

OCA's GOALS AND SERVICES

Core goals for OCA are to improve the administrative operation of courts, increase public accessibility to courts, and serve as a resource for the courts in key areas of judicial administration, including case management. The following are examples of how OCA can help you and your court:

- Conduct on-site training and provide technical assistance to judges, court coordinators, and court administrators in case and calendar management and other administrative matters;
- Assist with the preparation of a court administration manual designed for your court that covers preparing the daily court calendar, daily court dockets, notice setting deadlines, dismissal dockets, and all day-to-day activities in the court office;
- Evaluate the dockets, practices, and procedures of your court and recommend improvements; and

- Assist with developing forms for case management, dismissal dockets, pretrial scheduling orders, notices, mediation orders and any other forms that would be beneficial to you and your court.

*How are you
doing in setting
up your new
court?*

Contact Information

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Office of Court Administration

COURT SERVICES PROGRAM FOR THE STATE OF TEXAS



COURT SERVICES PROGRAM: CASE MANAGEMENT AND OTHER TECHNICAL ASSISTANCE PROVIDED BY OCA

Eva Walla, Court Services Consultant with OCA, has over 10 years of court administration experience. She is the former District Court Administrator for the 33rd and 424th District Courts and is also certified in Trial Court Coordination, Trial Court Management and Trial Court Administration by the Texas Center for the Judiciary. She is the co-founder and former Vice-President of the Texas Rural Association for Court Administration, a member of the Texas Association for Court Administration, and a member of the National Association for Court Management. In addition, she has over 20 years of legal experience working with various state agencies and private law firms.



HOW CAN THESE SERVICES HELP YOU

OCA is a state agency that provides administrative support and technical assistance to all the courts in the state of Texas. OCA can consult, evaluate and help implement case management and other administrative programs to help your court run more efficiently. Court consulting services will be provided at **no charge**.

- Caseflow Management is the process by which courts carry out their primary function: moving cases from filing to closure. This includes all pre-trial events, trials, and, increasingly, events that follow closure to ensure the integrity of court orders and timely completion of post-disposition case activity. Effective caseflow management makes justice possible not only in individual cases but also across judicial systems and courts, both trial and appellate. Caseflow Management helps ensure that every litigant receives procedural due process and equal protection. Properly understood, Caseflow Management is the absolute heart of court management (*National Association for Court Management Core Competencies Curriculum Guidelines*).

THE STATE OFFICE OF COURT ADMINISTRATION CAN:

Assist you in evaluating your case management and other administrative needs;

- Conduct on-site training for judges, court coordinators, and court administrators; and
- Provide ongoing administrative/technical support and assistance.

The following highlights some of the issues that are frequently encountered by new court coordinators:

1. How do I establish a calendar?
2. How can I prevent so many continuances?
3. How do I determine the status of my cases?
4. What are the basic forms I need?
5. How do you create a calendar for a court that serves more than one county?
6. How can I manage my time more efficiently?