

OFFICE OF COURT ADMINISTRATION

CARL REYNOLDS
Administrative Director

December 14, 2007

Dear

Last year the Office of Court Administration (OCA) established a Court Services Program to assist judges, court coordinators, and court administrators with case management, calendar management, and other administrative matters. I am available to come to your courthouse and conduct on-site training and assist you in evaluating your case management and other administrative needs. These services are provided at **no charge**. Enclosed for your information is a brochure describing the assistance that is available.

Many of you attended my presentation about this program at the Texas Association for Court Administration Annual Conference in October. At that time, OCA was asking counties to cover my travel expenses. However, we now have some funds available to cover my travel expenses. Thus, I can do a limited number of on-site visits to counties at absolutely no cost to the county.

Since starting my employment with OCA in February 2007, I have visited eight courthouses to assist judges and new court coordinators with case management and other administrative matters. The following highlights *some of the issues that are frequently encountered by new court coordinators with which I can assist*:

1. *How do I establish a calendar?*
2. *How can I prevent so many continuances?*
3. *How do I determine the status of my cases?*
4. *What are the basic forms I need?*
5. *How do you create a calendar for a court that serves more than one county?*
6. *How can I manage my time more efficiently?*

In addition to providing on-site services, I am available to answer questions and provide technical assistance by phone or email. I may be reached by phone at (512) 475-1777 or by email at eva.walla@courts.state.tx.us.

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If you would like to schedule an on-site visit, please contact me at the phone number or email address listed above.

Sincerely,

*Eva Walla
Court Services Consultant*

Enclosure