

Court Administrators Seminar

June 17-19, 2013

Omni Corpus Christi Hotel Bayfront Tower
900 N. Shoreline Blvd. | Corpus Christi, TX 78401 | 361.887.1600

Monday, Day 1 **June 17, 2013**

- 12:00 – 5:00 p.m. **Registration**
- 1:00 – 5:00 p.m. **Preparation Course Level I – Clerk’s Certification Program**
Leisa Hardin, Court Administrator, City of Mansfield
- 1:00 – 5:00 p.m. **Preparation Course Level II – Clerk’s Certification Program**
Elaine Brown, Court Administrator, City of Katy
- 1:00 – 5:00 p.m. **Optional Pre-Conference: Leadership and Organizational Success**
Kyle S. Clark, Associate Director, New Student Services, University of Texas and
Founder, lovepeaceandprogress.com

Tuesday, Day 2 **June 18, 2013**

- 6:45 – 7:50 a.m. **Registration and Breakfast**
- 8:00 – 9:15 a.m. **Sovereign Citizens: Threats to Our Courts?**
Ryan Kellus Turner, General Counsel & Director of Education, TMCEC
- 9:30 – 10:30 a.m. **Best Practices in Court Security**
Charles Baxter, Licensed Security Consultant, Irving
- 10:45 – 12:00 p.m. **Tools for Effective Court Administration: Standing Orders**
Mark Goodner, Program Attorney & Deputy Counsel, TMCEC
Katie Tefft, Program Director, TMCEC
- 12:00 – 12:50 p.m. **Lunch**

	MONEY MATTERS	LEGAL ISSUES	TECHNO-OUTREACH
1:00 – 1:50 p.m.	Collections Update: What’s New? Jim Lehman, Collections Program Manager, Office of Court Administration	So You Think You Can’t Be Sued? A Primer on Immunity for Court Clerks Fred Garcia, Court Clerk, City of San Antonio	Talking to Your Town: DRSR* Lindsey Mena, Juvenile Case Coordinator, City of San Marcos
2:00 – 2:50 p.m.	Budgeting Workshop Rebecca Stark, Court Administrator, City of Austin	Dealing with JNAs: Juveniles Now Adults Victoria Jaramillo Medley, Court Administrator, City of Amarillo	Alive @ 25* John Brady, Executive Director, Texas Alive Team & Risk and Safety Specialist, Travis County
3:00 – 3:50 p.m.		Citations and Complaints David Johnson, Assistant City Attorney & Deputy Chief Prosecutor, City of Arlington	Tech Savvy: Tablets in the Courtroom Jameson Crain, Multimedia Specialist, TMCEC
4:00 – 5:00 p.m.	Internal Controls: Keeping Tabs on the Court’s Cash Rhonda Kuehn, Court Administrator, City of Brenham	Dissecting DSC: Driving Safety Courses* Leisa Hardin, Court Administrator, City of Mansfield	Using Social Media to Your Court’s Advantage: A Panel Discussion

6:45 – 7:50 a.m.	Breakfast
8:00 – 8:30 a.m.	Educational Opportunities for Court Clerks
8:30 – 9:30 a.m.	Shades of Grey: The Letter of the Law is Not Always Black and White Mark Goodner, Program Attorney & Deputy Counsel, TMCEC Katie Tefft, Program Director, TMCEC
9:45 – 12:00 p.m.	Give ‘Em the Pickle J. Mark Warren, Training Coordinator and Consultant, Texas Association of Counties
12:00 p.m.	Seminar Adjourns
1:00 – 5:00 p.m.	Clerk Certification Test Levels I, II & III

* Denotes Municipal Traffic Safety Initiatives (MTSI) curriculum funded by a grant from the Texas Department of Transportation.

SEMINAR INFORMATION SHEET

Welcome to the TMCEC Court Administrators Seminar. If you have questions that this information sheet does not answer, the TMCEC staff will be glad to assist you. We hope you enjoy the program.

ATTENDANCE

Please check your address and telephone number listed on the roster and notify the TMCEC staff of any corrections or changes. Corrections are to be written on the provided space located at the top of the Request for Certification Record of Participation form that will be passed out at the end of the program. Also be sure to include your current email address if you did not receive a confirmation letter via email for this program.

The Texas Municipal Courts Association Board of Directors has ruled that attendance records are mandatory. **In order for you to receive a certificate of attendance for this program, you must attend all 8 hours on Day 2 and all 4 hours on Day 3 of the seminar.** Roll may be called at any time and failure to attend without first informing a TMCEC staff employee prior to missing can cause you to not receive attendance credit for the program. If you are late entering any session, please inform a staff member prior to entering the room. Your badge is your proof of identification. Please wear it at all times during the seminar.

Please note scheduled breaks will be offered during the class. Therefore, out of respect for your colleagues and presenters we ask that you not read the paper or engage in other activities that may be distracting during the class, including texting and instant messaging. Before the class we ask that all electronic devices be muted or turned off. If you must take a call during the presentation, please take the call outside of the room. The amount of education credit you are eligible to receive may be reduced if you are absent during any class sessions.

SMOKING AND ALCOHOL CONSUMPTION

The Texas Municipal Courts Association Board of Directors has adopted the following policy: No one shall smoke in any classroom, dining rooms or any area adjacent to the classrooms during the TMCEC seminars. Smoking will be permitted only outside the hotel or other common areas away from the meeting rooms and break areas. The possession or consumption of alcohol by participants during TMCEC provided classes, breaks, or meals are prohibited.

MEAL INFORMATION

TMCEC provides breakfast and lunch on Day 2 and Breakfast on Day 3 of the seminar to the participants while they are attending the seminar. Guests are not allowed to attend the meal functions with the participant. Your name badge serves as your ticket to enter the room where the breakfast and lunches are served.

CLASS TIMES

Day 1	Registration: 12:00 – 5:00 p.m. Pre-Conference Session: 1:00 – 5:00 p.m. Clerk Certification Prep Courses (Level I and II): 1:00 p.m. – 5:00 p.m. Welcome Reception: 5:00 – 6:00 p.m.
Day 2	Class: 8:00 a.m. – 5:00 p.m.
Day 3	Class: 8:00 a.m. – 12:00 noon Certification Testing: 1:00 – 5:00 p.m.

HOTEL CHECK OUT

The hotel has a set check out time. It will be announced on the first day during the welcoming announcements. Please insure that you do not go beyond this time. Extra-day charges imposed by the hotel will be your responsibility.

VENDORS

TMCEC and the Texas Municipal Courts Association, as grantee, do not endorse, recommend, or imply approval of any or all vendors represented in person or by materials/displays at or near TMCEC/TMCA sponsored meetings and seminars.

INFORMATION PRESENTED AT THE SEMINAR

The information presented at this conference reflects the viewpoints of the instructors and does not necessarily express the opinion of TMCEC, its Board, or Committees.

Federal and state statutes prohibit employment discrimination on the basis of disability, age, race, color, religion, sex, or national origin. Sexual harassment is included among the prohibitions. The TMCEC strongly disapproves of any form of discrimination or harassment at its seminars, meetings, or within its work environment. Employees, participants, faculty, and volunteers who have experienced or observed any acts that they believe may be prohibited by federal, state, or common law should report the incident to the TMCEC Executive Director immediately. All such alleged acts will be investigated and consideration given to the appropriate action, if any, to be taken.

CAMPAIGN ACTIVITIES

There shall be no campaigning for the TMCEC/TMCA Board of Directors during TMCEC classes. For the purposes of this section, "campaigning" means activities and communications in any form by or on behalf of a nominee as an Officer or Director of TMCEC/TMCA.

Certificates will not be mailed out. They can be printed out by going to the online registration page at:

<http://register.tmcec.com>

Please allow 4-6 weeks for processing.

Court Administrators Seminar

June 17 - 19, 2013

Location, Tenure and Caseload Statistics

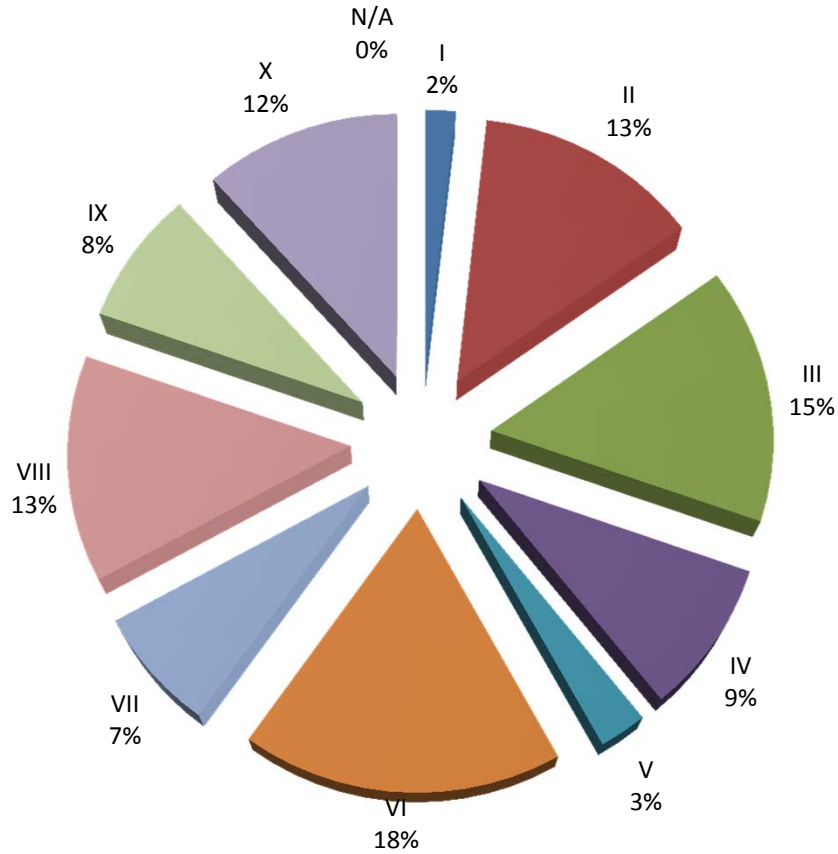
<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>HIRE DATE</u>	<u>CITY REPRESENTED</u>	<u>STREET ADDRESS</u>	<u>CITY</u>	<u>ZIP</u>	<u>COURT PHONE</u>	<u>REGION</u>
Samantha	Abel	08/01/2010	Blue Mound	PO Box 164129	Fort Worth	76131-1030	817.232.0610	II
Courtney	Acklin	01/12/2009	Palestine	504 N Queen St	Palestine	75801-2733	903.731.8420	IV
Kristi	Alvarado	12/18/1995	Crowley	201 East Main Street	Crowley	76036	817.297.2201, x1290	II
Marla	Arizola	08/13/2008	Sterling City	Post Office Box 1022	Sterling City	76951	325.378.2811	V
San Juanita	Arjona	12/14/1992	Pharr	1900 S Cage Blvd	Pharr	78577-6751	956.783.7859	X
Karen	Armstrong	09/27/2004	Greenville	PO Box 1049	Greenville	75403-1049	903.453.0408	III
Dianna	Barker	10/15/2001	Salado	PO Box 219	Salado	76571-0218	254.947.5060	VI
Rosena	Becker-Ross	09/12/2005	Mount Enterprise	103 W Gregg St	Mount Enterprise	75681-8603	903.822.3269	IV
Jennifer	Billings	09/11/2004	Dayton	111 N Church St	Dayton	77535-2601	936.258.5312	VIII
Prudence	Bobbitt	09/01/2003	Garland	1791 W Avenue B	Garland	75042-8728	972.487.7305	III
Melinda	Bottino	04/10/1995	Portland	1900 Billy G. Webb Drive	Portland	78374	361.777.4540	X
Edna	Boykins	04/30/2012	Center	PO Box 1900	Center	75935-1900	936.598.3080	IV
Paula	Burgess	02/27/2008	La Vernia	PO Box 225	La Vernia	76121	830.779.4541	II
Karla	Bussey	12/10/2001	Magnolia	18111 Buddy Riley Blvd.	Magnolia	77354	832.934.0605	VIII
Chance	Chatham	08/14/2006	Point Venture	18606 Venture Drive	Point Venture	78645	512.267.5511	VI
Oralia	Chavera	10/01/2008	Liberty Hill	P.O. Box 1920	Liberty Hill	78642	512.515.5410	VI
Marilyn	Clothier	05/01/2000	Watauga	7105 Whitley Rd	Watauga	76148-2024	817.514.5888	II
Angela	Crain	03/01/2010	Portland	1900 Billy G Webb	Portland	78374	361.777.4543	X
Connie	Crenshaw	11/05/1996	Luling	509 E Crockett St	Luling	78648-2603	830.875.2115	VII
Hilda	Cuthbertson	07/28/1985	Bryan	Post Office Box 1000	Bryan	77805	979.209.5424	VII
Lisa	Davis	10/01/2001	Wylie	2000 N Highway 78	Wylie	75098-6043	972.442.8102	III
Yaneth	De La Cruz	09/03/2005	University Park	3800 University Blvd	Dallas	75205-1711	214.987.5331	III
Laura	Devoe	09/24/2007	Princeton	123 West Princeton Drive	Princeton	75407	972.736.2416	III
Rosa Linda	Diaz	05/29/2005	Pflugerville	PO Box 679	Pflugerville	78691-0679	512.670.5595	VI
Mara	Dudley	09/19/2005	Llano	301 W Main St	Llano	78643-1935	325.247.1928	VI
Donna	Dugger	05/23/1994	Center	PO Box 1900	Center	75935-1900	936.598.3002	IV
Elizabeth	Eggar	09/01/2006	Van Alstyne	PO Box 247	Van Alstyne	75495-0247	903.482.5251	III
Julie	Featherston	09/01/2004	Garrett	208 N Ferris St	Ennis	75119-8338	972.875.5893	VI
Terrie	Flora	04/07/2005	Friendswood	1600 Whitaker Dr	Friendswood	77546-4856	281.996.3252	VIII
Renee	Flores	06/01/2003	Bellmead	701 Maxfield St.	Bellmead	76657	254.412.7550	VI
Matthew	Freeman	09/25/2005	Frisco	6865 Main St	Frisco	75034	972.292.5560	III
Lori	Gadbury	10/08/1998	Rowlett	4401 Rowlett Rd.	Rowlett	75088-5007	972.412.6225	III
Mayra	Garcia	05/01/2008	Rio Grande City	203 West Water Street	Rio Grande City	78582	956.487.8889	X
Olga	Garza	07/09/2001	Southside Place	6309 Edloe St	Houston	77005-3617	713.668.2341 x4261	IX
Theresa	Gill	03/07/2006	Granite Shoals	2221 N Phillips Ranch Rd	Granite Shoals	78654-2030	830.598.2424 X 311	VI
Valarie	Glover	02/29/2012	Ingleside	2425 Eighth Street	Ingleside	78362	361.775.1188	X
Sally	Gray	01/11/2010	Bay City	1824 Sixth Street	Bay City	77414-5131	979.245.0035	X
Stephanie	Green	09/01/2001	Brookshire	PO Box 160	Brookshire	77423-0160	281.375.5048	VIII
Mary Jane	Grubb	09/01/2005	McKinney	130 S Chestnut St	McKinney	75069-4339	972.547.7671	III

Patti	Hamm	05/01/2004	Spring Valley Village	1025 Campbell Rd	Houston	77055-7407	713.465.0333	IX
Cathy	Haney	10/01/2000	Missouri City	3845 Cartwright Road	Missouri City	77459	281.403.8669	IX
Connie	Hansen	09/13/2010	Providence Village	Post Office Box 838	Aubrey	76227	214.673.5731	II
Leisa	Hardin	10/21/1989	Mansfield	1305 E Broad St	Mansfield	76063-1804	817.276.4704	II
Mary	Harrison	10/11/2005	La Porte	3005 N 23rd St.	La Porte	77571	281.842.0401	IX
Angelia	Hayes	10/01/1997	Rosenberg	PO Box 32	Rosenberg	77471-0032	832.595.3450	IX
Juliette	Helsham	01/22/2007	Harker Heights	305 Millers Crossing	Harker Heights	76548-5666	254.953.5621	VI
Kristy	Hill	02/19/2007	Lancaster	220 West Main Street	Lancaster	75146	972.218.1334	III
Rebecca	Hogue	08/01/2008	Friendswood	1600 Whitaker Drive	Friendswood	77546	281.996.3252	VIII
Cheryl	Hopf	01/01/1991	Santa Fe	PO Box 950	Santa Fe	77510-0950	409.925.3255	VIII
Thressa	Householder	07/28/2003	Pantego	2600 Miller Lane	Pantego	76013-3258	817.617.3733	II
Karen	Hudson	11/01/1984	Plano	PO Box 860828	Plano	75086-0828	972.941.2495	III
Rochelle	Ibarra	01/01/1998	Corinth	3300 Corinth Pkwy.	Denton	76208	940.498.3235	II
Sherrill	Johnson	03/01/2010	Argyle	PO Box 609	Argyle	76226-0609	940.464.7255 ext 0	II
Dana	Karl	07/12/1993	Temple	401 N. 3rd	Temple	76501	254.298.5679	VI
Kelli	Kuban	02/11/2000	West Columbia	PO Box 487	West Columbia	77486-0487	979.345.3123	VIII
Julie	Kubeczka-Day	12/28/1993	Alvin	216 W Sealy St	Alvin	77511-2341	281.388.4250	VIII
Alice	Ledbetter	05/25/1998	Robinson	111 W Lyndale Ave	Robinson	76706-5619	254.662.1415	VI
Catherine	Leloux	05/01/1995	Georgetown	PO Box 1424	Georgetown	78627-1424	512.930.3626	VI
Sandra	Ma	12/17/2002	Dalworthington Gardens	2600 Roosevelt Dr	Arlington	76016-5809	817.274.7662	II
Melissa	Malone	04/26/1993	Paris	PO Box 9037	Paris	75461-9037	903.737.4106	IV
Grace	Marta	05/01/2002	Van Horn	PO Box 517	Van Horn	79855-0517	432.293.2050	V
Adolfo	Martinez	11/01/2001	Mount Pleasant	501 N Madison Ave	Mount Pleasant	75455-3650	903.575.4010	IV
Phyllis	Mathison	10/01/1989	Bastrop	PO Box 427	Bastrop	78602-0427	512.581.0900	VII
Susan	McGilberry	06/11/2007	Huntsville	717 FM 2821 West, Suite 200	Huntsville	77320	936.291.5476	VII
Victoria	Medley	02/04/2002	Amarillo	PO Box 1366	Amarillo	79105-1366	806.378.3044	I
Sujei	Mireles	03/29/2001	San Juan	2301 N Raul Longoria Rd Ste A	San Juan	78589-4275	956.223.2460	X
Maria	Morris		Tomball	401 Market Street	Tomball	77375	281.290.1013	IX
Beverly	Mount	07/12/2004	Lindale	PO Box 130	Lindale	75771-0130	903.882.6150	IV
Bobbie	Mowery	08/01/1992	Blanco	PO Box 750	Blanco	78606-0750	830.833.4525	VII
Lea	Ness	12/04/2003	Hutto	401 W. Front St.	Hutto	78634-0639	512.759.1011	VI
Sherrie	Norred	01/11/2001	Victoria	PO Box 1758	Victoria	77902-1758	361.485.3050	X
Tammy	Odum	07/10/2000	Sweeny	P.O. Box 248	Sweeny	77480-3022	979.548.5189	VIII
Janie	Oliver	04/30/2008	Northlake	1400 FM 407	Northlake	76247	940.648.3473	II
Joseph	Pace	09/01/2007	Copperas Cove	602 S. Main	Copperas Cove	76522	254.547.5030	VI
Araceli	Pena	11/17/2010	Cuero	PO Box 660	Cuero	77954-0660	361.275.8559	X
Julissa	Perez	07/15/2005	Seagoville	702 N Highway 175	Seagoville	75159-1774	972.287.2192	III
Linda	Ramirez	05/01/2012	Encinal	PO Box 120	Encinal	78019-0149	956.948.5226	X
Jo Ann	Ramon		Alice	415 E Main St	Alice	78332-4968	361.668.7246	X
Elizabeth	Ramos	02/12/2001	Lufkin	PO Box 190	Lufkin	75902-0190	936.630.0507	VIII
Susan	Requejo	08/20/1990	Austin	PO Box 13464	Austin	78711	512.974.4618	VI
Pat	Riffel	12/01/2002	Pearland	Post Office Box 84609	Pearland	77584	281.997.5912	VIII
Grace	Rivera	12/13/2006	Gun Barrel City	298 Municipal Drive	Gun Barrel City	75156	903.887.4990	IV
Irma	Rivera	05/01/1992	Dickinson	4403 Highway 3	Dickinson	77539	281.337.6264	VIII

Haley	Rodgers	10/07/2002	Roanoke	609 Dallas Dr	Roanoke	76262-6694	817.491.0813	II
Kelly	Rodriguez	05/01/2007	Winderest	8601 Midcrown Drive	Winderest	78237	210.655.0022, x2250	VII
Linda	Rose	01/29/2001	Universal City	2150 Universal City Blvd	Universal City	78148-3443	210.659.0333 x715	VII
Brittany	Rychlik	03/21/2005	Sugar Land	PO Box 110	Sugar Land	77487-0110	281.275.2555	IX
Ruth	Sandoval	04/01/2006	Lakeway	104 Cross Creek	Lakeway	78734-4465	512.314.7562	VI
Ronda	Scarborough	07/01/1979	Conroe	700 Old Montgomery Rd	Conroe	77301-2740	936.522.3389	VIII
Barbara	Shannon	05/01/1998	Leander	200 W Willis St	Leander	78641-1781	512.528.2714	VI
Vicki	Smith	02/11/1991	Plano	PO Box 860828	Plano	75086-0828	972.941.2176	III
Bobbie	Spence	03/15/2002	Forest Hill	3219 East California Parkway	Forest Hill	76119	817.568.3046	II
Tina	Stanley	03/05/2008	Lone Star	PO Box 1503	Lone Star	75668	903.656.2311	IV
Rebecca	Stark	06/22/2000	Austin	PO Box 2135	Austin	78768-2135	512.974.4690	VI
Patty	Stav	01/10/2007	Webster	101 Pennsylvania St	Webster	77598-5226	281.316.3773	IX
Stephanie	Stevens	01/23/2006	Benbrook	PO Box 26569	Benbrook	76126-0569	817.249.3000 x6101	II
Lenore	Stone		Round Rock	301 West Bagdad Avenue	Round Rock	78664	512.218.5486	VI
Janet	Taylor	06/01/1992	Denison	Denison Police Department	Denison	75021-3023	903.464.4448	III
Patti	Towne	08/10/1998	Murphy	206 N Murphy Rd	Murphy	75094-3512	972.468.4250	III
Ana	Urizar	01/09/2006	Frisco	6865 Main St	Frisco	75034	972.292.5561	III
Christine	Valdovino	06/01/1996	Round Rock	301 West Bagdad Avenue, Ste. 120	Round Rock	78664	512.218.5485	VI
Debra	Vance	01/22/2013	Longview	Post Office Box 1952	Longview	75606	803.237.2778	IV
Cynthia	Vasquez	07/09/1997	South Padre Island	4601 Padre Blvd	South Padre Island	78597-7326	956.761.3225	X
Rebecca	Veach	10/23/2009	Lubbock	915 Avenue J	Lubbock	79457	806.775.2460	I
Stephen	Vega	07/09/2007	Arcola	13222 Highway 6	Arcola	77583-2016	281.431.1852	VIII
Alicia	Watts	08/01/2005	Keene	100 N Mockingbird Ln	Keene	76059-2323	817.645.7822	II
Lorene	Wayman	10/03/2012	Waelder	PO Box 427	Waelder	78959-0427	830.788.7331	VII
Cynthia	Weaver		Harlingen	1018 Fairpark Boulevard	Harlingen	78550		X
Shannon	White	04/25/2008	Webster	101 Pennsylvania Street	Webster	77598	281.338.6702	IX
Hal	Wilson	03/09/2000	Richardson	PO Box 830978	Richardson	75083-0978	972.744.4502	III
Lilia	Worrell	11/30/1992	El Paso	810 E Overland Ave	El Paso	79901-2516	915.546.2955	V
Dorothy	Zavala		Lake Jackson	5 Oak Dr	Lake Jackson	77566-5207		VIII
Marina	Zolezzi	10/20/2008	Brownsville	1034 E Levee St	Brownsville	78520-5165	956.548.7181	X

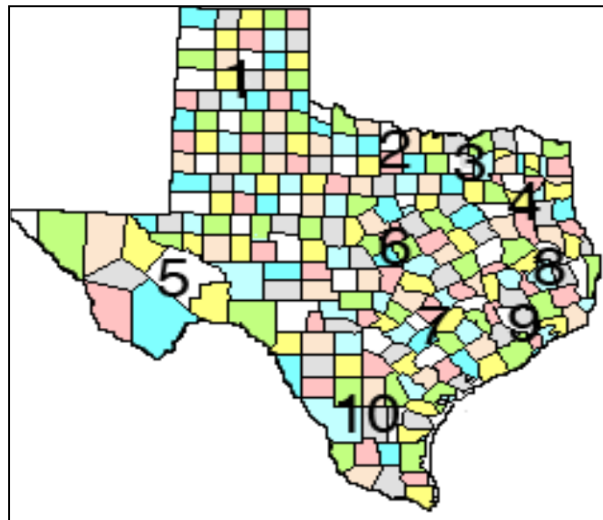
I	II	III	IV	V	VI	VII	VIII	IX	X	N/A	
2	15	17	10	3	20	8	15	9	13	0	112

Court Administrators' Regional Representation



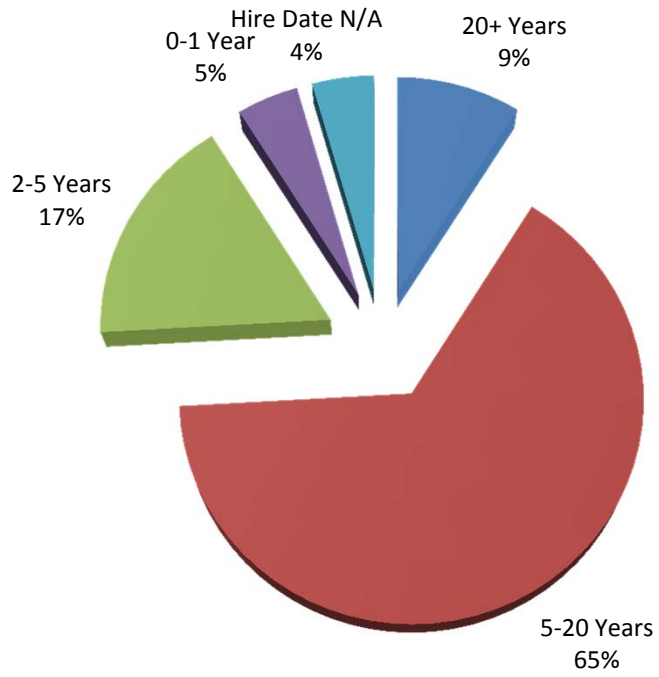
TMCA Regional Directors:

- Region I: Hon. Jan Matthews - 806.775.2462 (o)
- Region II: Hon. Ninfa Mares - 817.392.6715(o)
- Region III: Hon. Bonnie Goldstein - 214.321.3668 (o)
- Region IV: Hon. Phyllis Rogers - 903.885.7454 (o)
- Region V: Hon. Richard A. Olivo - 915.546.2977 (o)
- Region VI: Hon. Kathleen Person - 254.298.5687 (o)
- Region VII: Hon. Edward Spillane- 979.764.3850 (o)
- Region VIII: Ellen Guerrant - 409.643.5800 (o)
- Region IX: Hon. Esmeralda Garcia- 713.247.5464 (o)
- Region X: Hon. Kate Henley - 281.388.4251 (o)



20+ Years	5-20 Years	2-5 Years	0-1 Year	Hire Date N/A
10	73	19	5	5

Court Administrators Appointment / Hire Date



**TEXAS MUNICIPAL COURTS ASSOCIATION
TEXAS MUNICIPAL COURTS EDUCATION CENTER
OFFICERS AND DIRECTORS - FY 2013**

President

Hon. Brian Holman
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City of Bryan
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Presiding Judge
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Region I Director

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City of Wilson
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Region III Director

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Presiding Judge
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Dallas, TX 75246
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FAX: 214/321-8429
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Region IV Director

Hon. Phyllis Rogers
Presiding Judge
City of Sulphur Springs
312 South David St., Ste A
Sulphur Springs, TX 75482-2794
903/ 885-7454
FAX: (903) 438-9548
EMAIL: plrogers3@yahoo.com

Region V Director

Hon. Richard A. Olivo
Municipal Judge
City of El Paso
810 E. Overland Ave.
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