



# City Hall ESSENTIALS

*Municipal training...  
because informed officials  
make better decisions.*

## Basics of a Well-Organized Municipal Court

Wednesday, November 10, 2021

9:00am—12:00pm CDT

GoToWebinar Platform

Registration Link: <https://tinyurl.com/OrganizedMuniCourt>

For Municipal Court Clerks, Municipal Court Judges, Municipal Prosecutors, City Secretaries,  
City Attorneys and other City Officials

### Agenda

8:30 am—9:00 am CDT

Enter into Meeting/Welcome

9:00 am—12:00 pm CDT

Municipal Court v. Municipal Court of Record

Process for Handling Court Records

Best Practices for Records Retention

Roles of the Clerk v. Judge v. Prosecutor

Court Fees & Their Differences

Legal Issues & Ethical Concerns for Municipal Courts & Their Clerks

**Conducted by Zindia Thomas, Commission Counsel, Texas Commission on Judicial Conduct**

**Former Assistant General Counsel, Texas Municipal League | Former Assistant Attorney General,**

**State of Texas | Former Assistant City Attorney, City of Austin**

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