



OFFICE OF COURT ADMINISTRATION

Megan LaVoie
Administrative Director

June 25, 2025

Hidalgo County
Information Technology Department

RE: Request for Remote CMS View-Only Access
Hidalgo County District Clerk's Office

Dear Sir/Madam:

The Office of Court Administration is working with Hon. Laura Hinojosa and the Hidalgo County District Clerk's office on two projects: (1) an overall office operational and management review which includes a review of the organization and performance of the statutory requirements for the office; and (2) a federally grant-funded review of the office's NICS/CJIS reporting which is intended to ensure accurate, timely reporting and provide any necessary training and support.

These projects are volunteer participation without any potential for adverse action against the clerk or the county. The projects are intended as a way for the Office of Court Administration to come alongside clerks to provide assistance and guidance.

Because the projects will require extensive review of case level data, forms, background CMS report mapping, financial coding, etc., we are requesting remote, view-only access to the local CMS. Remote access would help reduce and manage travel time and expenses related to this data review, as well as lessen the impact on staffing time within the clerk's office to help gather the documentation for the necessary review and analysis. For the NICS project, enhanced view-only access to sensitive and even sealed information would be necessary to review reportable items related to a court's findings and determinations concerning defendant's psychological evaluations and mental capacity in criminal and juvenile matters. The requested remote access would need to extend through the life of these two projects and could be turned off once the projects are completed. We anticipate both projects will conclude on or before the end of this calendar year.

Thank you for your attention and to this request. We appreciate any assistance you may provide.

Sincerely,

A handwritten signature in black ink that reads "Clarissa Webster". The signature is fluid and cursive.

Clarissa Webster
Court Consultant