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TJCTC Programs are an educational endeavor of the Justices of the Peace and Constable's Association of Texas, Inc. and funded by the Texas Court of Criminal Appeals.

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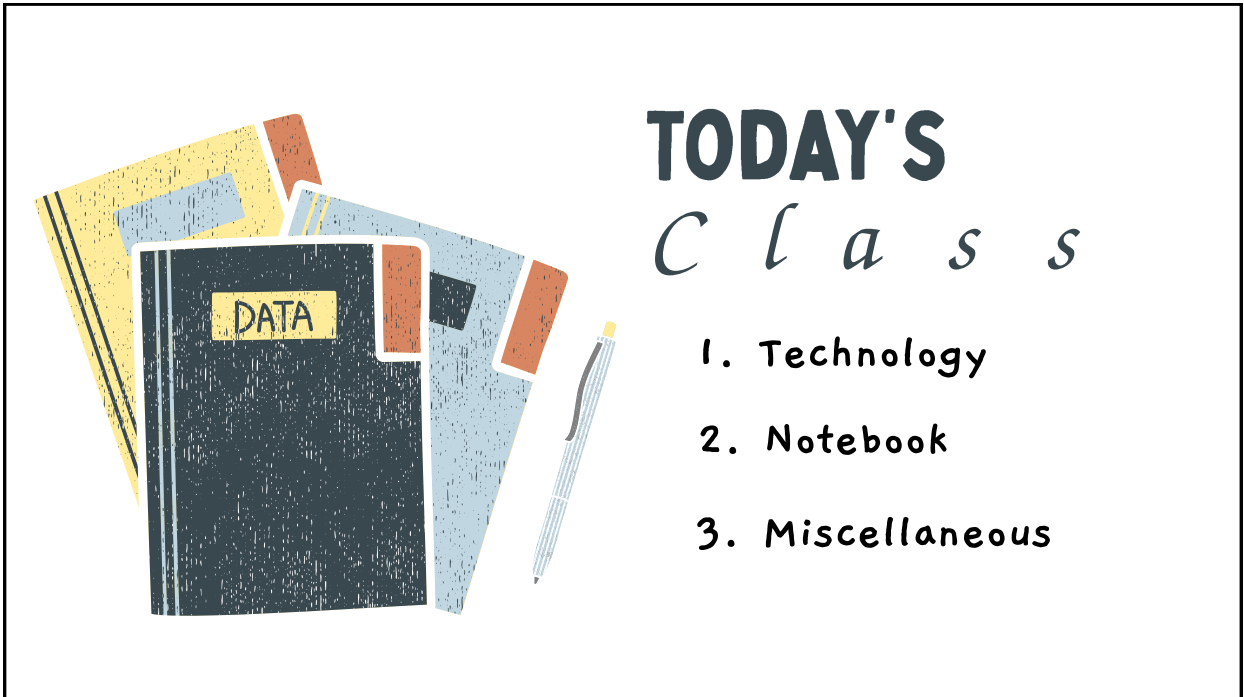
2



*P r o d u c t i v i t y
s k i l l
m o r e*

Efficiency is the expertise of
doing it better each time.

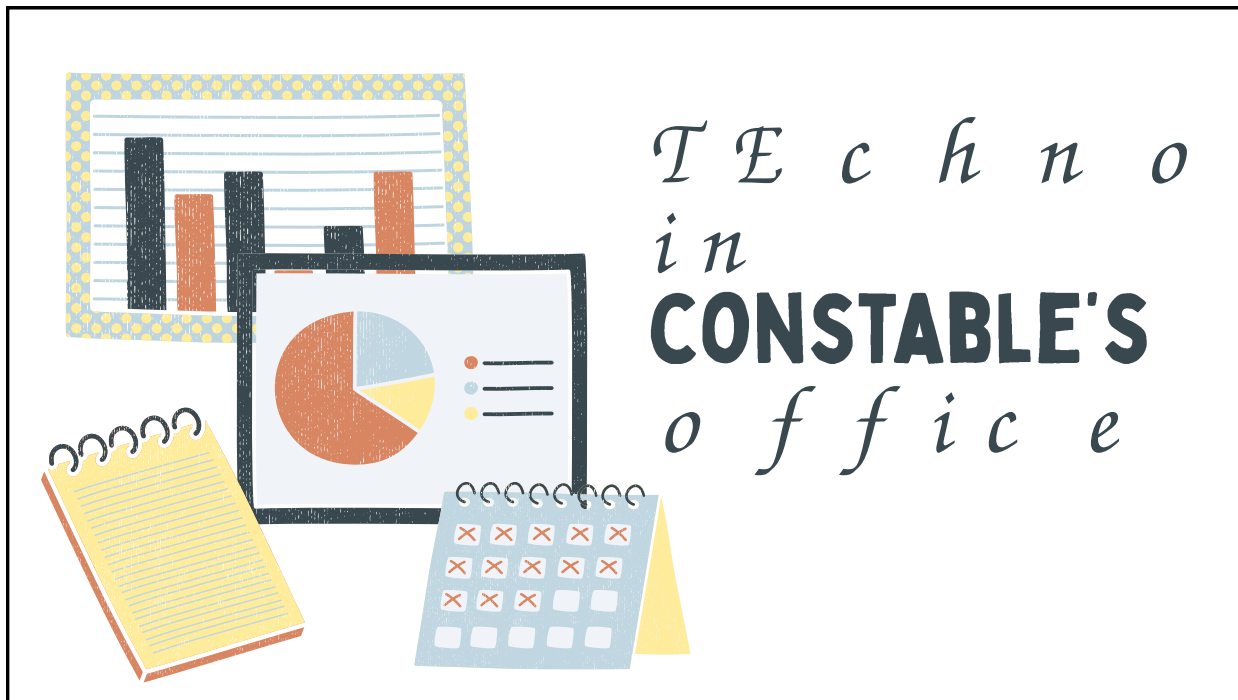
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TODAY'S *C l a s s*

1. Technology
2. Notebook
3. Miscellaneous

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T E c h n o
i n
CONSTABLE'S
o f f i c e

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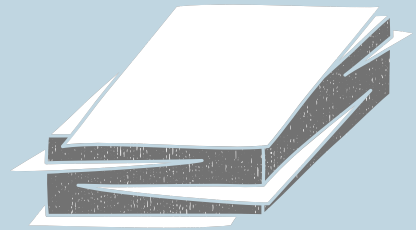
P a p e r

 Do what works
for your office!

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Do -file ?

- It might make more sense to keep things electronically if you do!
- Pros/Cons
- Example of how it works



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[HOME](#) [SERVICE PROVIDERS](#) [ACTIVE COURTS](#) [REVIEWERS](#) [FAQS](#)

Civil and Criminal E-Filing Mandated in Texas

“Every branch of Texas government, particularly the judiciary, is committed to applying technology that enables everyone access to our justice system.”

— Nathan Hecht, Chief Justice, Supreme Court of Texas

e-Filing is now mandatory for all attorneys filing civil, family, probate, or criminal cases in the Supreme Court, Court of Criminal Appeals, Courts of Appeals, and all district and county courts. While not required, non-attorney filers are encouraged to file as well. Some JP Courts also permit e-Filing.

Do you have an e-filing service provider?

YES

Select your service provider »

NO

Choose an e-filing service provider »

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Court Information

When filing into a Bexar County Criminal Case, please select "File into *existing* case", and choose one of the following appropriate locations:

- Bexar County - **County Clerk** – Criminal (Incl. Bond Forfeiture)
- Bexar County - **District Clerk** - Criminal (Incl. Expunction\Forfeiture\Occ. Driver's Lic.)

Next, enter your Case Number, and enter "Search"

For District Cases filed prior to 6/3/24, search for the case number with "DC" in front ex: DC2023CRXXXX.

ATTENTION:

The URL links to documents in Service emails have been restored. To view these links, an additional step has been added, prompting users to enter their email address. More information is available [here](#).

[eFileTexas SelfHelp](#) (for filers who don't have a lawyer)

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Register for an Individual Account

Register for an Individual account

Examples:

- Filers without lawyers (pro-se filers or self-represented litigants)
- Process servers
- Landlords and tenants (renters)
- Pro hac vice or out-of-state attorneys
- Other non-parties (for example, employers filing garnishment information)



[Register →](#)

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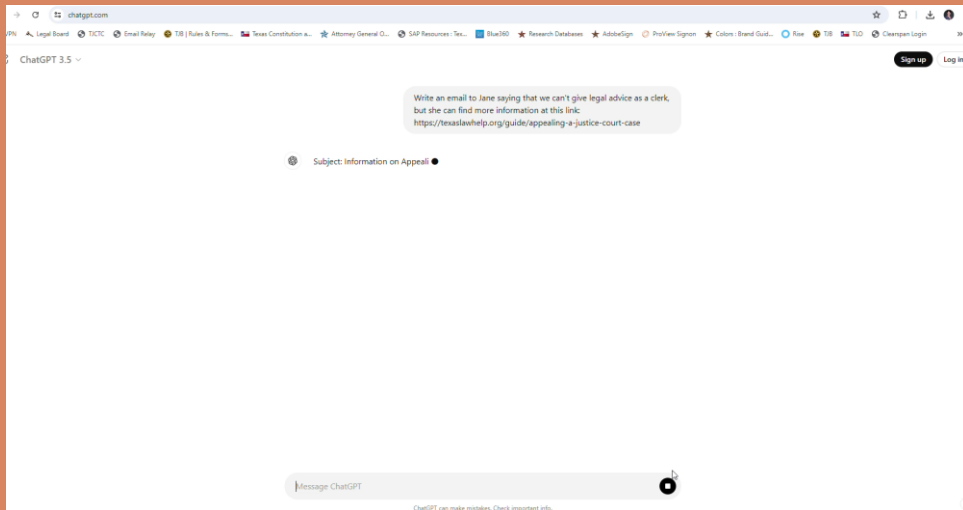
Artificial

- Have you used ChatGPT or another AI service?
- Microsoft, Google, and Apple are all rolling out their own AI tools built into their products
- Pros/Cons

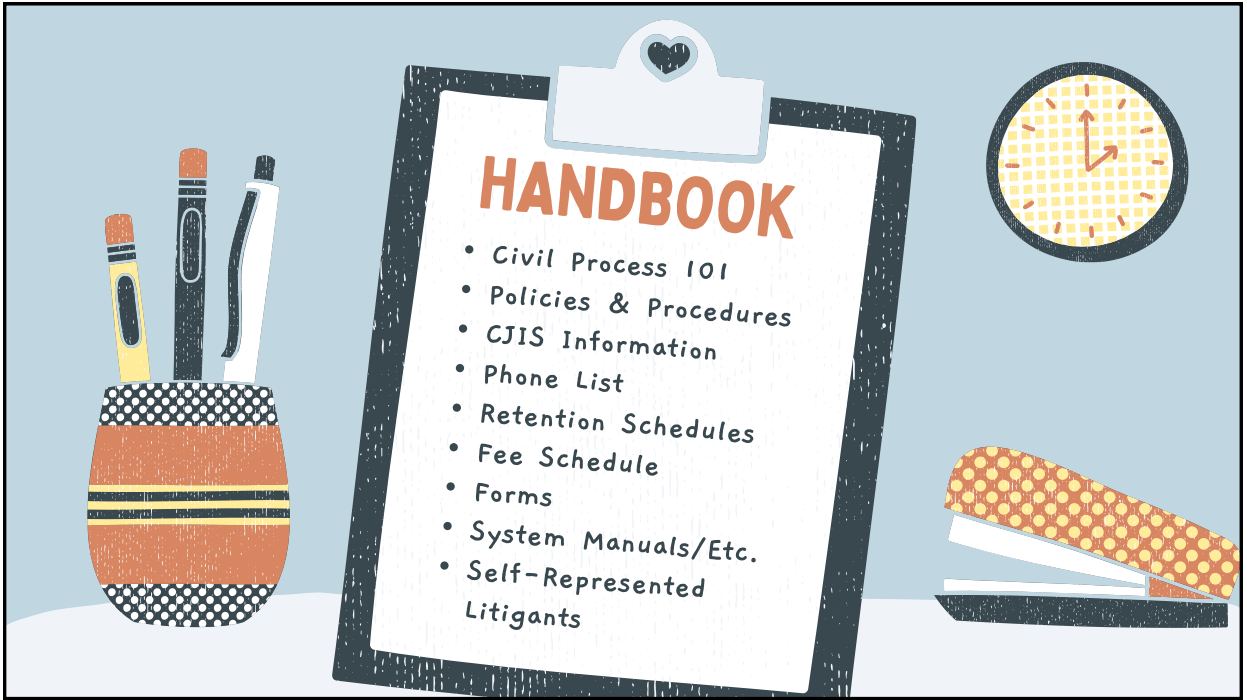


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Chat



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Legal

Legal Board

Legal Calls

TJCTC Resources

Phone-a-Friend

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TJCTC Resources

What Legal Resources Does TJCTC Provide?

- DESKBOOKS**
Easily accessible books covering justice court topics.
- FORMS**
Customizable forms available to courts and Constables
- EDUCATIONAL MATERIALS**
Materials that explain processes and procedures in justice court
- LEGAL QUESTION BOARD**
Search for questions others have posted or ask your own.
- ONLINE LEARNING**
Find out about online learning opportunities.
- THE DOCKET**
View our blog with recent legal announcements

Our resources are funded through generous grants from the Texas Court of Criminal Appeals and the Texas Department of Transportation.

<https://www.tjctc.org/tjctc-resources.html>

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E-Blasts
Docket

<https://docket.wp.txstate.edu/>

THE DOCKET
TJCTC's Blog

POSTS

JULY 9, 2024 EDIT
TJCTC Updates 7.9.2024

TJCTC Updates

Hello Everyone,

We hope you are all having a great time taking some much-needed time off this summer and spending time with family and friends.

The TJCTC Team had a great time seeing many of you at the end of

Search...

RECENT POSTS

- TJCTC Updates 7.9.2024
- Mental Health Resources for Courts
- TJCTC Updates 6.17.2024
- Grants Given to States to Combat Impaired Driving
- TJCTC Updates 5.30.2024

ARCHIVES

- July 2024
- June 2024
- May 2024


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Other
resources

- Civil Process in Texas from Blue360
- State Law Library
- Texas Law Help

Others?

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*P o l i c i e s
P r o c e d u r e s*

Legal Requirements

County Policies & Procedures

Office Policies & Procedures

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*L e g a l
R e q u i r e m e n t s*

- Elected Officer Information - at least the name and contact info Gov. Code 2051.201(b)(2)
- (Court Requirement) - Notice of Self-Help Resources Gov. Code 51.808
- (County Requirement) - Public Information Request form Gov. Code 552.235 (if your county uses the AG form)
- Notice of Foreclosure Sale Property Code 51.002

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*O f f i c e
P o s t i n g s*

- TLETS signage
- Fee Schedule – best to have posted on the website & in the office

Did we miss any?

An illustration of office supplies on a brown background. It includes three blue binders with yellow spines, a stack of blue papers with 'To do.' written on the top sheet, and a blue folder.

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*C o u n t y
P r o c e d u r e s*

 Do you have an HR Department?

An illustration on a yellow background. It features a white tablet with a blue heart icon on its screen, and a black clipboard with a white sheet of paper and a silver clip at the top. The items are resting on a light blue surface.

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Office Procedures

- HR Related
- Software/Case Management
- Civil Process Related

What else?



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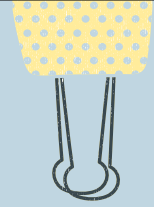
CJIS Information

Contact Information

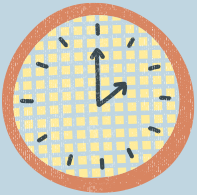
Training Documents

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C o n t a c t



- Look in your binder!
- Your field representative/auditor can help with training
- TJCTC also has a CJIS Module related to court reporting that has much of the info that your office uses.



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P h o n e



TJCTC/TAC/JPCA
Numbers

County Numbers

Office Numbers

Vendors/Etc.

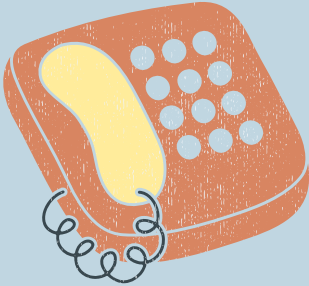
Who are we missing??

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Building a List

Where do you send people who come for help?

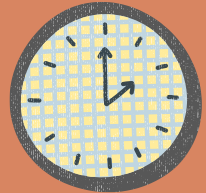
- Other county offices?
- Local programs?
- Legal Aid?



- Who do you call when you need help?
 - TJCTC
 - Colleagues in other counties
 - TAC
 - Who else?

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Find



Someone who uses a software system that you do



Someone from your region (North, South, East, West, Central, Panhandle)



Someone from a similarly-sized office: Small (less than 5), Medium (6-15), Large (15+)



Someone with more experience than you

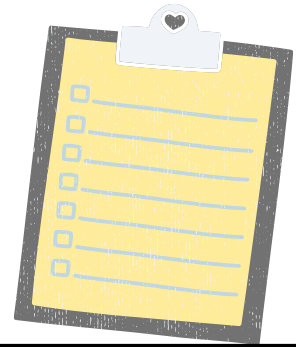
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Phone

- Work at your tables
- One person will play the caller, another will play the answerer, the rest will listen to give feedback and tips
- Complete all 3 prompts at your tables

Don't say, "I can't help you!"



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Retention Schedule

Schedule PS

Schedule GR

Office Policies
Related to Retention

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Record

- You will discuss this in a later class.
- You have the printed schedules that should apply to your office in your binder.



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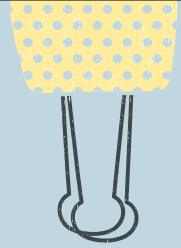
Fee Schedule

Do you know where to
find it?



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COMPTROLLER'S WEBSITE



home » transparency » local » sheriffs

Transparency

SHERIFFS' AND CONSTABLES' FEES

Our office compiles Sheriffs' and Constables' Fees each year as reported by county officials. The Comptroller's office has not independently verified the information and does not certify that the information is accurate.

Before December 15 of each year, the Comptroller's office sends the data to:

- the commissioners' court of each county in Texas;
- any statewide association of counties or officers of counties that have requested the information - in writing - before Dec. 15;
- the State Bar of Texas.

Individual County Sheriffs' and Constables' Fees are available using our [Sheriffs' and Constables' Fees Dashboard](#), which allows you to explore the various fees between counties and view fee trends over time.

The latest Sheriffs' and Constables' Fees data are now available in the dashboard.

Sheriffs' and Constables' Fees Dashboard

How to Report
 Dashboard Tutorial (PDF, 3.5M)

Chapter 380 and 381 Agreement Database
 Economic Development Corporations
 Eminent Domain Public Database
 Local Government Debt
 Public Pension Search Tool

Sheriffs' and Constables' Fees
 Special Purpose District Public Information Database
 Texas State Expenditures by County

<https://comptroller.texas.gov/transparency/local/sheriffs/>

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Forms

TJCTC Forms

Local Forms

Mandated Forms

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t j c t c



<https://www.tjctc.org/tjctc-resources/forms.html>

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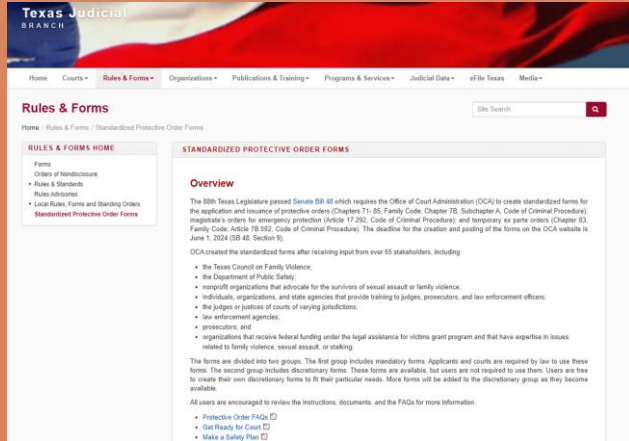
 l o c a l

- Do you have local forms that you think are great?
- Suggestions?



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Protective



<https://www.txcourts.gov/rules-forms/standardized-protective-order-forms/>

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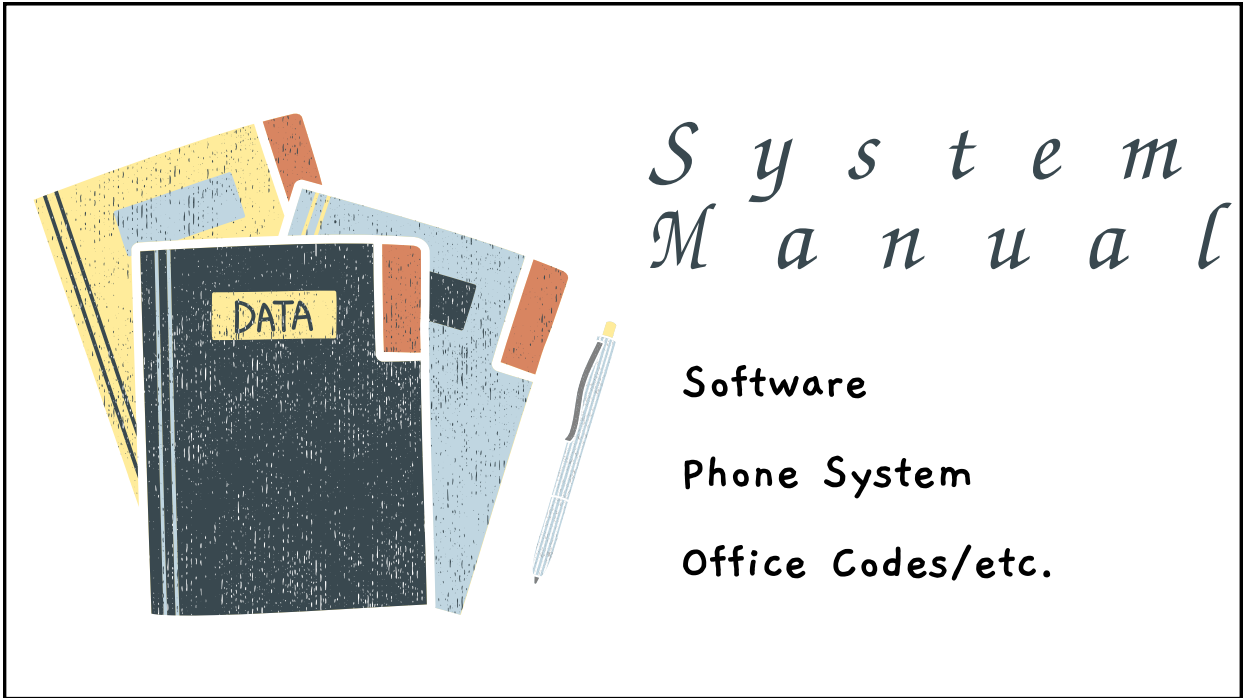
Receiver

- The Supreme Court requires justice courts to use the approved order form, and other courts can choose to do so.

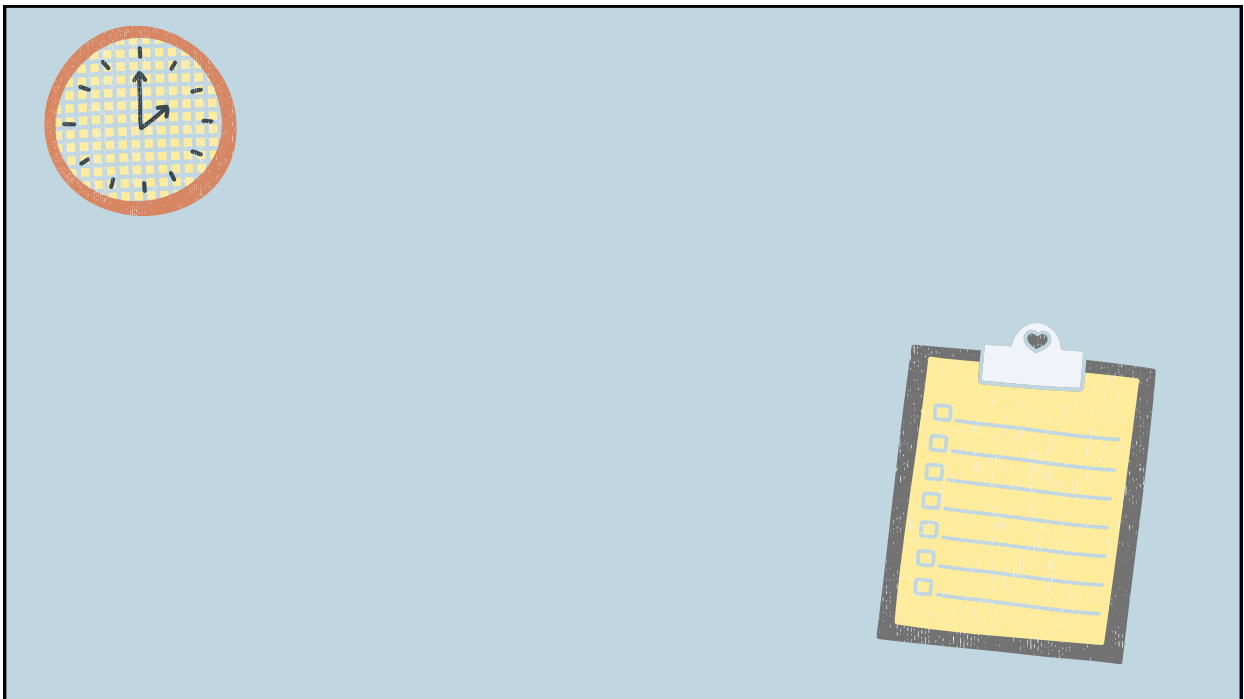
<https://www.txcourts.gov/forms/>




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*S e l f
R e p r e s
L i t i g a n t
R e s o u r*

TJCTC
Texas Law Help
State Law Library

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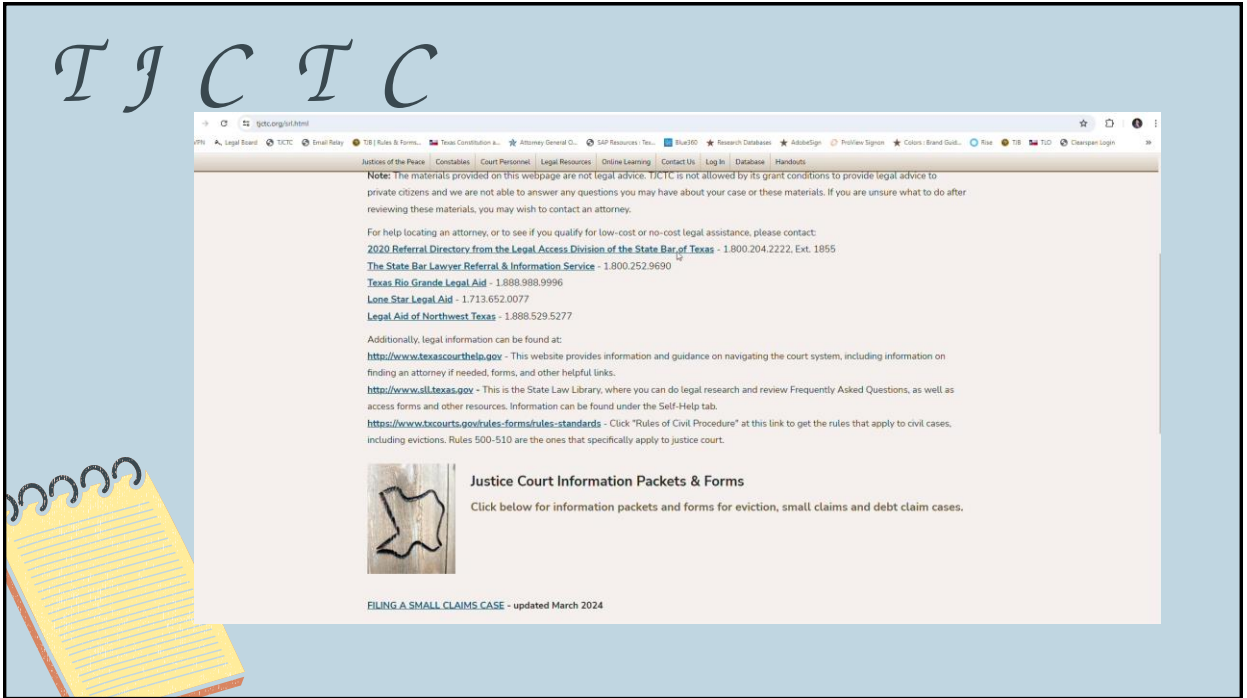


W h a t

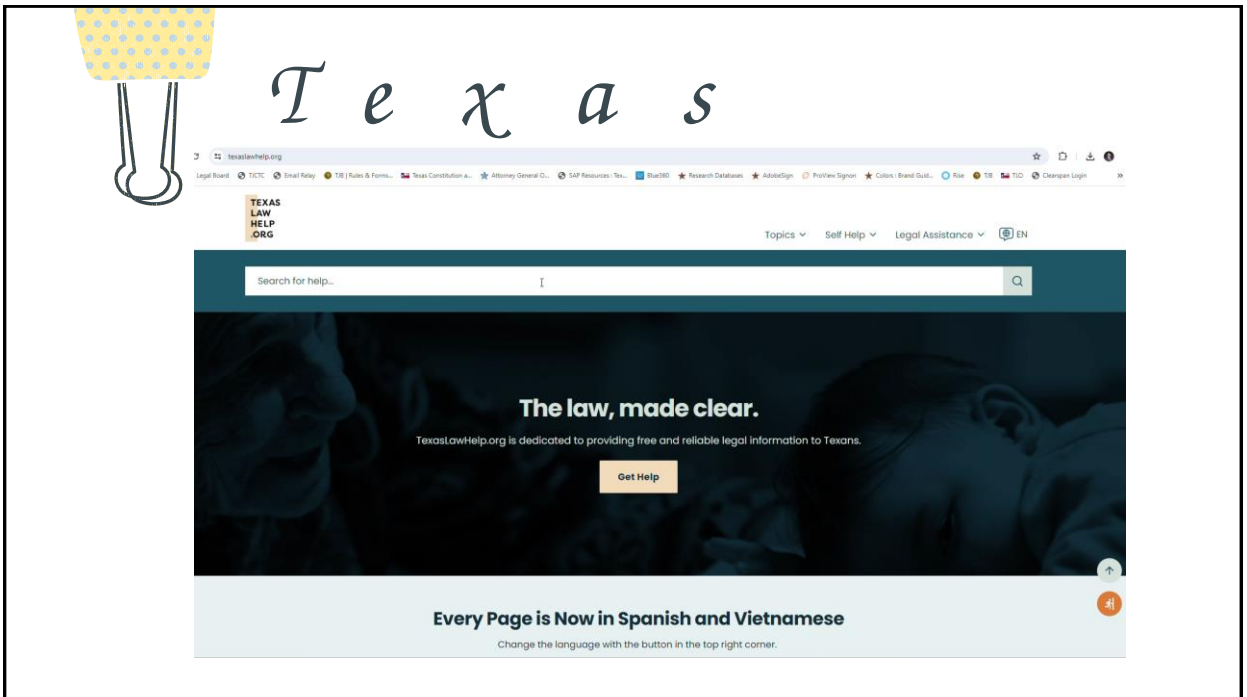
- Do you have a standard script of what you say to someone seeking help in your office?
- Table activity



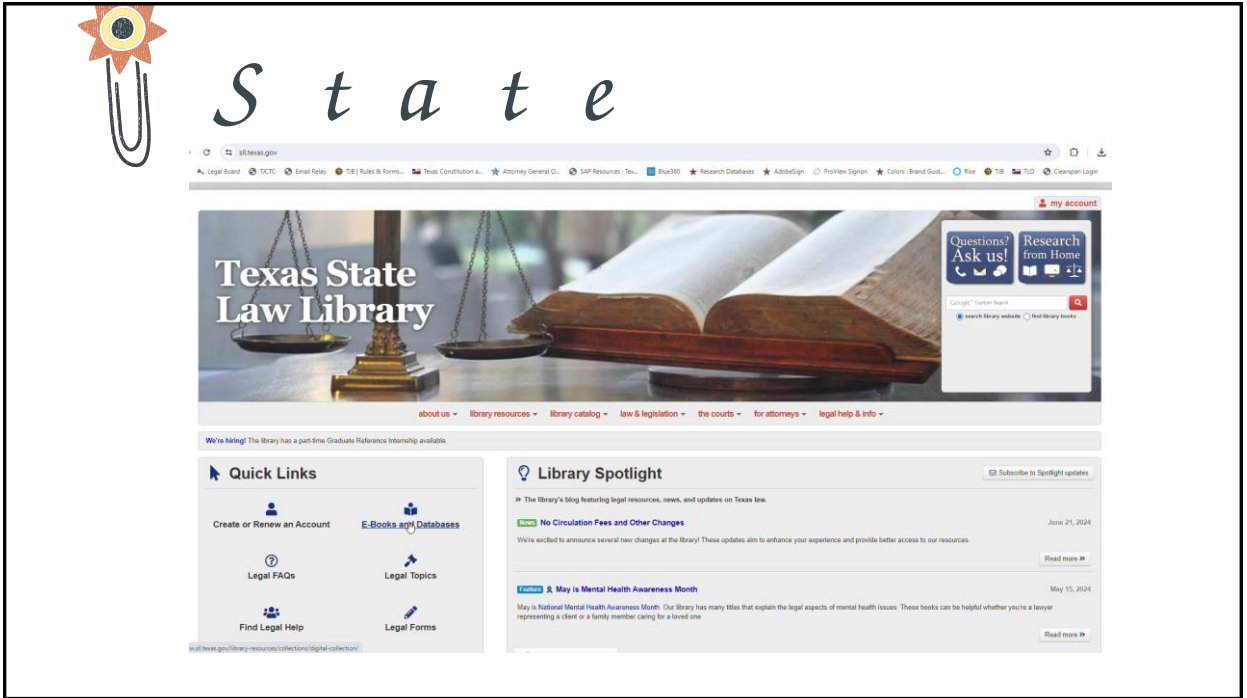
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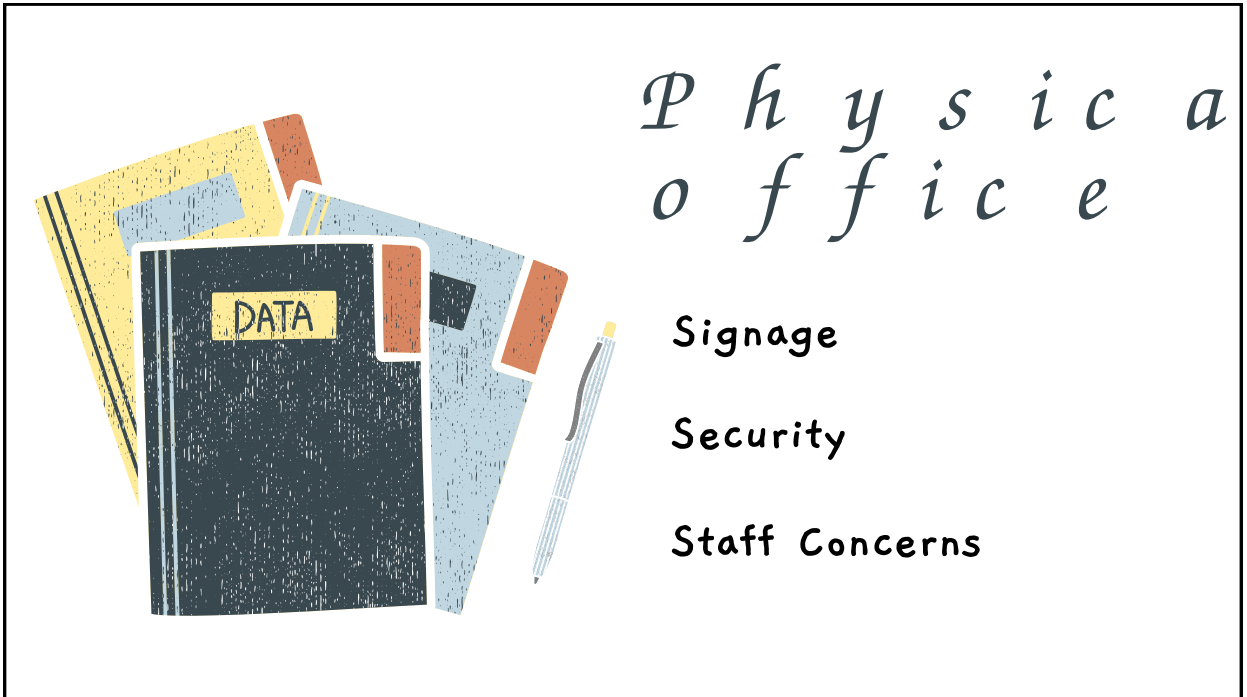
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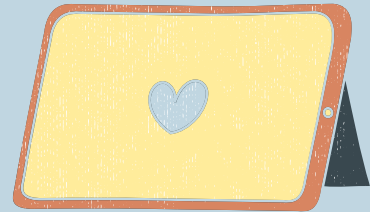
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signage

- Make sure that signs are clear and professional.
- Typed and printed signs are always better than handwritten if you have time.
- What kind of signs do you have in your office?



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TMCEC Project

**If Walls Could Talk:
Can Better Court Signs Help Build
Public Trust?**

**"Truth is powerful
and it prevails."
— SOJOURNER TRUTH**



Center
for
Court
Innovation

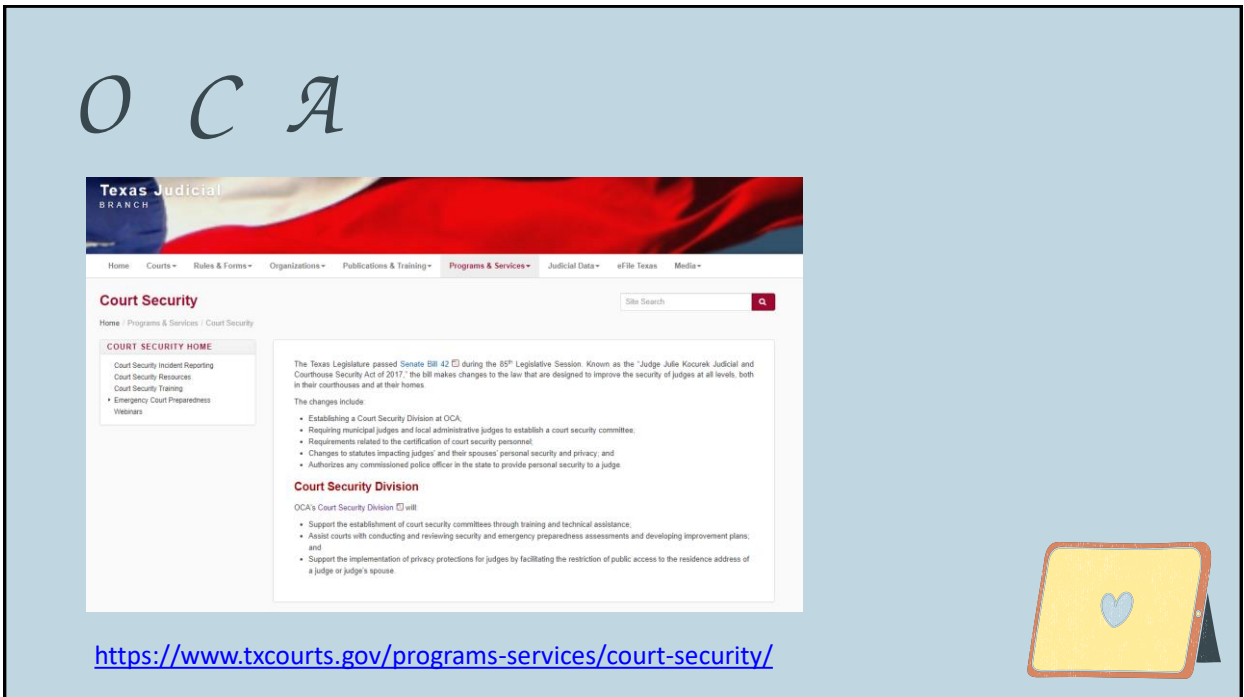


<https://www.tmcec.com/wp-content/uploads/2023/04/SJI-If-Walls-Could-Talk-Signage-Toolkit-Print-Version.pdf>

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<https://www.txcourts.gov/programs-services/court-security/>

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N a t i o n a l

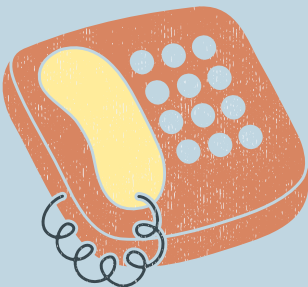


- National Center for State Courts - <https://www.ncsc.org/consulting-and-research/areas-of-expertise/courthouse-planning-and-security/court-security-and-emergency-preparedness>
- Conference of Chief Justices - <https://ccj.ncsc.org/news/judicial-security-update>
- Many resources available on Officer Safety

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S t a f f

- Office should be a place conducive to work
- Think about how your workspaces are set up
- How is your office set up?



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