

Experienced Court Personnel Course Descriptions

Day One

1:00 PM – 3:00 PM

Court Security

To make sure the court is secure, a comprehensive plan must be in place and familiar to all staff. This course will review the clerk's role in developing and implementing that plan.

3:00 PM – 5:00 PM

A Motion for What?!

Justice courts receive all kinds of motions from lawyers and self-represented litigants, some proper and some not. This course will explore common motions, how to determine what litigants are asking for, and whether or not a justice court has authority to act on particular motions.

Jeopardy!: What is Truant Conduct?

This course will review common issues that arise in truancy cases in a fun and interactive "Jeopardy!" game format.

Non-Eviction Landlord-Tenant Issues

This course will explain issues that arise between landlords and tenants, including repair and remedy cases, and writs of re-entry, restoration, and retrieval.

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Day Two

8:00 AM – 10:00 AM

Residential Evictions: Filing Through Judgment

With the end of the moratorium, eviction cases are back. This class will cover how to handle a residential eviction case from notice to vacate through judgment. This class **will not** cover appeals.

On the Road Again: Trucking Along with CDL/CMV Laws and Regulations

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.

Debt Claim Cases: Filing Through Judgment

Courts are seeing an increase in debt claim filings. This class will walk you through the process for a debt claim case, including default judgments, service issues, and other common problems.

10:00 AM – 12:00 PM

Garnishment & Receiverships

Due to the pandemic, an increase in the number of debt claim cases is inevitable and with that will come an increase in the use of garnishment and receivership to enforce civil judgments. This class will explain the procedures for issuing writs of garnishment and appointing a receiver and use scenarios to illustrate tricky issues that may come up in your court.

Eviction Appeals

One of the trickiest issues in justice court is processing eviction appeals. This course will walk you through the process, including the new filing fee that is required for appeals, as well as when rent must be paid into the registry and what happens if it is not paid.

Juvenile Criminal Cases

This class will cover specific issues that arise in tobacco cases, alcohol cases involving minors, and school offense cases.

1:00 PM – 2:00 PM

On With the Show: Resuming and Clearing Criminal Cases

This course will explore best practices for clearing court backlogs efficiently balanced with providing justice to criminal defendants.

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On With the Show: Resuming and Clearing Civil Cases

This course will explore best practices for clearing court backlogs efficiently balanced with providing justice to parties in civil cases.

No-Show, Now What?: When the Defendant Doesn't Appear

Courts have many options when a defendant doesn't appear in a criminal case. This course will describe those options, including FTA or VPTA charges, along with the benefits and drawbacks of each option.

2:00 PM – 3:00 PM

ODL Scenarios

Applications for an ODL often present tricky issues. This class will explore those issues using real-life scenarios.

Wild Card! Unusual Civil Cases

There is never a dull moment in justice court! This course will explore tricky and unusual civil issues that pop up and how to handle them.

Wild Card! Unusual Criminal Cases

There is never a dull moment in justice court! This course will explore tricky and unusual criminal issues that pop up and how to handle them.

3:00 PM – 5:00 PM

Life After Judgment: Civil Cases

This class will cover issues that arise post-judgment, including appeals (including the new filing fee!), new trials, dormant judgments and revival, post-judgment discovery, and writs of execution. Garnishment and receivers will not be covered in this course.

Deskbook Scavenger Hunt: Clerk Reporting Issues

Overwhelmed with all of the court reporting requirements? In this class, you will use TJCTC Deskbooks and other resources to find all of the information you need to fulfill these requirements.

Stay in Your Lane: Standing Orders in Justice Court

Clerks handle a large variety of tasks for their courts. This course will cover what a clerk can and cannot do in a justice court, as well as how judges can use standing orders to assist clerks to efficiently and ethically process cases.

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Day Three

8:00 AM – 10:00 AM

Batten Down the Hatches: Disaster Preparation and Resources

Hurricanes? Power outages? Plague? LOCUSTS? This class will address how courts can be prepared for the unexpected.

10:00 AM – 12:00 PM

Help ME Help YOU: Caring for Yourself While Serving Others

Fulfilling all of the responsibilities of a justice court clerk has always been stressful, and the last year and a half has only added to that stress level. This course will cover tips and techniques on dealing with this stress in a productive and helpful manner.