

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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Texas Justice Court Training Center
1701 Directors Blvd. Suite 530
Austin, TX, 78744**



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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



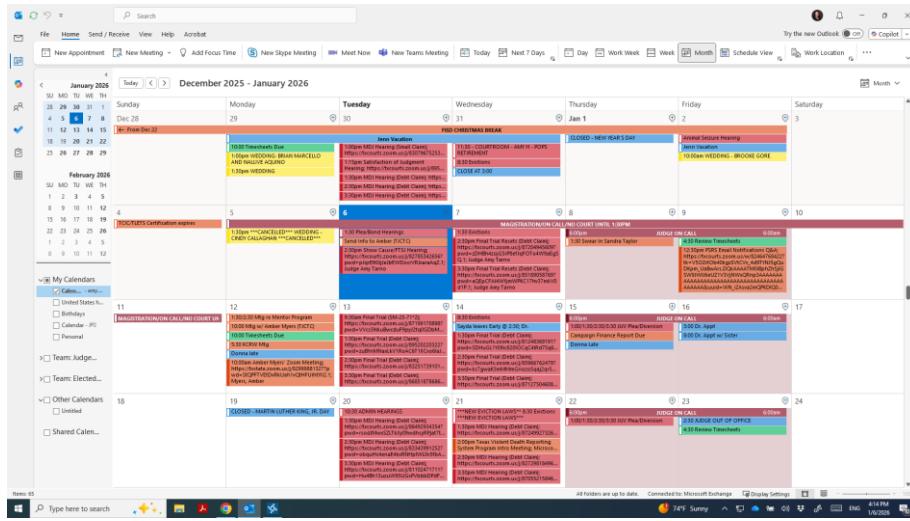
Adobe Pro



E-file

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Outlook Calendar



6

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Case Management Calendar

January 6, 2026 | 4:18 pm | Kaufman, TX Prod (AWS) | attn:mp

7

Adobe Pro

CR-25-2757-2 DSC APPLICATION

Final Audit Report 2025-12-12

Created: 2025-12-05
By: Jennifer Velasquez (JENNIFER.VELASQUEZ@KAUFMANCOUNTY.NET)
Status: Signed
Transaction ID: CBJCHBCAABAAWHNPePrUz1gDzGHWuCsy6WvOuDgK7C

"CR-25-2757-2 DSC APPLICATION" History

- Document created by Jennifer Velasquez (JENNIFER.VELASQUEZ@KAUFMANCOUNTY.NET) 2025-12-05 - 4:48:38 PM GMT
- Document emailed to Keith Plomey (kptomey3@gmail.com) for signature 2025-12-05 - 4:48:41 PM GMT
- Email viewed by Keith Plomey (kptomey3@gmail.com) 2025-12-12 - 8:16:49 PM GMT
- Document e-signed by Keith Plomey (kptomey3@gmail.com) Signature Date: 2025-12-12 - 8:19:09 PM GMT - Time Source: server 2025-12-12 - 8:19:09 PM GMT
- Agreement completed. 2025-12-12 - 8:19:09 PM GMT

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Adobe Pro Video



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E-File

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E-File 1

efile & Serve Review Queue +

https://texas-review.fileandserve.tylertech.cloud/queue

efiling

Review Queue

Filters

Envelope #	Case #	Submit Date	Status	Filing Code	Filing Description	Case Title	Case Type	Judge	Filed By	Filing Attorney	Queue	Reviewer	Lock
<input type="text" value="Search..."/>													

No envelopes match the selected search criteria.

Envelope #

Case #

Bulk #

Date Range

Queues

Filing Codes

Case Types

Locations

Organizations

Show Deferred

Auto-Refresh

Items per page: 0 of 0 < < > >>

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E-File 2

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

FEES AND PAYMENT INFORMATION

Description of Fees and Amounts	
Petition	Filing Fee
	\$0.00
	Filing Total: \$0.00
Petition	Filing Fee
	\$0.00
	Filing Total: \$0.00
Total Fees	Total Filing Fees
	\$0.00
Count Case Fee	
	\$54.00
Payment Service Fee	
	\$1.96
Envelope Total: \$55.96	

Payment Information

Payment Account:
Court Main
Payment Type:
CreditCard
Party Responsible For Fees
Security Credit Services, Inc - Plaintiff

Petition Jenkins and Young_3128344_199087292_let_

[Download](#) [Print](#) [Fit To Page](#) [Tr](#) [Edit](#) [Delete](#)

ACTIONS

- ✓ Accept
- ✗ Reject
- ✉ Forward
- ⟳ End Review
- 🕒 Manual Accept

STAMPS

- Accepted
- Due
- Case
- Number
- Stamp
- Date and Time Stamp
- Date Stamp
- Docket Date
- Initials Stamp
- Kaufman
- J-2-F File Stamp
- Legal Date Stamp
- Printed

Petition Jenkins and Young_3128344_199087292_let_

In re Dawn Sneed
01908087292

Barcode

ABC Legal
Justice of the Peace Precinct 2
Kaufman County, Texas
200 E. Main St. Ste C, Oklahoma City, OK 73106
1-800-455-1000
E-Mail: JenkinsandYoung@AbcLegal.com
FAX: 405-232-7020

ORIGINAL PETITION – CIVIL CASE
JUSTICE COURT

RE: Security Credit Services, LLC vs. Dawn Sneed; 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 Sneed
604 Rockwood Dr
Forney, TX 75120

- 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 JenkinsandYoung@AbcLegal.com

Thank you in advance for your assistance!

ABC Legal Services

** Please do not throw me away **
Return this page with the completed petition
This barcode is very important to us

Barcode: 

Barcode ID: 109293513

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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

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

Petition Jenkins and Young_3128344_199087292_let.pdf

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

11:13 AM 12/19/2025

13

E-File 4

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

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

Petition Lead_Petition_eABC_filing_package.pdf

ACTIONS

- ✓ Accept
- ✗ Reject
- ➡ Forward
- ☒ End Review
- 👤 Manual Accept

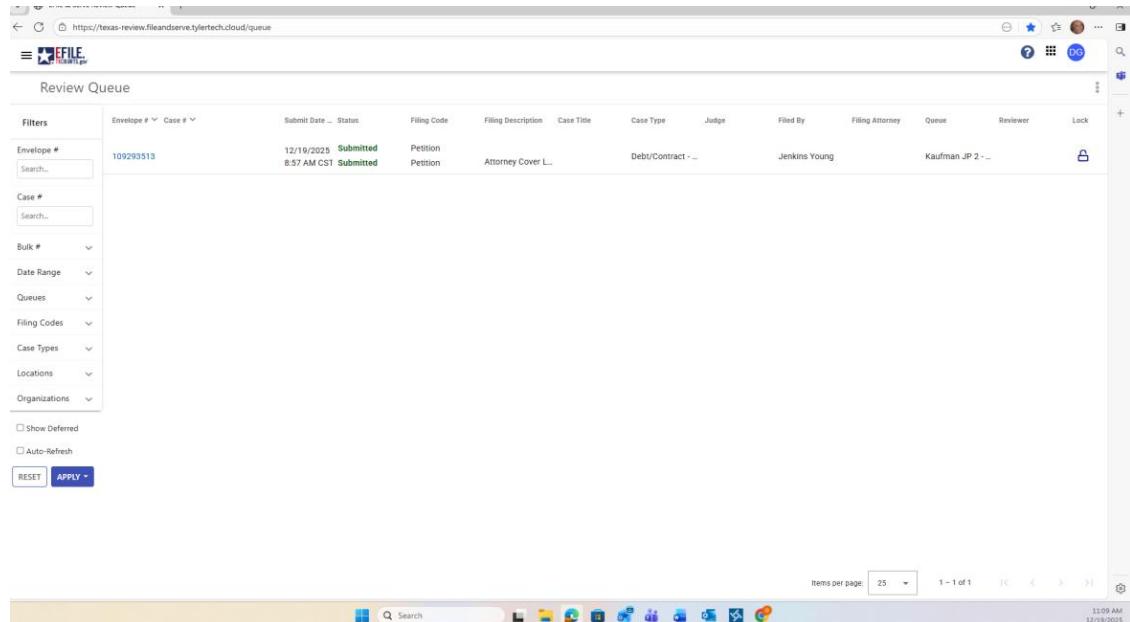
STAMPS

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

11:10 AM 12/19/2025

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E-File 5



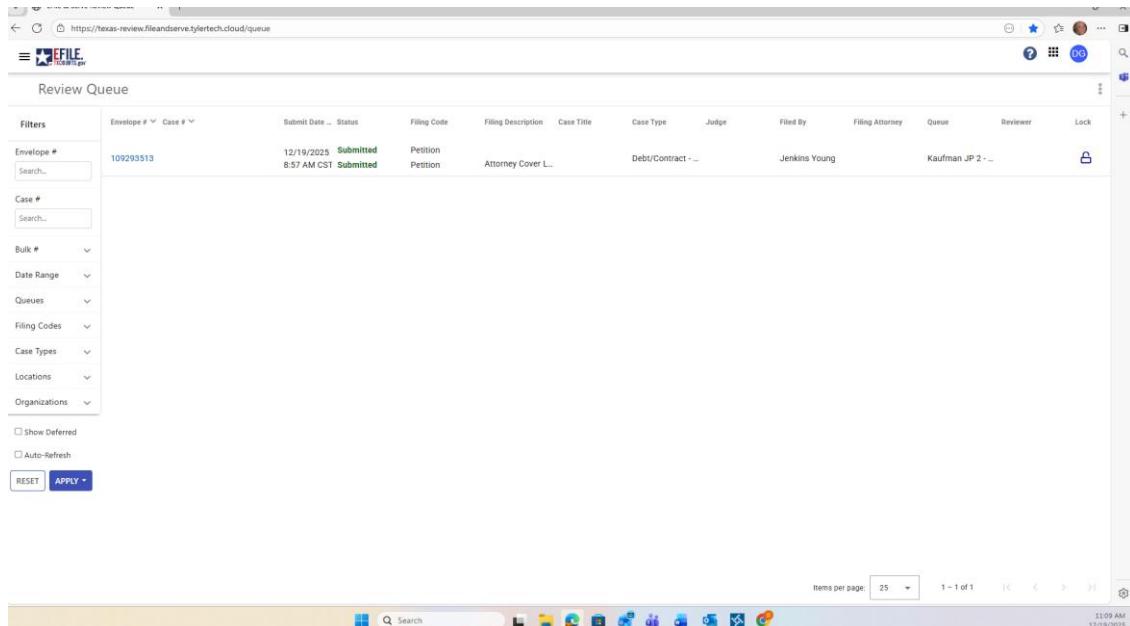
The screenshot shows the E-File 5 software interface for reviewing a queue. The main window title is "Review Queue". The interface includes a left sidebar with various filters: Envelope #, Case #, Bulk #, Date Range, Queues, Filing Codes, Case Types, Locations, and Organizations. Below these filters are checkboxes for "Show Deferred" and "Auto-Refresh", and buttons for "RESET" and "APPLY". The main content area displays a table with one row of data. The columns are: Envelope #, Case #, Submit Date .. Status, Filing Code, Filing Description, Case Title, Case Type, Judge, Filed By, Filing Attorney, Queue, Reviewer, and Lock. The data in the table is as follows:

Envelope #	Case #	Submit Date .. Status	Filing Code	Filing Description	Case Title	Case Type	Judge	Filed By	Filing Attorney	Queue	Reviewer	Lock
109293513		12/19/2025 Submitted 8:57 AM CST Submitted	Petition Petition	Attorney Cover L...	Debt/Contract -...		Jenkins Young		Kaufman JP 2 -...			

At the bottom of the main window, there are buttons for "Items per page" (set to 25), "1 - 1 of 1", and navigation icons. The status bar at the bottom right shows the time as 11:09 AM and the date as 12/19/2025.

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E-File 6



The screenshot shows the E-File 6 software interface for reviewing a queue. The main window title is "Review Queue". The interface includes a left sidebar with various filters: Envelope #, Case #, Bulk #, Date Range, Queues, Filing Codes, Case Types, Locations, and Organizations. Below these filters are checkboxes for "Show Deferred" and "Auto-Refresh", and buttons for "RESET" and "APPLY". The main content area displays a table with one row of data. The columns are: Envelope #, Case #, Submit Date .. Status, Filing Code, Filing Description, Case Title, Case Type, Judge, Filed By, Filing Attorney, Queue, Reviewer, and Lock. The data in the table is as follows:

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109293513		12/19/2025 Submitted 8:57 AM CST Submitted	Petition Petition	Attorney Cover L...	Debt/Contract -...		Jenkins Young		Kaufman JP 2 -...			

At the bottom of the main window, there are buttons for "Items per page" (set to 25), "1 - 1 of 1", and navigation icons. The status bar at the bottom right shows the time as 11:09 AM and the date as 12/19/2025.

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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?

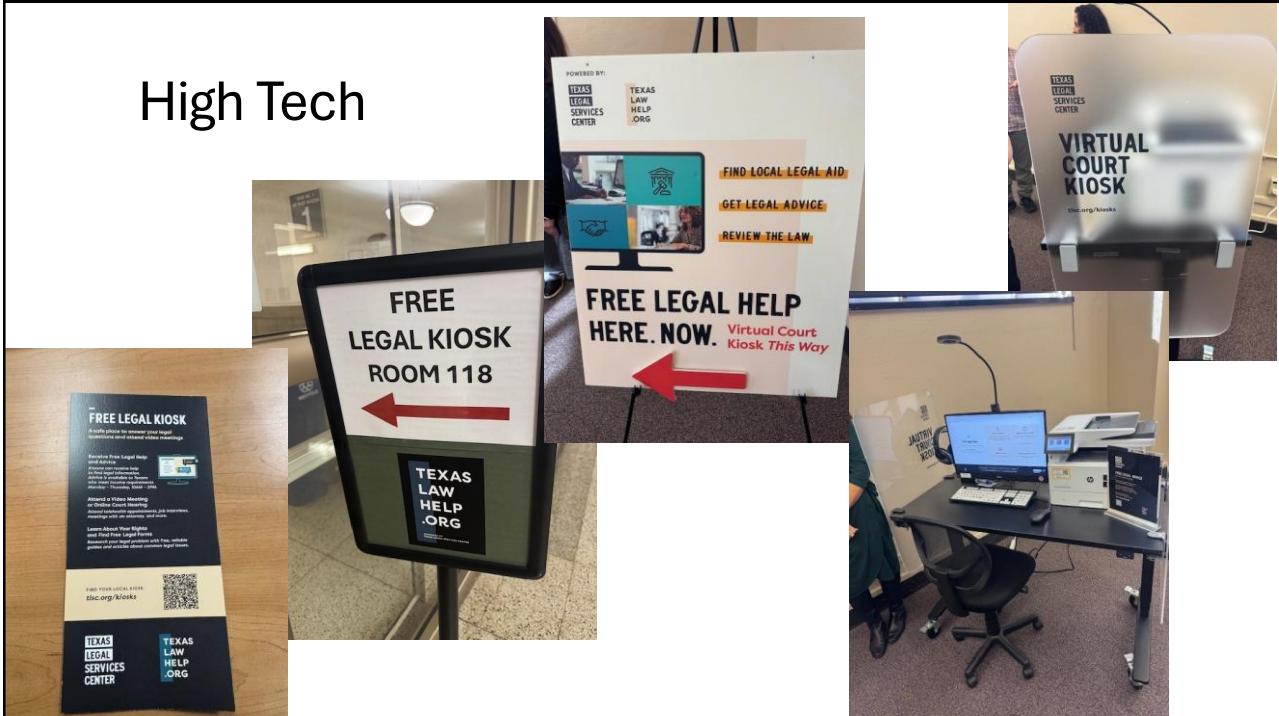
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Low Tech

- 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

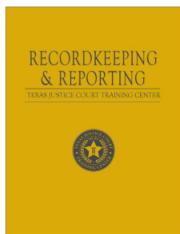
Discussion

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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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