



OFFICE OF COURT ADMINISTRATION

MENA RAMON
Interim Administrative Director

County/Clerk Office: _____

1. Indicate the date by which the county anticipates being in compliance. Delinquent reports for _____ will be submitted by _____.

2. Identify the individual(s) responsible for executing the plan:

Name: _____

Name: _____

Title: _____

Title: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

3. Describe the actions that the county will take to achieve compliance with the reporting requirements. The plan must include details about the specific steps the county will take and the resources it will use to meet the reporting requirements.

Examples of actions to be taken include the following: hiring temporary or additional staff, or having existing staff work additional hours, to bring the county into compliance; acquiring a new case management system; working with the vendor to address errors or other reporting issues; hiring a consultant to recommend process and other operational improvements; acquiring assistance from other counties, etc.

Identification of resources should be as specific as possible, including an estimation of how many existing, temporary, vendor, or contract personnel/ personnel hours will be devoted; an estimation of the amount of funds that will be spent on the effort; and what other resources may be utilized in the project.

Action Plan for Clerk Office

Printed Name

Title

Signature

Date

Email the Reporting Action Plan to alejandra.pena@txcourts.gov or fax it to (512)463-1648.