FY24 Court Personnel Course Descriptions

Day 1
1:00 PM – 3:00 PM
Procedural Fairness
It is crucial for courts to ensure that all parties have equal access to justice. During this course, attendees will discuss the clerk's role in making sure that their courts are welcoming and that their processes are fair and transparent for all parties.

3:00 PM – 5:00 PM
Jeopardy! – Non-Eviction Landlord-Tenant Edition
This class will use a fun, interactive Jeopardy! game experience to cover topics that arise in landlord-tenant situations other than eviction cases. Expect issues such as security deposits, repair and remedy cases, plus writs of re-entry, restoration and retrieval to be covered!

EPO Reporting and Other Magistrate Duties for Clerks
While clerks do not magistrate defendants at the jail, many clerks have duties related to the magistration function, including EPO and other reporting requirements, data entry into the PSRS under SB 6, preparation of warrants, and more. Review these duties and functions in this class.

Everything You Ever Wanted to Know About Recordkeeping (But Were Afraid to Ask)
In this course, attendees will discuss the rules and common issues related to maintaining court records and responding to records requests.

Day 2
8:00 AM – 10:00 AM
Unusual Eviction Issues: Filing through Judgment
Evictions can be some of the trickiest cases justice courts handle. This class will explore some of the unusual issues through scenarios on topics including marriage/community property in evictions, squatter's rights, and other unusual landlord/tenant relationships.

Animals in Court: Dangerous, Wild, Service, and More!
Do you know what to do with a case filed in your court about dangerous dogs or wild animals? How do you handle it if a litigant brings an animal into the court room? This class will answer these questions and discuss other situations where your court might have to make a decision about an animal.

Management & Leadership: Strategies for all Courts
Managing employees is an important part of running a court, whether the court has 1 employee or 50. In this class, attendees will discuss various issues that may arise related to managing staff, creating and implementing policies and procedures, addressing problems, and more.

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10:00 AM – 12:00 PM

Eviction Appeals Scenarios

Eviction appeals can be among the trickiest issues that justice courts deal with. Examine these situations in-depth while using practical real-life scenarios instead of just running through the text of statutes and rules.

Understanding Juvenile Criminal Diversions

The 88th Legislature changed the way juvenile criminal cases will be handled, beginning in January 2025. This class will run through all the details of juvenile diversions, including options for courts and how to fund staff to assist in solving these difficult challenges that lead juveniles into our court system.

ODL Update & Scenarios

This course will go over the changes to the ODL laws passed in the 2023 legislative session and will include scenarios and discussion.

1:00 PM – 2:00 PM

Creating Civil Judgments

Every civil case filed in justice court should ultimately result in a judgment, which may be a judgment of dismissal, a default judgment, or a judgment for plaintiff or defendant. This course will explain the requirements for properly entering a judgment in a civil case in justice court.

Parent Contributing to Nonattendance Cases

This course will explore how to handle a parent contributing case from start to finish, including some common issues that may come up.

Deferred Disposition & DSC

This course will identify and analyze the correct ways justice courts should handle deferred dispositions and driving safety course (DSC) dismissals.

2:00 PM – 4:00 PM

Tricky Issues: Post-judgment Small Claims & Debt Claim Cases

We have a judgment, now what? Discuss the problems that might arise in your court when judgment creditors are trying to enforce their judgments.

Truancy Scenarios

Join fellow clerks in an interactive discussion using real-world scenarios to get to the best practices in handling truancy cases in justice court.

Citations, Complaints, & When Criminal Defendants Don't Appear

This class will cover the various ways that criminal cases are filed in your court, including handling new DPS policies and procedures regarding filing complaints. Also, students will discuss options in handling cases when defendants don't appear in court.

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4:00 PM – 5:00 PM
Where, Who, and When: Justice Court Reporting
It is hard to keep up with what information needs to go where, but this course will give you the resources you need to make sure your court is in compliance with reporting requirements.

Parks and Wildlife Cases
Join a Parks and Wildlife officer in a discussion of several common P&W offenses that are filed in courts, including many that have compliance dismissals that courts need to know about.

Creating Criminal Judgments
Every criminal case filed in justice court should ultimately result in a judgment, which may be a judgment of dismissal, a judgment of acquittal, or a judgment of conviction. This course will explain the necessities for properly entering a judgment in a criminal case in justice court.

Day 3
8:00 AM – 10:00 AM
The Challenges and Opportunities of Self-Represented Litigants
The justice court is the "people's court" and parties will often not have attorneys. In this course, attendees will discuss common issues that can arise with self-represented litigants and best practices for helping them navigate the court's processes.

10:00 AM – 12:00 PM
Leadership & Teambuilding
How can clerks work together to ensure a wonderful and productive work environment? This course will cover many strategies for leadership and teambuilding that courts can use to maximize the minutes that are spent together.