



ESTER CONTRERAS
DISTRICT COURT COORDINATOR

FRANK B. MORENO, CSR-RPR
OFFICIAL COURT REPORTER

IDA L. PÉREZ
CRIMINAL CASE COORDINATOR

ALICIA SALINAS
COURT BAILIFF/INTERPRETER

NOÉ GONZALEZ
JUDGE, 370th JUDICIAL DISTRICT OF TEXAS
HIDALGO COUNTY COURTHOUSE
100 N. CLOSNER, 1st FLOOR
EDINBURG, TEXAS 78539
(956) 318-2280

TO: Balde Guerra
Budget Officer
County of Hidalgo

From: Hon. Noe Gonzalez
State District Judge
370th Judicial District

The following are additional duties which will be assigned to my court staff effective as of February 22, 2011:

Court Coordinator

Shall be cross trained to handle a civil and criminal dockets

Assistant Court Coordinator

Shall be cross trained to handle a civil and criminal dockets

Bailiff

Shall be cross trained to assume all of the roles and responsibilities of the Court Coordinator and the Assistant Court Coordinator.

See attached job descriptions for Court Coordinator and Assistant Court Coordinator

The aforementioned is to serve for justification for the Commissioner's Court item set for June 14, 2011.

Please contact my office at 956-318-2280 if you have any question regarding this very important matter.