



Texas Center for the Judiciary

1210 San Antonio, Suite 800 | Austin, TX 78701
 Office: 512-482-8986 | Toll Free in Texas: 800-252-9232 | Fax: 512-469-7664
 www.yourhonor.com

Professional Development Program Application

You may also access and complete this application online at www.yourhonor.com/pdfs/pdp10.pdf.
 Just print, sign, and mail to TCJ before March 5, 2010.

Date: _____

Acceptance into the program is based on your job description/duties, number of years in the position, and jurisdiction. The Admissions Committee will consider an application only one time, so be extremely detailed and comprehensive when completing your application. Not everyone who applies will be accepted into the program. Applications are limited to personnel working for a district or county court at law judge/court. Applications must include a job description and the application must be signed by your judge. Please remember to apply early because enrollment is limited.

Application is for:

- Trial Court Coordination** (1st Year General Program). Check here if you have never attended the Professional development program and currently serve as Court Coordinator, Court Manager or Court Administrator for a County Court at Law or District Judge.
- Trial Court Management** (Optional 2nd Year Specialty Program). Check here if you have successfully attended the first year of the Professional Development Program (Trial Court Coordination) and your primary responsibility is docket management and scheduling of cases. Do not apply for this specialized program if your job responsibilities do not include docket management and scheduling of cases.

Ms. Mrs. Mr. Name _____

Previous Name, if Changed _____

Judge _____

Court(s) Served _____

Court Street Address _____

Court Address _____

City

State

Zip

Phone _____ Fax _____ Email _____

County(s) Served _____

Applicant's Official Title _____

Please check one of the following which best describes your current position:

- COURT COORDINATOR:** A person who has full time responsibility for the scheduling and tracking of cases on the court's docket, and is supervised by one trial judge.
- COURT MANAGER:** A person who has responsibility for performing or supervising the scheduling and tracking of cases on the court's docket, and is responsible to more than one judge or to one judge who has multi-county jurisdiction.
- COURT SUPPORT PERSONNEL:** A person (assistant court coordinator, court secretary, court clerk, or bailiff) designated by a judge as primarily responsible for assisting the court coordinator/administrator in the performance of his/her duties in the scheduling or tracking of cases on the court's docket.

How long have you held your current position? _____ Years _____ Months

Education and Training

High School
 Some College
 Number of Hours Completed _____
 Degree Sought in _____
 Name of School _____
 Bachelor's Degree
 Degree in _____
 Name of School _____

Master's Degree
 Degree in _____
 Name of School _____
 Doctorate Degree
 Degree in _____
 Name of School _____
 Institute for Court Management Graduate
 Year _____

Please list all professional education courses completed in the last three years, including any Professional Development Programs sponsored by the Texas Center for the Judiciary.

Name of Course	Sponsoring Organization	Year(s)
Professional Development Program	Texas Center for the Judiciary	
Other Programs:		

Memberships in professional organizations (indicate any office held or committee assignments):

Cases

From the options below, please check the types of cases you handle and briefly explain your relevant duties.

CIVIL
 Duties: _____

CRIMINAL
 Duties: _____

FAMILY
 Duties: _____

JUVENILE
 Duties: _____

PROBATE
 Duties: _____

Job Duties/Responsibilities

Please **attach a copy of your job description** and briefly describe your responsibilities in each of the following areas. If you have no assigned duties, please enter "None."

Docket Management—Criminal

Docket Management—Civil

Liaison Responsibilities

Jury Management

Budget/Personnel

Research and Reports

Computer/Information Systems

▪ What type of system (if any) are you using? _____

▪ What software applications are you using? _____

General Administration

Other

During the last two years, what new programs, practices, or procedures have you implemented or coordinated?

Specifically, what do you hope to achieve by attending the Professional Development Program?

Acceptance into the program is based on your job description/duties, number of years in the position, and jurisdiction. The Texas Center for the Judiciary will notify you of your acceptance. Enrollment is limited. **DO NOT** include your registration fee with this application.

Applicant's Signature

Application Deadline is March 5, 2010.

Please mail completed application to:

Texas Center for the Judiciary
1210 San Antonio, Suite 800
Austin, Texas 78701

Remember to attach a copy of your job description.
The Admissions Committee will consider an application only one time.

Judge's Certification

I, _____, of _____
Judge's Name *Court*

nominate _____ to attend the
Court Applicant's Name

2010 Professional Development Program, sponsored by the Texas Center for the Judiciary.

I understand this nomination does not guarantee admittance into the program and that acceptance into PDP is based on the nominee's job description, duties, number of years in the position, and jurisdiction. I also understand that enrollment is limited to one court nominee per judge per year.

Judge's Signature

Date