

Texas Justice Court Training Center  
Affiliated with Texas State University

# Civil Process Volunteer Instructor Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Suite #*  
\_\_\_\_\_  
*City State Zip Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Constable's Name: \_\_\_\_\_ County: \_\_\_\_\_ Precinct: \_\_\_\_\_

Current Position: \_\_\_\_\_ Time Worked in Current Position: \_\_\_\_\_ Years \_\_\_\_\_ Months

## Education and Training

Highest Level of Education Completed: \_\_\_\_\_

TCOLE Certified Instructor:  Yes  No Teaching Experience: \_\_\_\_\_

Civil Process Proficiency Certified:  Yes  No Date Certified: \_\_\_\_\_

Other TCOLE Certifications: \_\_\_\_\_

Additional Professional Certifications: \_\_\_\_\_

*Please check your area(s) of expertise.*

Citations  Evictions  Writs  Executions  Courtroom Security  Protective Orders  Office Mgmt.

Other Topics \_\_\_\_\_

## References

*Please list two professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

## Resume and Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit a copy of your resume and if you are a deputy constable also submit a letter of approval from your Constable along with the completed application to [lv13@txstate.edu](mailto:lv13@txstate.edu).