



**City Hall**  
**ESSENTIALS**

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

# Basics of a Well-Organized Texas Municipal Court

**Friday, September 13, 2024**

**9:00am—12:00pm CST**

GoToWebinar Platform

Registration Link: <https://bit.ly/CHEMuniCourt091324>

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

## Agenda

8:30 am—9:00 am CST

Enter into Meeting/Welcome

9:00 pm—12:00 pm CST

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, General 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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