

Court Management & Technology Round Table

Hon. Amy Tarno
Kaufmann County, Precinct 2

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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 and the Texas Department of Transportation.

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Today's Class

- Ice Breaker
- Discussions:
 - Case Management Systems
 - Zoom
 - Sharing Information with SRLs
 - Public Access to Records
 - Interacting with Higher Courts
 - Artificial Intelligence
- Resources

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**What do you or your judge do
that make your office run
more efficiently?**

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Some of Judge Tarno's Favorites



Outlook Calendar customization



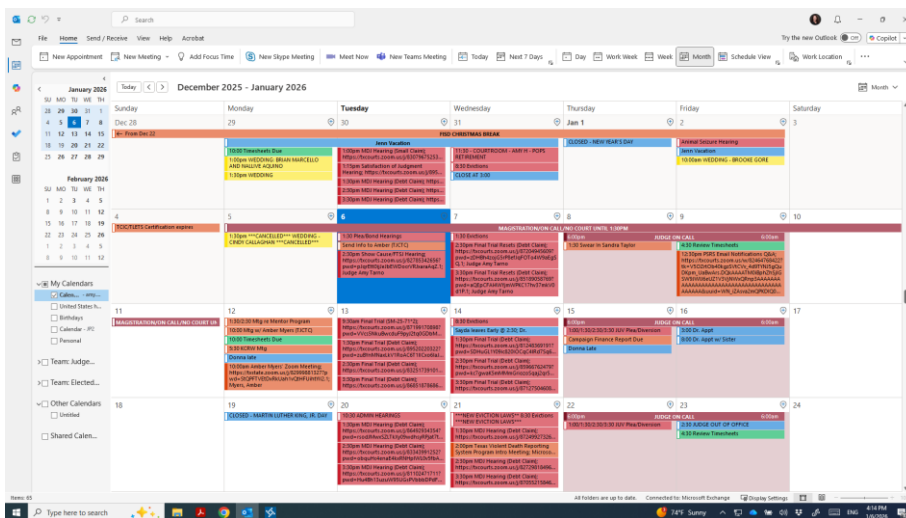
Adobe Pro



E-file

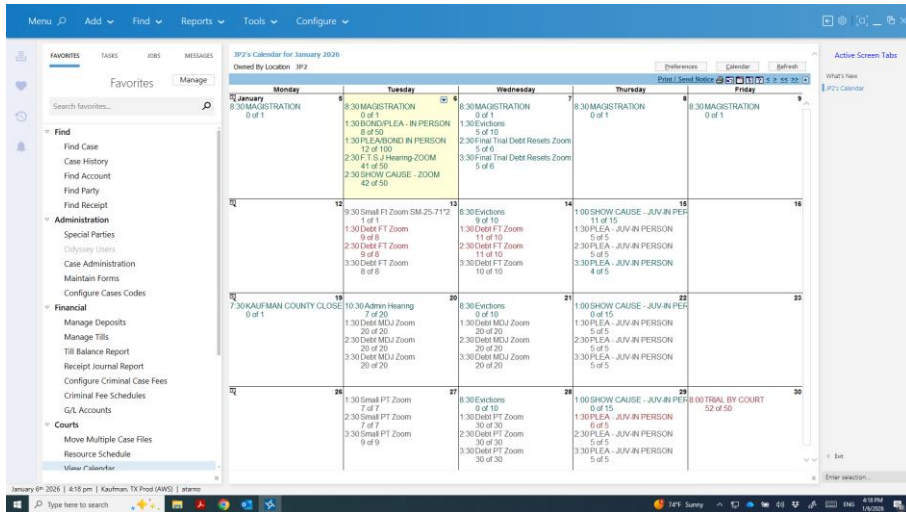
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Outlook Calendar



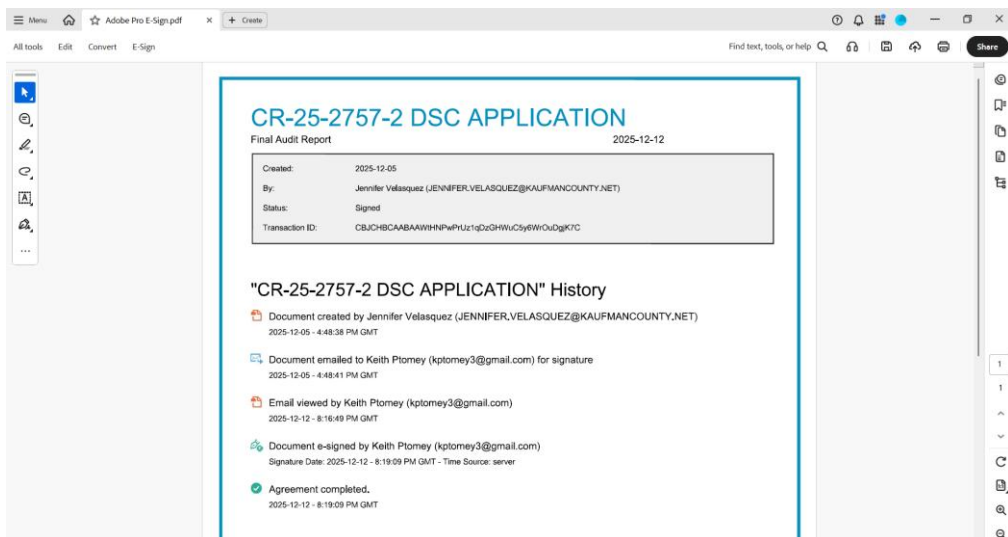
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Case Management Calendar



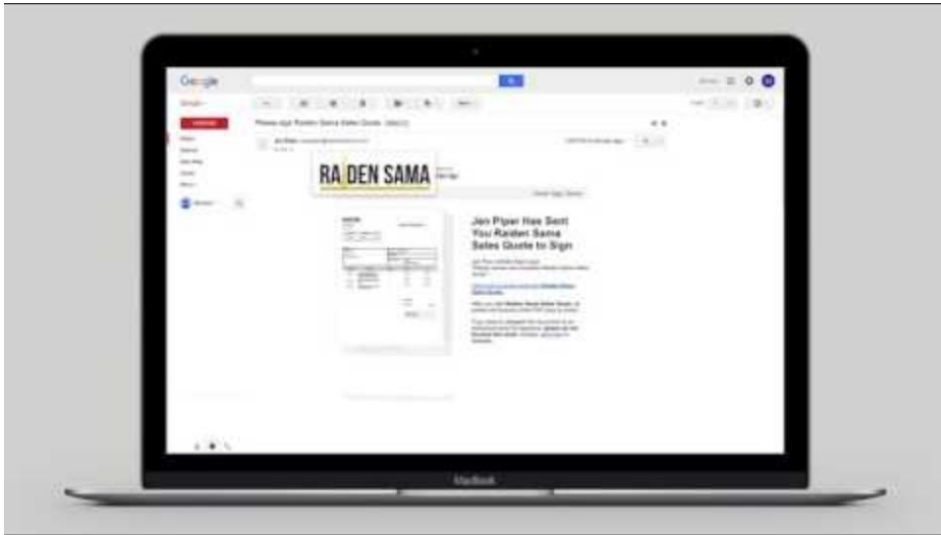
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Adobe Pro



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Adobe Pro Video

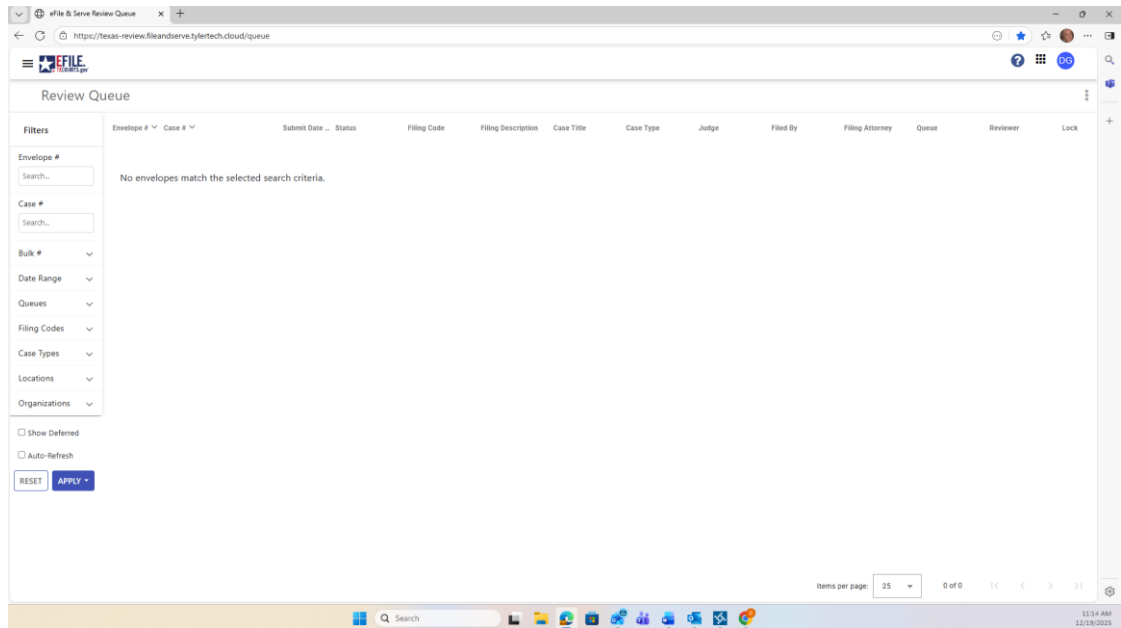


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E-File

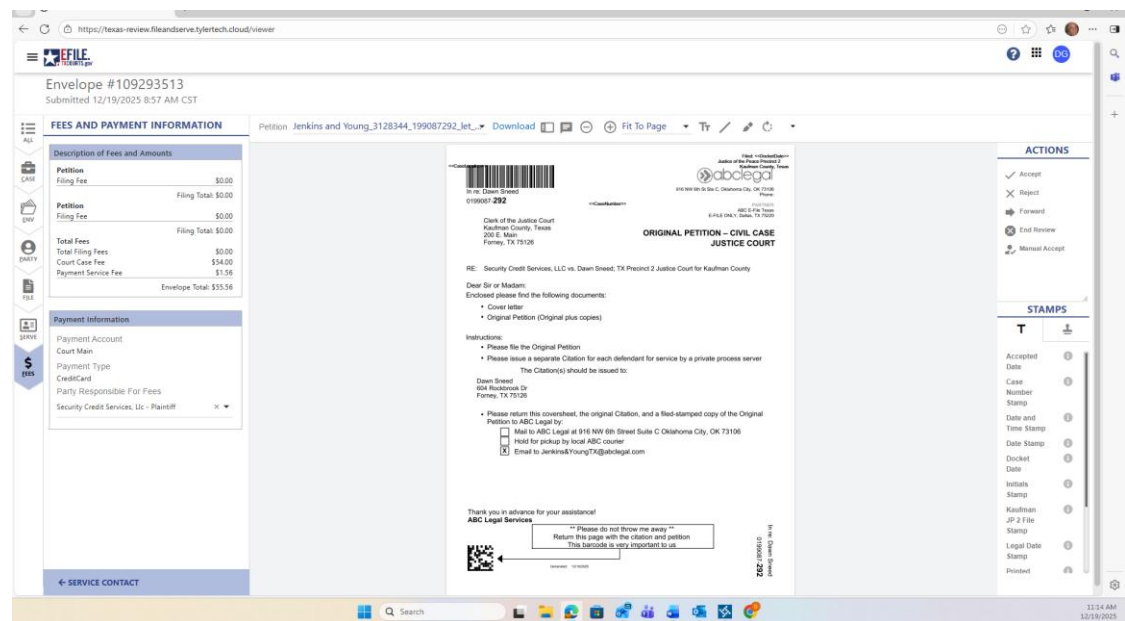
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E-File 1



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E-File 2



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E-File 3

Envelope #109293513
Submitted 12/19/2025 8:57 AM CST

Case
Location: Kaufman County - JP Precinct 2
Category: Civil - Contract
Case Type: Debt/Contract - Debt Collection
Judge: System Assigned

Filings 2 Filing(s)
Petition
Status: Under Review
Filing Type: EFile
Filing Comments: When citations are ready, please email back to Jenkins&YoungTX@abclegal.com - Thank you!

Filing Components
Component: Lead Document (Lead)
Security: Does not contain sensitive data

Petition

ORIGINAL PETITION - CIVIL CASE JUSTICE COURT
RE: Security Credit Services, LLC vs. Dawn Street, TX Precinct 2 Justice Court for Kaufman County
Dear Sir or Madam:
Enclosed please find the following documents:
• Cover letter
• Original Petition (Original plus copies)
Instructions:
• Please file the Original Petition
• Please issue a separate Citation for each defendant for service by a private process server
The Citation(s) should be issued to:
Dawn Street
804 Rockwood Dr
Forney, TX 75126
• Please return this coversheet, the original Citation, and a filed-stamped copy of the Original Petition to ABC Legal by:
☐ Mail to ABC Legal at 916 NW 6th Street Suite C Oklahoma City, OK 73106
☐ Hold for pickup by local ABC courier
☐ Email to Jenkins&YoungTX@abclegal.com
Thank you in advance for your assistance!
ABC Legal Services
** Please do not throw me away **
Return this page with the citation and petition
This barcode is very important to us.

ACTIONS
✓ Accept
✗ Reject
➡ Forward
⌛ End Review
👤 Manual Accept

STAMPS
Accepted Date
Case Number
Stamp
Date and Time Stamp
Docket
Date
Initials
Stamp
Kaufman JP 2 File
Stamp
Legal Date
Stamp
Printed

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E-File 4

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Security: Does not contain sensitive data

Petition

CAUSE NO.
Security Credit Services, LLC vs. Dawn Street
In the JUSTICE COURT
PRECINCT 2 of
KAUFMAN County, Texas

PLAINTIFF'S ORIGINAL PETITION ON DEBT CLAIM
1. **DISCOVERY.** Discovery in this case will be conducted by motion pursuant to Rule 500.9 of the Texas Rules of Civil Procedure.
2. **PARTIES.** Plaintiff is Security Credit Services, LLC, whose business address is 2653 W Oxford Loop, Oxford MS 38855. Plaintiff has no driver's license or social security number information as set forth in section 30.014 of the Texas Civil Practice and Remedies Code.
Defendant is Dawn Street, who may be served with process at 804 Rockwood Dr Forney TX 75126 and whose last known telephone number is (214)440-1760.
3. **ACCOUNT HISTORY.** Plaintiff is the owner and holder of this account. The account originated with WFC LIMITED PARTNERSHIP under account number XXXXXX2090. The account was opened on June 14, 2022 and charged off on December 14, 2022. The account was assigned to Plaintiff on January 13, 2023. The prior owners of the account are WFC LIMITED PARTNERSHIP.
Plaintiff's Original Petition 2

ACTIONS
✓ Accept
✗ Reject
➡ Forward
⌛ End Review
👤 Manual Accept

STAMPS
Accepted Date
Case Number
Stamp
Date and Time Stamp
Docket
Date
Initials
Stamp
Kaufman JP 2 File
Stamp
Legal Date
Stamp
Printed

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E-File 5

The screenshot shows the E-File 5 Review Queue interface. The browser address bar displays <https://texas-review.fileandserve.ly/ertech.cloud/queue>. The page title is "Review Queue". On the left, there is a "Filters" sidebar with dropdown menus for Envelope #, Case #, Bulk #, Date Range, Queues, Filing Codes, Case Types, Locations, and Organizations. Below these are checkboxes for "Show Deferred" and "Auto-Refresh", and buttons for "RESET" and "APPLY". The main table has columns: Envelope #, Case #, Submit Date, Status, Filing Code, Filing Description, Case Title, Case Type, Judge, Filed By, Filing Attorney, Queue, Reviewer, and Lock. A single row is visible with the following data: Envelope # 109293513, Case #, Submit Date 12/19/2025 8:57 AM CST, Status Submitted, Filing Code Petition, Filing Description Petition, Case Title Attorney Cover L..., Case Type Debt/Contract - ..., Judge, Filed By Jenkins Young, Filing Attorney, Queue Kaufman JP 2 - ..., Reviewer, and Lock. The bottom of the interface shows "Items per page: 25" and "1 - 1 of 1". The Windows taskbar at the bottom indicates the time is 11:09 AM on 12/19/2025.

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E-File 6

This screenshot is identical to the one for E-File 5, showing the same E-File 5 Review Queue interface. The browser address bar, filters sidebar, table data, and taskbar information are all the same as in the previous image.

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Case Management Systems

Discussion

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What case management
system do you use?

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Zoom

Discussion

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What Do You Use Zoom For?

- Exhibits (make sure to have a handout to send to everyone)
- Utilize pretrials to prepare litigants and let them practice
- Screen share
- Clerk as co-host – take notes, ask everyone to change their name at the beginning, remind everyone of the procedures, run breakout rooms if you use them

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Sharing Information With Litigants

Discussion

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What does it look like for litigants to look up a case in your court?

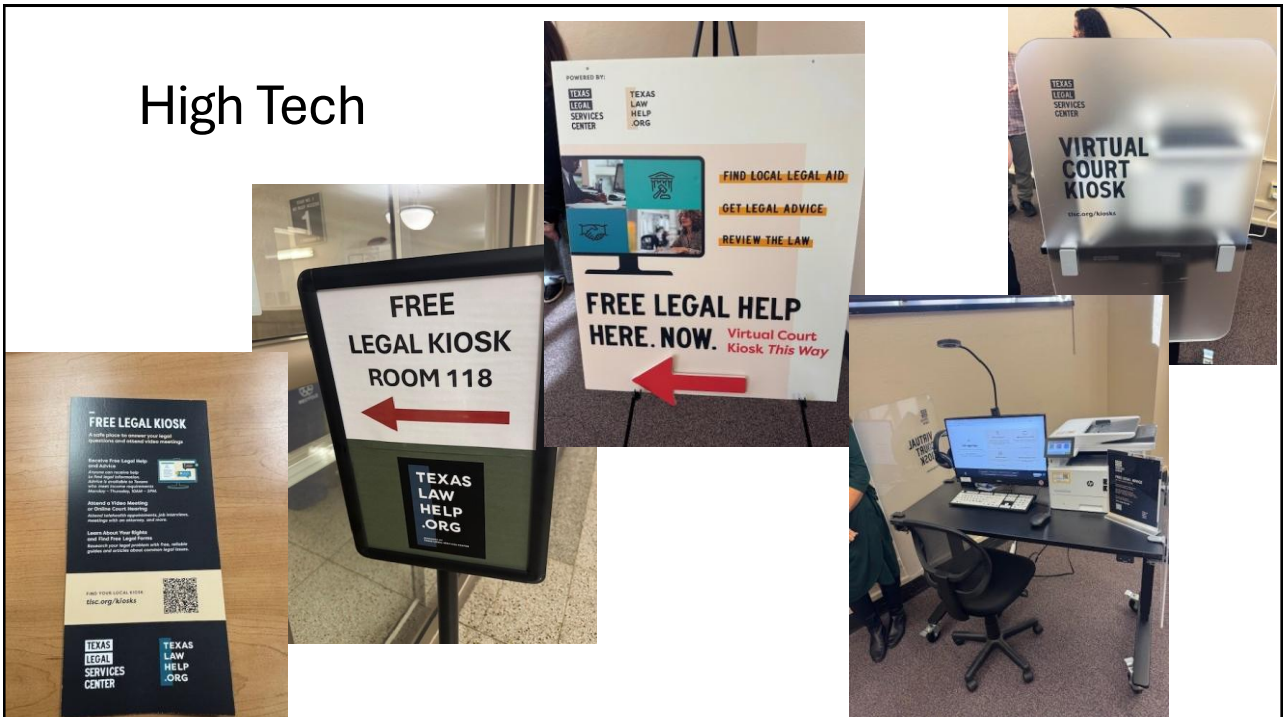
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Low Tech

- Who has a wall with slots for different forms?
- Who has a list of forms and then prints them as needed?
- These are both great options!

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High Tech



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More Information About Self-Help Kiosks

- <https://www.tlsc.org/kiosks>
- <https://www.linkedin.com/pulse/self-help-kiosks-help-people-navigate-ddkee/>
- <https://www.lsc.gov/press-release/self-help-legal-kiosks-create-adaptable-access>
- <https://www.youtube.com/watch?v=-S0e9Fh4xuU>

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Public Access To Records

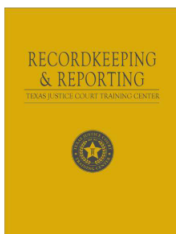
Discussion

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Most court records are open to the public. Do you know how to find more information about public access to records?

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Recordkeeping & Reporting Deskbook



Recordkeeping & Reporting Deskbook

Revised October 2025. This deskbook covers information on maintaining justice court records, responding to requests by the public to inspect records, and all of the required reports that justice courts must make to DPS, OCA, and others.

[Download a copy.](#)

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Interacting with Higher Courts

Discussion

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Do you have a good relationship with the court that handles your appeals?

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Do you send cases for appeal physically or electronically?

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Tip:
Remember that the entire case goes up on appeal, including any payments into the registry!

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Tip:

Talk with your appellate court staff about the changes to evictions.

They can use TJCTC resources that are available on the website.

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Did you know that your county and district clerk can be really helpful with forms/etc. on post-judgment civil cases?

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Artificial Intelligence

Discussion

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Did you know you are
probably already using AI
without knowing it?

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Popular AI Tools - LLMs

- Large Language Models (LLMs) – like an advanced Google search. They study/read all the information they can get and then predict responses using that information. ***This is why they sometimes get things WRONG!*
- Examples: ChatGPT, Google Gemini, Microsoft Co-Pilot, Perplexity, Claude

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LLM Pros

- Like an advanced auto-complete
- It is like having an assistant who has read way more than any one person could have (and remembered it)!
- Save time
- Help with administrative tasks

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LLM Cons

- Not perfect
- Can get things wrong
- Most can pull from anything on the internet (even the wrong stuff)
- Shouldn't share privileged or private information with them – they remember it!

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What is a good use of an LLM:

- Summarizing content
- Drafting letters or basic orders
- Drafting internal court procedure documents
- Early research – check sources!
- What else?

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Tips For Generating Prompts

- Be clear and specific
- Break down tasks into small steps
- Add context, constraints, and tone
- State goal directly – action verbs
- Specify how you want the output
- Follow up with additional questions and/or ask the tool to ask you questions to complete the task
- Use examples (links, documents, etc.)

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Resources

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Resource Links

- <https://www.ncsc.org/resources-courts/artificial-intelligence-ai>

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Tech Tools Self-Paced Module

- *Coming Soon!*
- *Will include information about things discussed in this class and additional tech tools for courts.*
- *It will be updated multiple times this year.*

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