

FY-19 COURSE DESCRIPTIONS

EXPERIENCED COURT PERSONNEL

DAY ONE

1:00 – 3:00 PM

Court Security/Emergency Preparedness (2 hours)

Faculty: *County Emergency Coordinator*

In this class, students will develop an action plan to prepare for emergencies, such as hurricanes, wild fires, floods, tornadoes, medical emergencies, and active shooters, that could impact their court. Having a good plan ahead of time can help reduce the consequences and fallout when something unexpected happens.

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

Advanced Civil Scenarios (2 hours)

Faculty: *Rebecca Glisan*

In this class, students will participate in group work and discussion regarding a variety of topics that arise in small claim and debt claim cases.

For the Record: Confidentiality and Expunctions (2 hours)

Faculty: *Katie Chancia*

Is this record confidential? Should the records be expunged? How does the court know the difference? This course will cover various statutes that govern the treatment of criminal, truancy, and civil case records in justice court.

When Warrants Are Warranted (2 hours)

Faculty: *Jeff Monk*

This class will explain the differences between various types of warrants, including an arrest warrant, a capias, and a capias pro fine, and the requirements that must be met before issuance.

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

Advanced Landlord/Tenant Scenarios (2 hours)

Faculty: *David Patronella*

This class will use scenarios to explore complex eviction issues, including tax foreclosures, immediate possession bonds, appeals and dealing with your county court.

Words Matter: Legal Advice vs. Legal Information (2 hours)

Faculty: *Brian Stanley*

In this class, students will learn the difference between legal advice and legal information. and will practice how to respond to customer questions based on real-life examples.

Juvenile Criminal (2 hours)

Faculty: *Katie Chancia*

This class will explain how to handle criminal cases involving juveniles and special issues arising in school offenses as well as alcohol and tobacco offenses.

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

ODL Scenarios (2 hours)

Faculty: *Rebecca Glisan*

In this class, students will participate in an interactive discussion based on various scenarios that may arise in ODL cases.

Commercial Vehicles & Drivers: What's the Riggin' Deal? (2 hours)

Faculty: *Karen Diaz*

One of the trickier issues that justice courts deal with is processing cases involving commercial vehicles and/or CDL holders. This class will break down common offenses, examine when cases can and cannot be dismissed, and discuss what to do when companies want to pay a driver's citation.

Communication & Customer Service (2 hours)

Faculty: *Vicki Gray and Dolly Welch*

Arguably, no skill is more critical to being a great asset to your court than providing clear communication and great customer service. This class will sharpen your tools in this area, including improving communication within your office, and a discussion on how different generations communicate.

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

Advanced Criminal Scenarios (2 hours)

Faculty: Randy Sarosdy

This class will use case scenarios to illustrate complex issues in criminal cases.

Citation Issues and Default Judgments (2 hours)

Faculty: Megan Pinson

Courts face a variety of issues when dealing with citation issuance, service, and default judgments. In this class, students will review the basics concerning these situations and will participate in group discussion based on real-life scenarios.

Where Does It Say? (2 hours)

Faculty: Tanya Dimak

Sometimes, you think you know the answer to a question but just don't know where to find it in the law. Being able to find where something is actually written can be helpful for confirming information or simply for providing proof of what you already know. In this class, students will learn how to find information on a variety of common issues in the law. *(A Laptop, Tablet, or Smart Phone is required for this class)*

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

The Doctor Will See You Now: Ask Bronson Anything (2 hours)

Faculty: Bronson Tucker

Have a question you want to ask, but didn't have a chance in class, or didn't take a class on that topic? Now is your chance to ask whatever question you want of Bronson Tucker, our Director of Curriculum. For the shy, there will be notecards available to allow anonymous question submission. Start thinking up good ones now!

OCA Reporting (2 hours)

Faculty: Sandra Mabbett

This course will provide an overview of rules and policies concerning required reporting to OCA. Topics will include OCA reporting for cases and guardians as well as the OCA collection improvement program.

To Receive or Not To Receive... That is the Question (2 hours)

Faculty: Randy Sarosdy

Justice courts are experiencing an ever-increasing number of requests for appointment of a receiver, especially in debt claim cases. This class will explain how to handle these requests under the recently amended statute and current caselaw.

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

Master Clerk Certification Exam (4 hours)

Faculty: Bronson Tucker

Students will take the Master Clerk Certification Exam. There will be a final 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: 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.