



Texas Association for Court Administration

2024 Certified Court Manager Program Application

Just print, sign, and email to TACA before November 1, 2023.

Date: _____

Acceptance into the Certified Court Manager Program licensed by TACA is based on the nominee's job description/duties; number of years in the position; and jurisdiction. Applicants MUST be members of the Texas Association for Court Administration. The Admissions Committee will consider an application only one time per cycle; be extremely detailed and comprehensive when completing your application. Not every individual who applies will be accepted into the program. Applications are limited to personnel working for a district, county court at law, or probate court. Applications must include a job description and must be signed by the nominating judge. Please remember to apply early because enrollment is limited.

If accepted you will be attending virtual courses in February, April, June and August, as well as two in person courses in October. The total cost for the program is \$1,500.00, (\$250.00 per course), plus travel and lodging for the in person portion.

Ms. Mrs. Mr. _____

Previous Name, if Changed _____

Judge _____

Court(s) Served _____

Court Street Address _____

Court City, State and Zip _____

Phone _____ Fax _____ Email _____

County(s) Served _____

Population of County(s) Served _____

Applicant's Official Title _____

Please check one of the following that 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/ADMINISTRATOR: 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/court.

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

Applicant's Name _____

PLEASE PRINT

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.

Name of Course	Sponsoring Organization	Year(s)

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 Certified Court Manager Program?

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

Certification

I certify that if accepted into the Certified Court Manager Program, I am making a commitment to attend each of the six courses and graduate with my class.

Applicant's Signature

Judge's Certification

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

nominate _____ to attend the
Court Applicant's Name

2024 Certified Court Manager (CCM) Program, sponsored by the Texas Association for Court Administration.

I understand this nomination does not guarantee admittance into the program and that acceptance into CCM 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; however, a second nominee from the same judge may be considered as space allows. If nominee is accepted, I am making a commitment to allow them to attend all six courses.

Judge's Signature

Date

Application Deadline is November 1, 2023.

Please email completed application to: rian@shsu.edu

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

Applicant's Name _____

PLEASE PRINT