

## JUSTICE OF THE PEACE PRECINCT 1, PLACE 1

### MISSION

Serve the citizens of Fort Bend County by impartially applying the law. Provide an efficient and convenient forum to resolve alleged Class C Misdemeanor violations as well as civil matters, within the Court’s jurisdiction, in both Small Claims and Justice Courts. Provide the public with other Court services including issuing warrants, mental health warrants and peace bonds, as necessary. Comply with records management retention responsibilities in addition to all financial and court related reporting requirements.

### GOALS

#### GOAL 1

**Implement new technology to improve customer service, efficient case resolution, and to assist in the collections process.**

#### GOAL 2

**Develop interactive capabilities so customers can utilize the internet to file and retrieve documents, and dispose of criminal matters through electronic means without having to make a physical appearance at the court.**

PERFORMANCE MEASURES	2010 ACTUAL	2011 ESTIMATED	2012 PROJECTED
Number of criminal cases filed	4,918	5,276	5,500
Number of civil cases filed	674	714	850
Number of criminal cases disposed	5,661	4,190	6,000
Number of civil cases disposed	601	686	700
Arrest Warrants issued	326	1,132	1,200
Fail to attend school / Parent Contributing	451	1,422	900
Other Activity:			
Inquests Conducted	128	150	100
Emergency Mental Commitments	6	12	32

# JUSTICE OF THE PEACE PRECINCT 1, PLACE 1

FUND: 100 General

ACCOUNTING UNIT: 100455100 Justice of the Peace, Pct. 1, Pl. 1

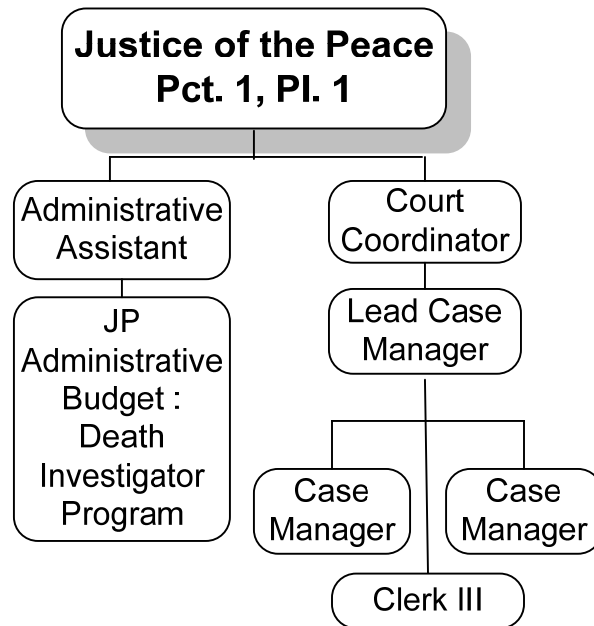
## EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries & Personnel Cost	\$ 419,477	\$ 453,733	\$ 431,593
Operating & Training Costs	\$ 9,924	\$ 13,843	\$ 12,822
Information Technology Costs	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 429,401</b>	<b>\$ 467,576</b>	<b>\$ 444,415</b>

## 2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Justice of the Peace	J00019	G00	1
Clerk III	J07008	G07	1
Case Manager	J08077	G08	3
Administrative Assistant	J09001	G09	1
Court Coordinator	J11015	G11	1
<b>Total Authorized Positions</b>			<b>7</b>

## ORGANIZATION CHART



## **JUSTICE OF THE PEACE PRECINCT 1, PLACE 2**

### **MISSION**

To provide all court users an opportunity to be heard and have a judgment rendered in a fair, accessible, effective, and efficient manner; resolve disputes arising under the law and apply the law consistently, impartially and independently to protect the rights and liberties guaranteed by the Constitution of the United States and the laws of the State of Texas; to promote organizational excellence in all business and service areas while treating all persons with respect, sensitivity, and fairness; increase accessibility to the Justice Court services using technology, ensuring access to justice, information and customer service and ensure the highest professional conduct of both the bench and staff.

### **GOALS**

#### **GOAL 1**

**Providing access to swift and fair justice.**

**Objective 1** Our judicial system is predicated on the belief that all citizens coming before the Court are entitled to equal justice, regardless of race, ethnicity, gender, age or economic circumstance. The Court must create public trust with a commitment to equal and timely justice and to maintain a fully impartial, effective and efficient system. This Court must provide meaningful and easily accessible access to all, ensuring an independent forum for the resolution of disputes and that no litigant or court user is denied justice.

#### **GOAL 2**

**Being accountable, education and training.**

**Objective 1** The Judiciary must be accountable and must ensure the staff at all levels are competent, professional, and customer service oriented. To provide and ensure the staff is well trained, helpful, friendly, and accurate in their dealings with the public. Provide on-going education and training in order to maintain a competent, responsible, and ethical Court. Continue to promote and maintain a dynamic and productive organization that values its workforce.

#### **GOAL 3**

**Use technology to improve performance.**

**Objective 1** Continue to implement technology to support the work of this Court, creating a user friendly Court that effectively utilizes technology and efficiently process and manage cases to resolve disputes in a fair and timely manner, and continuously examining processes and systems to find ways to improve how the Court conducts its business.

**JUSTICE OF THE PEACE PRECINCT 1, PLACE 2**

<b>PERFORMANCE MEASURES</b>	<b>2010 ACTUAL</b>	<b>2011 ESTIMATED</b>	<b>2012 PROJECTED</b>
Number of new civil/criminal cases filed.	9,377	10,568	11,308
Number of civil/criminal cases disposed prior to Trial	6,457	6,684	6,884
Number of cases disposed at Trial.	674	916	1,237
Number of cases disposed after.	1,406	1,872	2,527
Average cases disposed monthly	711	789	887
Juvenile Activity:			
Fail to attend school cases	124	76	80
Juvenile Referrals	0	48	50
Contempt or Fined	48	50	55
Other Activity:			
Parent Contributing to Nonattendance	67	32	48
Inquests Conducted	96	64	70
Driver's License Suspension Hearings	88	132	141
Search Warrants	0	0	0
Arrest Warrants: Class A, B and C	4,069	5,444	5,825
Magistrate Warnings	3	3	6
Emergency Mental Commitments	34	40	43

FUND: 100 General

ACCOUNTING UNIT: 100455200 Justice of the Peace, Pct. 1, Pl. 2

**EXPENSE BUDGET**

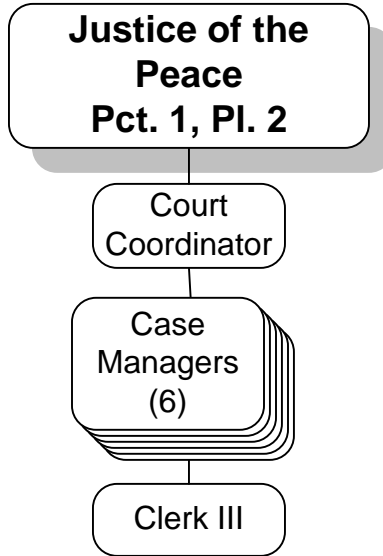
<b>CATEGORY</b>	<b>2010 ACTUAL</b>	<b>2011 ADOPTED</b>	<b>2012 ADOPTED</b>
Salaries & Personnel Costs	\$ 542,956	\$ 549,241	\$ 556,737
Operating & Training Costs	\$ 10,091	\$ 17,129	\$ 21,940
Information Technology Costs	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 553,047</b>	<b>\$ 566,370</b>	<b>\$ 578,677</b>

**2012 AUTHORIZED POSITIONS**

<b>Job Title</b>	<b>Job Code</b>	<b>Grade</b>	<b>Count</b>
Justice of the Peace	J00019	G00	1
Case Manager	J08077	G08	7
Court Coordinator	J11015	G11	1
<b>Total Authorized Positions</b>			<b>9</b>

## JUSTICE OF THE PEACE, PRECINCT 1, PLACE 2

### ORGANIZATION CHART



## **JUSTICE OF THE PEACE, PRECINCT 2**

### **MISSION**

Serve the citizens of Fort Bend County by impartially applying the law to the case at hand. Provide an efficient and convenient forum to resolve alleged Class C Misdemeanor violations as well as civil matters, within the Court's jurisdiction, in both Small Claims and Justice Courts. Comply with record management retention responsibilities in addition to all financial and court related reporting requirements. In cases of unattended deaths, accurately and efficiently, with due consideration to all parties, ascertain the cause of death and whether an autopsy is necessary to assist in this determination.

### **GOALS**

#### **GOAL 1**

**Refine the case management system ("Odyssey") for tracking court cases and administrative data.**

#### **GOAL 2**

**Utilize "Odyssey" to improve collection and exchange of data and to provide the computer software foundation for public access to case information and electronic filing.**

#### **GOAL 3**

**Promote efficient case management of civil cases by implementation of pretrial procedures consistent with the Texas Rules of Civil Procedure, and by implementing user-friendly, information technology to assist users to gather information.**

**JUSTICE OF THE PEACE, PRECINCT 2**

<b>PERFORMANCE MEASURES</b>	<b>2010 ACTUAL</b>	<b>2011 PROJECTED</b>	<b>2012 PROJECTED</b>
Number of new civil/ criminal cases filed	7,577	7,000	7,000
Number of civil/ criminal cases disposed prior to Trial	3,152	3,000	4,000
Number of cases disposed at Trial	1,611	1,600	1,600
Number of cases disposed after	512	500	500
Average cases disposed monthly	440	400	400
Juvenile Activity:			
Fail to attend School Cases	1,658	1,500	1,500
Juvenile Referrals	10	10	10
Contempt or Fined	672	600	600
Other Activity:			
Parent Contributing to Nonattendance	5	5	5
Inquests Conducted	66	60	60
Driver's License Suspension Hearings	0	0	0
Search Warrants	0	0	0
Arrest Warrants: Class A, B, and C	361	700	1,000
Magistrate Warnings.	0	0	0
Emergency Mental Commitments	17	20	20

FUND: 100 General

ACCOUNTING UNIT: 100455300 Justice of the Peace, Pct. 2

**EXPENSE BUDGET**

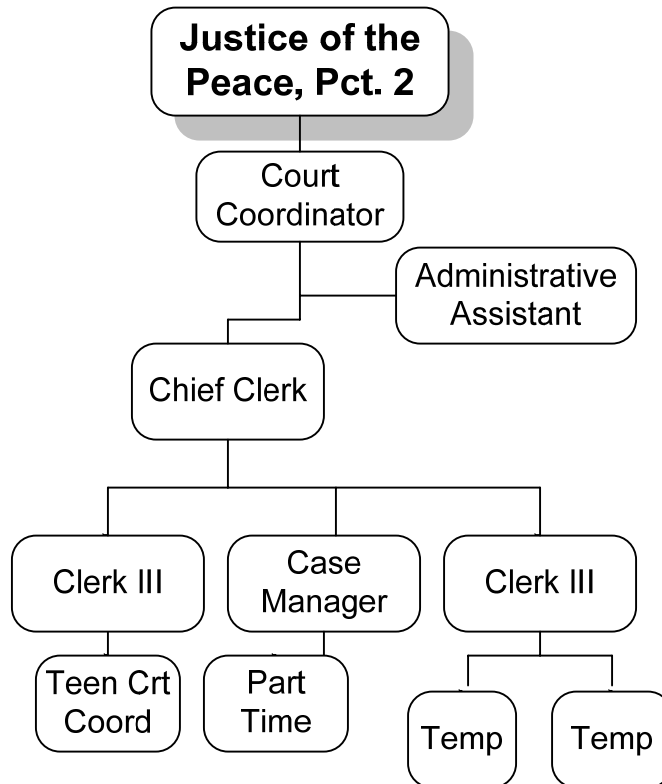
<b>CATEGORY</b>	<b>2010 ACTUAL</b>	<b>2011 ADOPTED</b>	<b>2012 ADOPTED</b>
Salaries & Personnel Costs	\$ 427,361	\$ 491,782	\$ 528,220
Operating & Training Costs	\$ 27,218	\$ 19,950	\$ 20,982
Information Technology Costs	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 454,579</b>	<b>\$ 511,732</b>	<b>\$ 549,202</b>

## JUSTICE OF THE PEACE, PRECINCT 2

### 2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Justice of the Peace	J00019	G00	1
Teen Court Coordinator	J05023	G05	1
Clerk III	J07008	G07	1
Case Manager	J08077	G08	3
Administrative Assistant	J09001	G09	1
Court Coordinator	J11015	G11	1
<b>Total Authorized Positions</b>			<b>8</b>

### ORGANIZATION CHART





## **JUSTICE OF THE PEACE, PRECINCT 3**

### **MISSION**

Serve the citizens of Fort Bend County by impartially applying the law to the case at hand. Provide an efficient and convenient forum to resolve alleged Class C Misdemeanor violations as well as civil matters, within the Court's jurisdiction, in both Small Claims and Justice Courts. Comply with record management retention responsibilities in addition to all financial and court related reporting requirements. In cases of unattended deaths, accurately and efficiently with due consideration to all parties, ascertain the cause of death and whether an autopsy is necessary to assist in this determination.

### **GOALS**

#### **GOAL 1**

**Utilize electronic filing of Class C Misdemeanors citations to maximize the efficiency of the Court's Docket.**

#### **GOAL 2**

**Utilize the present case management system (Odyssey) to improve collection and exchange of data and to provide the computer software foundation for public access to case information and electronic filing.**

#### **GOAL 3**

**Promote efficient case management of civil cases by implementation of pretrial procedures consistent with the Texas Rules of Civil Procedure.**

#### **GOAL 4**

**Make death registration a more accurate and efficient process by utilizing of the Texas Electronic Register (TER) to electronically complete and certify Death Certificates.**

## JUSTICE OF THE PEACE, PRECINCT 3

PERFORMANCE MEASURES	2010 ACTUAL	2011 ESTIMATED	2012 PROJECTED
Number of new criminal cases filed	21,763	16,943	17,000
Number of civil cases filed	1,646	1,783	2,000
Number of civil cases disposed	1,602	1,543	1,600
Number of criminal cases disposed	14,613	14,181	15,000
Arrest Warrants Issued	6,197	4,114	4,000
Juvenile Activity:			
Fail to attend School, etc.	1,899	1,953	2,300
Other Activity:			
Inquests Conducted	45	621	600
Emergency Mental Commitments	23	-	-
Peace Bonds		-	-
Driver's License Suspension Hearings, etc.	N/A	-	-

FUND: 100 General

ACCOUNTING UNIT: 100455400 Justice of the Peace, Pct. 3

### EXPENSE BUDGET

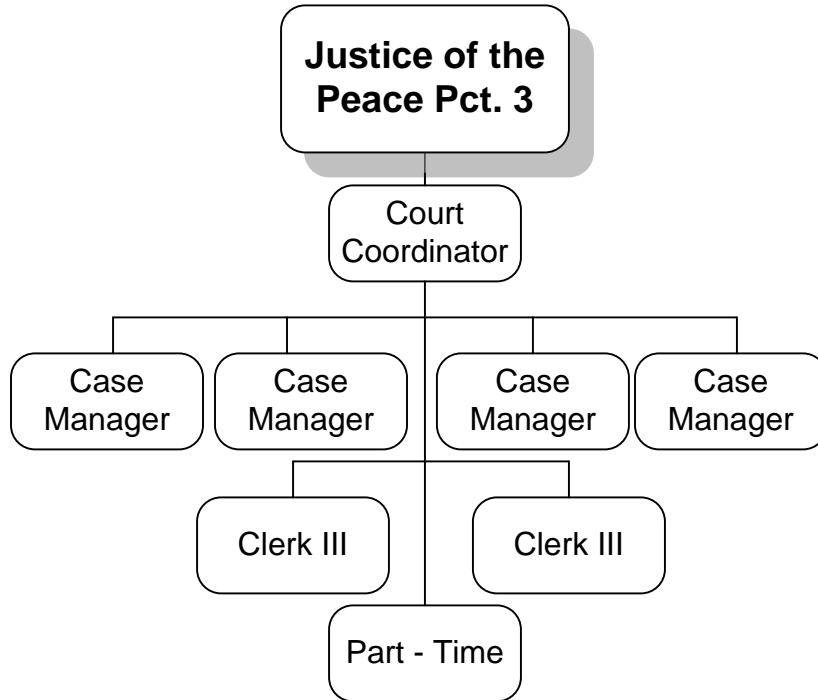
CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries & Personnel Costs	\$ 443,955	\$ 476,712	\$ 485,133
Operating & Training Costs	\$ 8,993	\$ 13,070	\$ 10,930
<b>TOTAL</b>	<b>\$ 452,948</b>	<b>\$ 489,782</b>	<b>\$ 496,063</b>

### 2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Justice of the Peace	J00019	G00	1
Case Manager	J08077	G08	6
Court Coordinator	J11015	G11	1
<b>Total Authorized Positions</b>			<b>8</b>

## JUSTICE OF THE PEACE, PRECINCT 3

### ORGANIZATION CHART



## **JUSTICE OF THE PEACE, PRECINCT 4**

### **MISSION**

Serve the citizens of Fort Bend County by impartially applying the law to the case at hand. Provide an efficient and convenient forum to resolve alleged Class C Misdemeanor violations as well as civil matters, within the Court's jurisdiction, in both Small Claims and Justice Courts. Comply with records management retention responsibilities in addition to all financial and court related reporting requirements. In cases of unattended deaths, accurately and efficiently with due consideration to all parties, ascertain the cause of death and whether an autopsy is necessary to assist in this determination.

### **GOALS**

#### **GOAL 1**

**Refine the case management system ("Odyssey") for tracking court cases and administrative data.**

#### **GOAL 2**

**Utilize "Odyssey" to improve collection and exchange of data and to provide the computer software foundation for public access to case information and electronic filing.**

#### **GOAL 3**

**Promote efficient case management of civil cases by implementation of pretrial procedures consistent with the Texas Rules of Civil Procedure, and by implementing user-friendly, information technology to assist users to gather information.**

## JUSTICE OF THE PEACE, PRECINCT 4

PERFORMANCE MEASURES	2010 ACTUAL	2011 ESTIMATED	2012 PROJECTED
Number of new civil/criminal cases filed	8,517	9,100	8,500
Number of civil/criminal cases disposed prior to trial	5,071	5,500	5,600
Number of cases disposed at trial	446	400	500
Number of cases disposed after	1,985	2,500	2,500
Average cases disposed monthly	625	650	715
<b>Juvenile Activity:</b>			
Fail to attend school cases	497	500	500
Juvenile Referrals	199	200	200
Contempt or Fined	116	200	200
<b>Other Activity:</b>			
Parent Contributing to Nonattendance	461	500	500
Inquests Conducted	66	75	85
Driver's License Suspension Hearings	16	0	0
Search Warrants	6	5	5
Arrest Warrants: Class A, B and C	2,269	2,300	2,500
Magistrate Warnings	1	3	3
Emergency Mental Commitments	47	50	50

FUND: 100 General

ACCOUNTING UNIT: 100455500 Justice of the Peace, Pct. 4

### EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries & Personnel Costs	\$ 376,232	\$ 403,708	\$ 402,410
Operating & Training Costs	\$ 8,174	\$ 15,370	\$ 13,950
Information Technology Costs	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 384,405</b>	<b>\$ 419,078</b>	<b>\$ 416,360</b>

### 2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Justice of the Peace	J00019	G00	1
Clerk III	J07008	G07	1
Case Manager	J08077	G08	3
Court Coordinator	J11015	G11	1
<b>Total Authorized Positions</b>			<b>6</b>

# JUSTICE OF THE PEACE, PRECINCT 4

## ORGANIZATION CHART

