

Understanding Court Management

OFFICE *of* COURT ADMINISTRATION



Who Are You?

1

Court Coordinator – managing case events, establishing court calendars and setting court cases for one court.

2

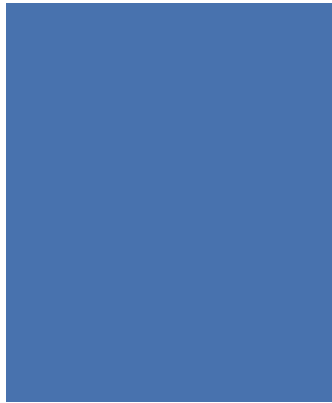
Court Manager – overseeing the operation of one or more courts, including its processes, functions and personnel.

3

Court Administrator – managing the administrative matters of one or more courts in one or more counties; including budget responsibilities and/or the supervision of others who are responsible for the operation of a court and its processes.



Resources:



Office of Court Administration

www.txcourts.gov/oca

Use drop-down menus.

Texas Judicial Council

<http://www.txcourts.gov/tjc/>

The policy-making body for the state judiciary.

Texas Constitution and Statutes

<https://statutes.capitol.texas.gov>

Search by specific code and chapter or text.

Texas Rules of Judicial Administration

<http://www.txcourts.gov/media/1438310/rules-of-judicial-administration-updated-with-amendments-effective-may-2-2017.pdf>

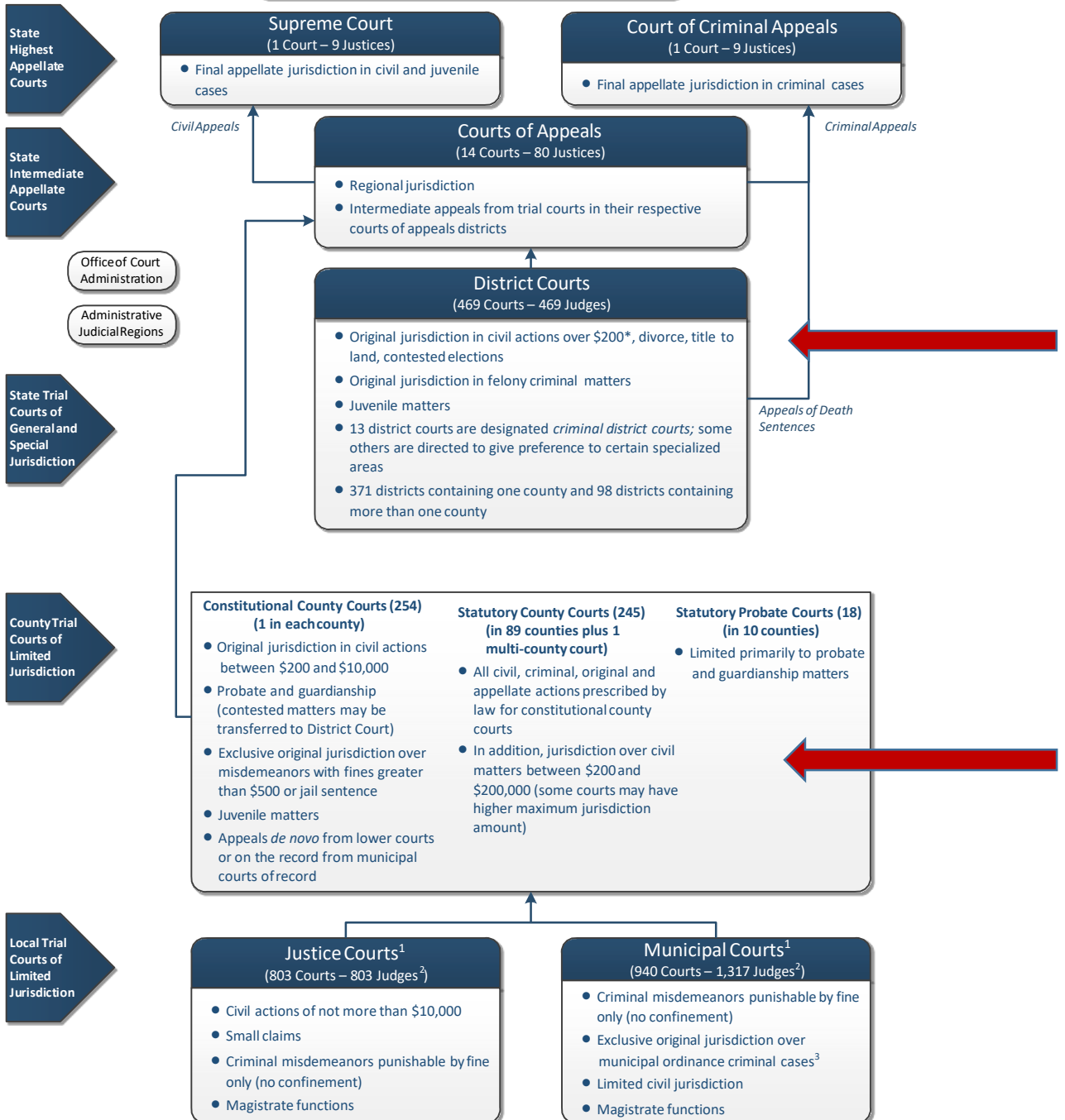
Texas Center for the Judiciary

<https://www.yourhonor.com>

You will need to set up a password.

Court Structure of Texas

September 1, 2018



What does a Court Coordinator Do?

- The primary duties of this position are to **manage, direct, supervise, coordinate** and **plan the operations** of courts and to **assist the judiciary** in making certain decisions, except those judicial decisions required by law to be made by judges.
- You are not an attorney. You may provide procedural information to a person. But, you may not offer legal advice.

Self-Represented (Pro Se) Litigants need advice, direction and knowledge about what will happen in their case. Refer them to Self-Help Resources. The information is not legal advice and does not take the place of talking to a lawyer

<http://www.txcourts.gov/programs-services/self-help/self-represented-litigants/>



You are the Cornerstone of the Court

You will bring together **administrative processes** and **judicial processes** to effectively manage your court and resolve court cases.

Although you will rarely be seen or heard; your talent, knowledge and training will be evident in the management of your court, including the preparedness of your judge.



How Long Should it Take to Dispose of a Case?

- **Criminal Cases** - [Texas Code of Criminal Procedure, Article 32A.02.](#)
- **Non-Family Jury Cases** - within 18 months from appearance date.
- **Non-Family Non-Jury Cases** - within 12 months from appearance date.
- **Contested Family Law Cases** - within 6 months from appearance date or within 6 months from the expiration of the waiting period provided by the Family Code where such is required, whichever is later.
- **Uncontested Family Law Cases** - within 3 months from appearance date or within 3 months from the expiration of the waiting period provided by the Family Code where such is required, whichever is later.



How Long Should it Take to Dispose of a Case?

- **Juvenile Cases**, in addition to requirements of [Title 3, Texas Family Code](#) -

Detention Hearings - next business day following admission to any detention facility;

Adjudicatory or Transfer (Waiver) Hearings - Juvenile **in** a detention facility: not later than 10 days following admission;

Adjudicatory or Transfer (Waiver) Hearings - Juvenile **not in** a detention facility, not later than 30 days following the filing of the petition.

Disposition Hearings- not later than 15 days following the adjudicatory hearing. The court may grant additional time in exceptional cases that require more complex evaluation.



Priority of Trials

Code of Criminal Procedure, Chapter 32.A. Speedy Trial

Trial Priorities.

- (a) Insofar as is practicable, the trial of a criminal action shall be given preference over trials of civil cases, and the trial of a criminal action against a defendant who is detained in jail pending trial of the action shall be given preference over trials of other criminal actions not described by subsection (b) or (c).
- (b) Unless extraordinary circumstances require otherwise, the trial of a criminal action in which the alleged victim is younger than 14 years of age shall be given preference over other matters before the court, whether civil or criminal.
- (c) Except as provided by Subsection (b), the trial of a criminal action against a defendant who has been determined to be restored to competency under Article 468.084 shall be given preference over other matters before the court, whether civil or criminal.



Court Calendars

When?

Calendars can follow a schedule (family cases every first and third Tuesday of the month; criminal arraignments every first Wednesday of every other month).

Where?

If your court shares a courtroom, consider the calendars of the other courts. Consider the size of the docket and the size of the courtroom. Overcrowding can result in avoidable delay and can present a security risk.

Who?

Attorneys, Clerks, Sheriff's Office, Probation, Indigent Defense Coordinator, Bonding Agents.

Why?

Attorneys practicing in other courts will be more respectful of your court's time when they know there is a definite date and time when their case will be heard, especially when they are scheduling in other courts.





Court Dockets

- A list of cases which will be addressed by the court on a date, time and for a specific purpose.
- The reason the case is set should be a meaningful purpose to move the case forward to a resolution. Avoid 'Status' settings.
- Court Dockets should be established by the court, not attorneys.
- Include the estimated time required for each case.

Court Dockets

NAME: 100th Court

MONTH: March

YEAR: 2019

MON: 3/4/19 (9:00 a.m.)

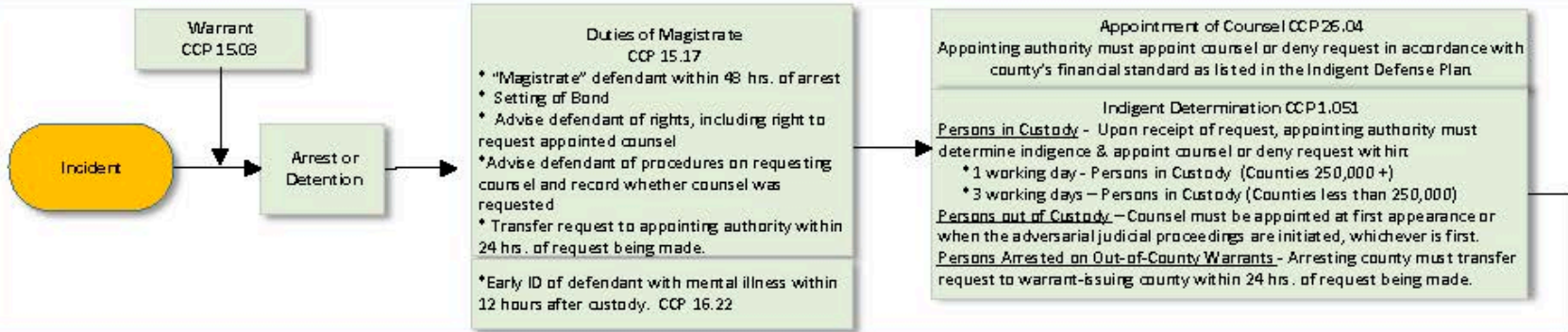
FAMILY

| | | | | |
|---------|-------------------|--------------|----------------|--------------------|
| #19-321 | Jane & Jon Done | Temp. Orders | | 30 minutes |
| #18-720 | Ann & Sam Lite | Divorce | Filed 10/15/18 | Prove Up |
| #17-444 | Int: Wager Child. | Mt/Modify | Visitation | Father in Military |
| | | | | |

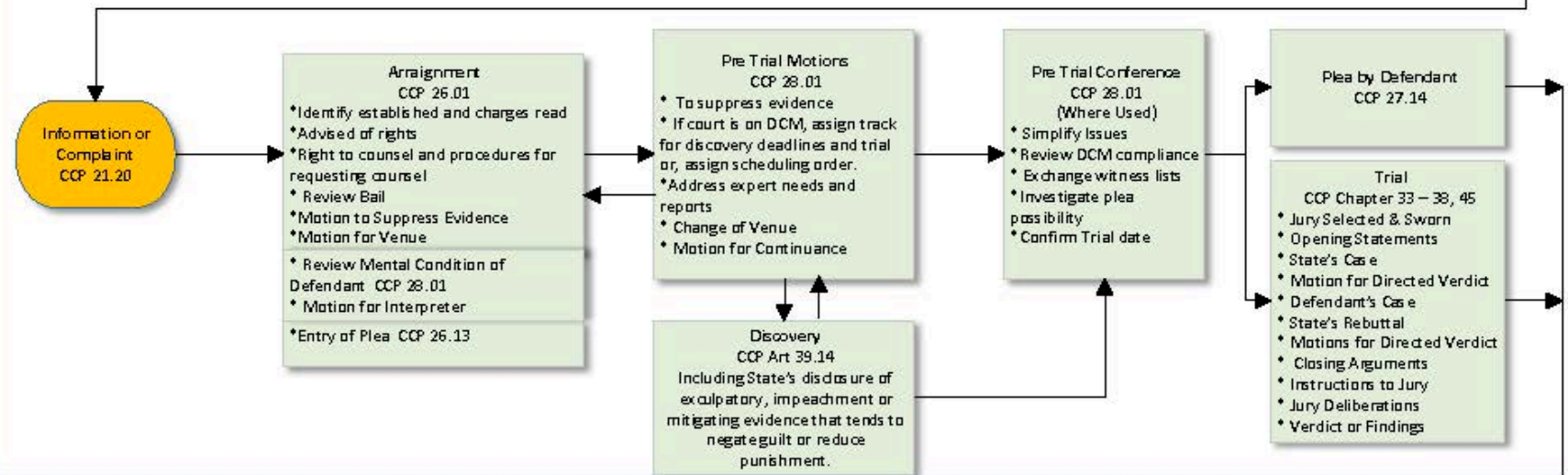


Typical Misdemeanor Caseflow

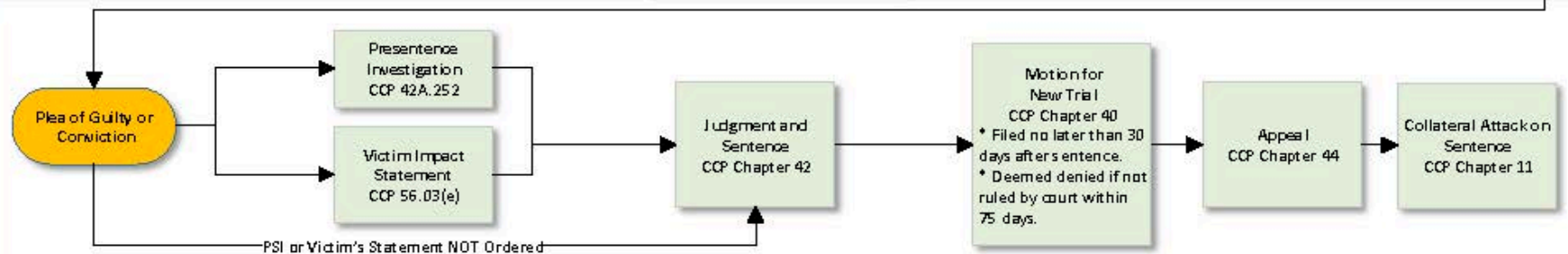
Arrest/Detention



Court Pretrial and Trial

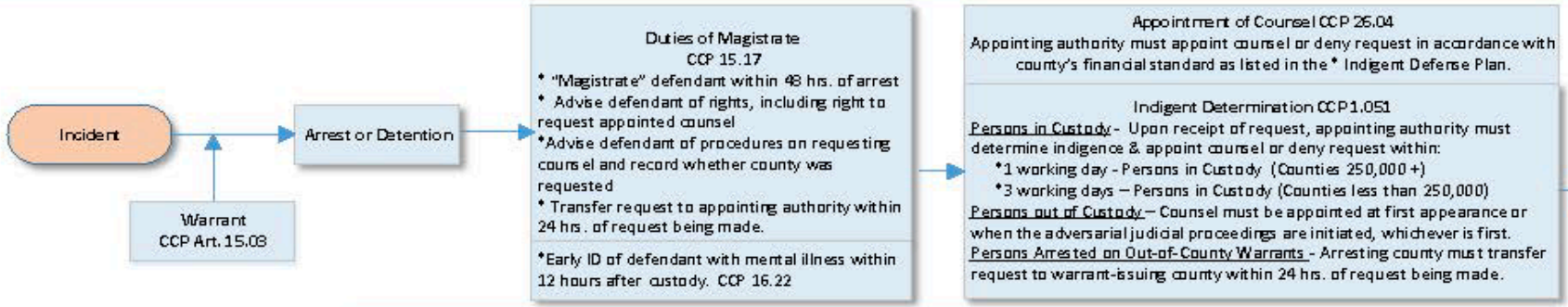


Post Trial

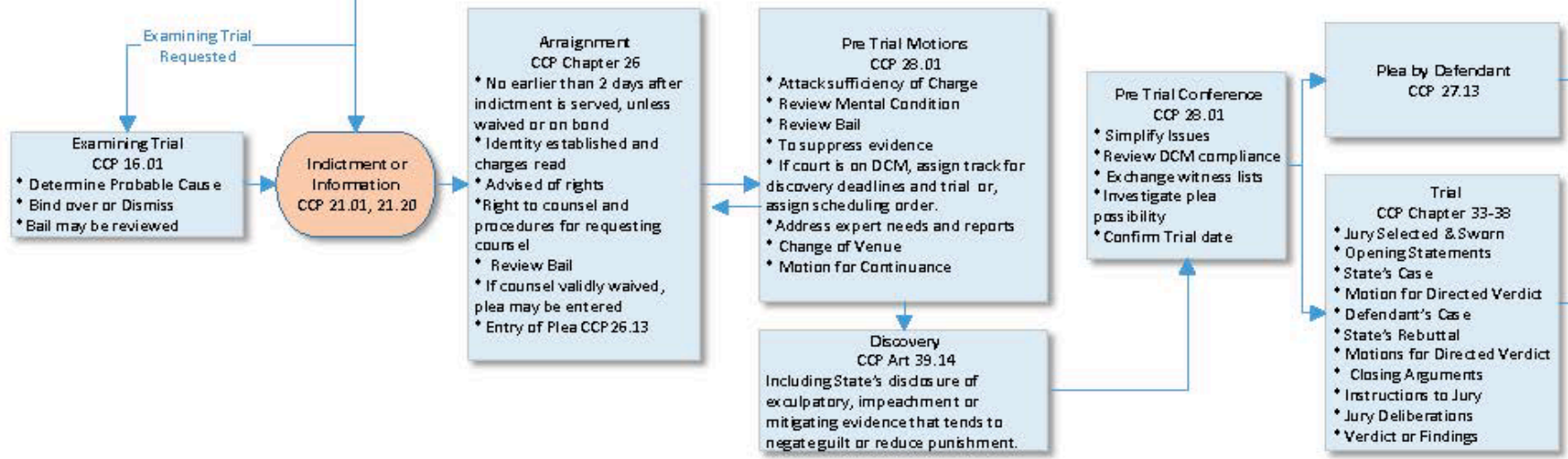


Typical Felony Caseflow

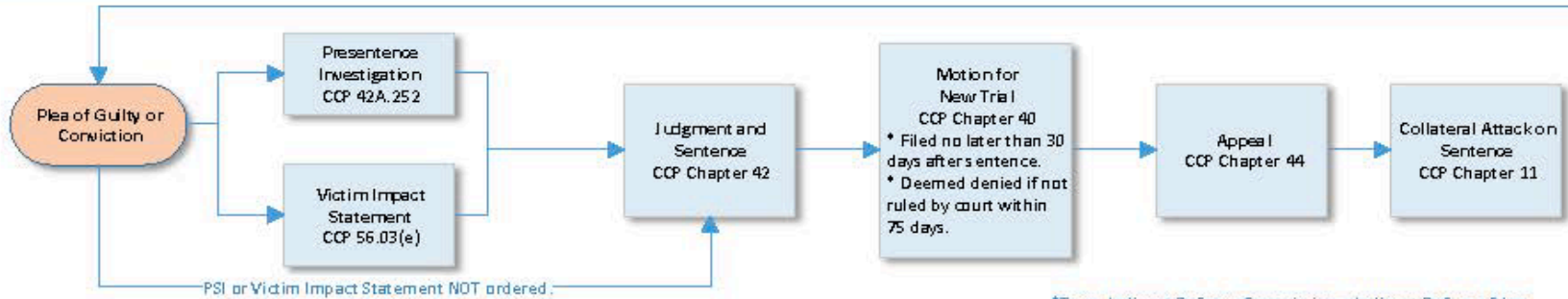
Arrest/Detention



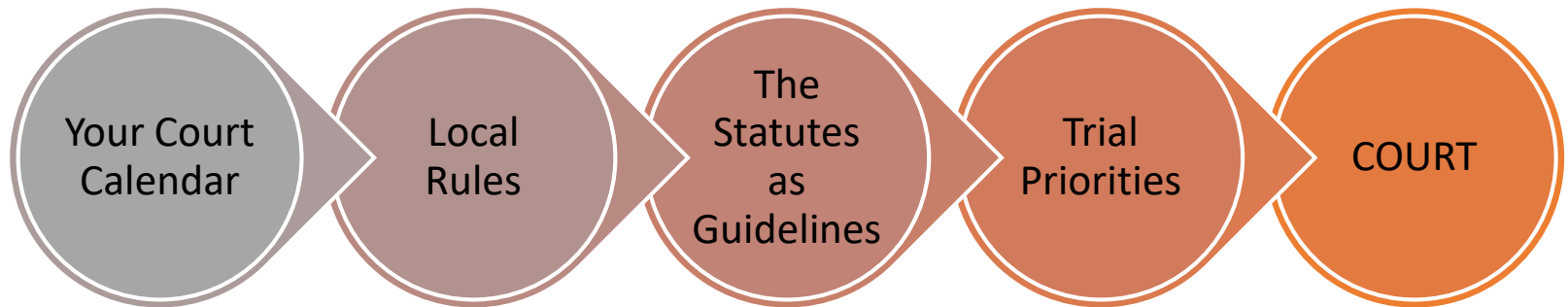
Court Pretrial and Trial



Post Trial



Bringing it all Together



Continuances

Criminal Cases – Code of Criminal Procedure, Art. 29.01

BY OPERATION OF LAW.

Criminal actions are continued by operation of law if:

- (1) The individual defendant has not been arrested;
- (2) A defendant, corporation or association has not been served with summons; or
- (3) There is not sufficient time for trial at that term of court.

Civil Cases –Texas Rules of Civil Procedure, Rule 251

No application for a continuance shall be heard before the defendant files his defense, nor shall any continuance be granted except for sufficient cause supported by affidavit, or by consent of the parties, or by operation of law.



Resources

Continuing Education –

Texas Center for Judiciary, (Professional Development Program for Coordinators) <https://www.yourhonor.com>

Texas Association for Court Administration - www.mytaca.org

National Association for Court Management – www.nacmnet.org

Rural Association for Court Management – www.texasraca.com

Texas District Court Alliance – www.tdcaonline.com/



Resources

- Texas Judicial Council <http://www.txcourts.gov/tjc/>
(The policy-making body for the state judiciary)

National Center for State Courts www.ncsc.org

Texas Association of Counties www.county.org

Texas Juvenile Justice Department <http://www.tjjd.texas.gov/>

Model Time Standards <https://www.ncsc.org/Services-and-Experts/Technology-tools/~media/Files/PDF/CourtMD/Model-Time-Standards-for-State-Trial-Courts.ashx>

Texas Rules of Civil Procedure, Part II
<http://www.txcourts.gov/media/1443313/trcp-all-updated-with-amendments-effective-december-11-2018.pdf>



Questions?



For additional assistance,
contact:

Office of Court Administration
Jeffrey Tsunekawa
Manager of Court Services
Jeffrey.Tsunekawa@txcourts.gov
512-463-2417

