will be a review prior to the exam as well as a post-test review after the exam. Exams are \$15 payable onsite only by check or money order.

8:00 AM – 12:00 PM

Clerk Certification Exam: Criminal (4 hours)

Faculty: Dolly Welch

Students will take the Criminal Clerk Certification Exam. There will be a review prior to the exam as well as a post-test review after the exam. Exams are \$15 payable onsite only by check or money order.

9:00 – 10:00 AM

The Good, The Bad, & The Ugly Sides of Mental Health (1 hours)

Faculty: Karen Diaz

Mental health and related topics have been receiving increased coverage lately. This class will discuss how these topics intersect with the justice court, including identifying individuals exhibiting mental health issues, and tactfully handling those situations.

10:00 AM – 12:00 PM

Put Your Own Oxygen Mask on First (2 hour)

Faculty: Megan Pinson

Stressed? Feeling burnt out? It is important to take care of yourself in order to be able to do your job well. In this class, students will discuss various issues that may lead to stress and burnout and will learn about coping skills and self-care strategies.