

## Regional Clerks' Curriculum – FY 12

### Day 1: General Session

### Day 2: General Session

#### *Education Code and School Offenses*

By the end of the session, participants will be able to:

1. Identify the most common offenses filed in municipal court and disposition options for each charge;
2. Discuss key statutory provisions of Section 37, Ed. Code as they relate to different juvenile defendants in municipal court;
3. Explain the most significant changes to the Education and Penal codes as they relate to juvenile offenders
4. Formulate strategies to effectively implement the recent changes to Texas juvenile law.

#### *Records Requests*

By the end of the session, participants will be able to:

1. Distinguish court case records & judicial records;
2. Contrast rules controlling access to judicial records and court case records;
3. Identify special types of records that are controlled by special rules Trump Card; and
4. Explain the changes that should be assessed for providing records.

#### *Hits & Misses from the 82<sup>nd</sup> Legislative Session\**

By the end of this session, participants will be able to:

1. Identify the significant new legislation that apply to municipal courts;
2. Compare and contrast the new legislation with the previously existing laws;
3. Analyze the impact on the laws in terms of the courts' workload and
4. Determine what measures need to be taken in participant's court to implement new laws.

#### *Citations & Complaints the Court Feud*

By the end of the session, participants will be able to:

1. Differentiate between citations and complaints;
2. Identify the requirements for each and be able to explain; and
3. Explain what is a citation, what is required and who has the authority to write a citation

#### *On the Record: Communicating with DPS*

By the end of the session, participants will be able to:

1. Explain the importance of clear & accurate communication with DPS. Show success of reporting CDL drivers;
2. Describe processes to timely and efficiently submit reports and correct errors; and
3. List all forms relating to reporting to DPS

#### *Courts, Communities, & Classrooms: Educating the Public About the Law*

By the end of the session, participants will be able to:

1. Recognize the importance of public outreach and individual interventions to educate about the law and traffic safety;
2. Identify opportunities for municipal judges and court support personnel to work with school and community groups; and
3. Describe free resources available from TxDOT, TMCEC, and other national and state organizations.

#### *It's an Order: Writs, Warrants and Orders*

By the end of the session, participants will be able to:

1. Define writs, warrants and judgments and be able to recognize and identify each one;
2. Distinguish between the different types of warrants; and
3. Differentiate between a judgment and sentence and understand what a judgment must include.

#### *Court Security*

By the end of the session, participants will be able to:

1. Identify and utilize personal safety strategies in the court environment;
2. Identify and describe parking lot safety; and
3. Personal safety in public places.

#### *OCA Reporting*

By the end of the session, participants will be able to:

1. Identify who decides that data will be collected;
2. Identify the importance of and use of the data collected;
3. Describe the changes to the reporting form effective September 1, 2011;
4. Know how to run activity reports; and
5. Describe how to search the judicial directory.

#### *Travels Through the Transportation Code: Rules of the Road\**

By the end of the session, participants will be able to:

1. Define "Rules of the Road" and "Moving Violations;"
2. Differentiate between "Rules of the Road" and "Moving Violations;"
3. Describe the significance of "Moving Violations;" and
4. Explain DPS points, length in record, and surcharge triggers.

### *Insurance Law*

By the end of the session, participants will be able to:

1. Identify statutory authority requiring “establishment” of financial responsibility;
2. Analyze coverage issues;
3. Discuss methods of verification; and
4. Examine laws applicable to license suspension and surcharges.

### *Animal Hearings in Municipal Court*

By the end of the session, participants will be able to:

1. Define “cruelly-treated” and “dangerous dog” as those terms relate to animal hearings in municipal court;
2. Identify the statutory procedures for both cruelly-treated animals and dangerous dog hearings in municipal court;
3. Discuss the required court actions involved in the lawful seizure of a dangerous dog or cruelly treated animals;
4. Discuss the disposition options available after a court has ruled in a dangerous dog or cruelly-treated animal hearing; and
5. Explain the municipal court’s role and limitations in animal-related cases.

### **Day 3: General Session**

#### *Pedestrian and Bicycle Law*

By the end of this session, participants will be able to:

1. Discuss the importance of pedestrian and bicycle laws;
2. Identify laws applicable to regulation of pedestrians and bicycles; and
3. Explain administrative implications of pedestrian and bicycle laws.

#### *Crossing the Line/Where is the Line: Advice vs. Legal Advice*

By the end of the session, participants will be able to:

1. Define what constitutes legal advice;
2. Describe customer service through providing accurate information;
3. Identify procedural explanations vs. procedural recommendations; and
4. Locate practical resources to provide ways defendants can get help.

#### *Social Media*

By the end of this session, participants will be able to:

1. Summarize ethical rules and opinions that should govern online behavior for court personnel;
2. Discuss traps for the unwary users of technology with examples;
3. Examine scenarios where ethical dilemmas can come into play in the workplace and in areas of life impacting an employees performance; and
4. Provide strategies for the ethical use of modern technology including the internet, blogs, tweets, and social media.