

# What is the PDP Application Process?

A Professional Development Program (PDP) information letter and application with judge's certification are mailed to all judges and their coordinators in February. Judges may nominate only eligible court personnel for participation in PDP. All nominees must submit their authorized program application form, **along with a current job description**, to the Texas Center before March 4, 2011.

All completed applications are reviewed by a special committee, and participants are selected for the program based on individual qualifications and current responsibilities.

Following the selections process, accepted applicants will be sent registration forms and more detailed information about the program.

## ELIGIBILITY DEFINITIONS

A PDP applicant is considered eligible and **may** be accepted into the program if his/her position falls into at least one of the following categories:

- **Court Coordinator.** A person who has the full-time responsibility for scheduling and tracking cases on the court's docket and is supervised by one trial judge.
- **Court Support Personnel.** Includes court clerks, bailiffs, assistant court coordinators, or court secretaries designated by a judge to assist the court coordinator or administrator in the performance of his or her duties in the scheduling or tracking of cases on the court's docket.
- **Court Manager.** A person who has responsibility for performing or supervising the scheduling and tracking of cases on the court's docket and is responsible to more than one judge or to one judge who has multi-county jurisdiction.

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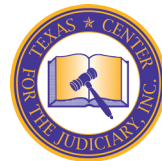
- **Court Administrator.** A person who, in addition to court management, also has total budgetary responsibilities.

## OTHER EDUCATIONAL OPPORTUNITIES

Participants are encouraged to attend special seminars provided by the Texas Association for Court Administration, the Institute for Court Management of the National Center for State Courts, the George J. Beta Criminal Justice Center—Sam Houston State University, The National Judicial College, and the Justice Management Institute.

Graduates of the PDP Trial Court Coordination and Management programs may also be eligible to attend the Texas Court Management Program (TCMP). TCMP is a partnership between the Texas Center, the Texas Association for Court Administration, and the Institute for Court Management of the National Center for State Courts.

TCMP consists of four core courses (Managing Court Financial Resources, Managing Human Resources, Court Performance Standards: CourTools, and Managing Technology Projects and Resources), followed by 4.5 day Concluding Seminar. PDP graduates wishing to attend TCMP must be nominated by a judge and sign a statement of commitment indicating agreement to attend each phase of the program to graduation.



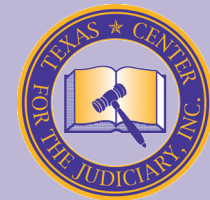
For more information, contact:  
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# PROFESSIONAL DEVELOPMENT PROGRAM

Specialized Courses for Court  
Coordinators, Managers,  
and Administrators



**TEXAS CENTER FOR THE JUDICIARY**  
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## What is PDP?

The Texas Center's Professional Development Program (PDP) provides a plan for the professional education and development of persons employed as court coordinators, support personnel, court administrators, and court managers. PDP also meets the educational requirements of Rule 6(a) of the Court of Criminal Appeals Rules of Judicial Education.

The program consists of a core curriculum sponsored by the Texas Center for the Judiciary and developed in conjunction with the Texas Association for Court Administration. During the month of June, qualified judges and experienced court coordinators provide education in topics such as caseload management, leadership skills, ethics, and criminal and civil procedure.

PDP is a labor-intensive, week-long program that includes more than 25 hours of classroom instruction and incorporates the National Association for Court Management Core Competencies for presiding and supervising judges, court managers, and court administrative staff. The Texas Center recognizes individuals who complete the prescribed curriculum and acknowledges their educational success. Additional professional development tracks are available to guide qualified individuals in planning for their future professional education.

# PDP COURSE OFFERINGS

## TRIAL COURT COORDINATION

Trial Court Coordination is the initial educational course for all court coordinators, court administrators, and court managers. Court support personnel may be accepted to attend as space and resources allow. Applicants must be recommended by their trial judge.

All applications are reviewed by a committee and participants are selected on the basis of their qualifications and current responsibilities. Persons who successfully complete this course and the associated assignments receive a certificate in Trial Court Coordination.

### Topics covered:

- The judge and coordinator: roles, responsibilities, ethics, and professionalism
- Court structure in Texas
- Fundamental elements of caseload management
- Team building and managing change
- Jury management
- Texas Fair Defense Act – Licensed court interpreters
- Civil and criminal procedure
- E-Filing

## TRIAL COURT MANAGEMENT

Trial Court Management is for court coordinators, court administrators, and court managers who: (1) have successfully completed the Trial Court Coordination curriculum; and (2) have supervisory duties as specified in their job description. Applicants must be recommended by their trial judge.

All applications are reviewed by a committee and participants are selected on the basis of their qualifications and current responsibilities. Individuals accepted must complete a pre-course assignment as well as a final memo containing a specific proposal to improve caseload management in the trial court. The final memo must be submitted in proper form by August 1 of the year of attendance in order to successfully complete the program. Upon successful completion of the course and all required assignments, individuals will receive a certificate in Trial Court Management.

### Topics covered:

- Management and the trial court environment
- Establishing system values and goals
- Differential caseload management
- System/organizational methods for coordination and control
- Monitoring techniques
- Information systems for management and achievement of caseload system goals
- Building effective communications
- Writing skills
- Change in the trial court environment