

WHO WE ARE

Hilda is CCP's Director. She earned the prestigious designation of Fellow from the Institute of Court Management (ICM) in May 2013. She is one of six Municipal Court Fellows in the State. She is Level II Court Clerk Certified. Hilda was the Municipal Court Administrator for the City of Bryan, Texas for 28 years.

Cathy is CCP's Legal Advisor. Much of her 35-year career has been dedicated to practicing Municipal Law. Her familiarity with City operations and knowledge of municipal law are applied to the legal aspects of the program. Cathy has served as a municipal court judge and as a prosecutor. She also serves as city attorney for several cities. Having worked at the Texas Municipal Court Education Center for four years, Cathy understands how to work within every level of the judicial system.



Hilda
Cuthbertson

Cathy
Riedel



COURT CONSULTING PROGRAM™

CCP Director:

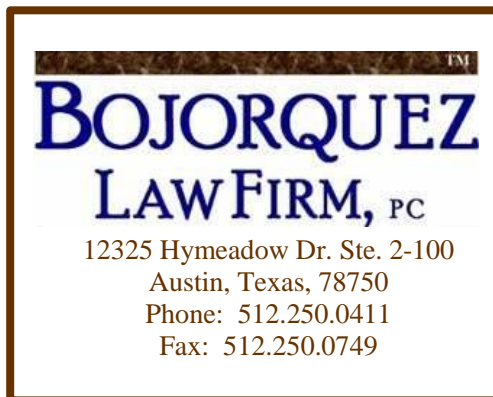
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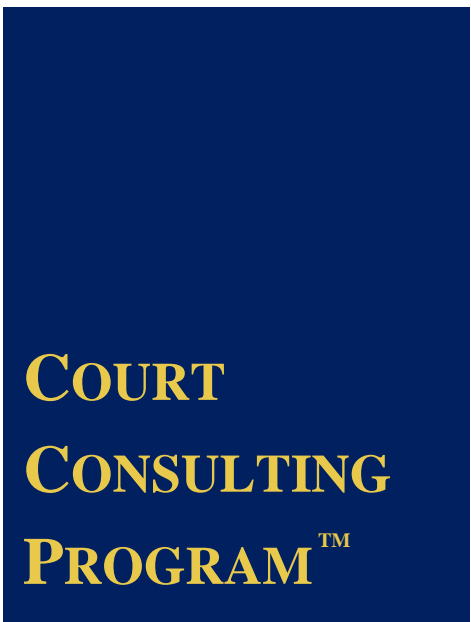
CCP Scheduling Coordinator:

Sharon Ortiz

Sharon@TexasMunicipalLawyers.com



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COURT CONSULTING PROGRAM

We can help your court function better. Our experienced professionals can provide a neutral, objective evaluation of a court's operations, and offer constructive feedback designed to improve administration and compliance. We convey best practices and educate court officials in a discrete, personal manner that enables courts to move forward with greater efficiency.

CCP offers the following services:

- ✓ Assessments
- ✓ Recommendations
- ✓ Training



ASSESSMENTS & RECOMMENDATIONS

High volume, low volume, urban and rural courts have different needs. CCP is a full service court program offering customized assistance to address each particular court's challenges.

Our services include:

- ✓ Initial Assessment
(Estimated 2-day process):
 - Evaluate court operations
 - Interviews with court personnel and city officials
 - Review of court processes and procedures
 - Analysis of court fees and fines
 - Assessment of compliance with federal law, state law, and municipal ordinances
- ✓ Performance Review:
(Estimated 1-2 week process):
 - Intensive investigation into court operations
 - Recommendations for best practices, processes and procedures
 - Evaluation and provision of sample forms
 - Individual consultations with court personnel
 - Training session for court personnel (optional)

MUNICIPAL COURT 101 TRAINING

CCP provides court training to increase productivity, efficiency and compliance with the law. Our training is vital for decision-makers such as Mayors, council members, managers, and city attorneys. We also educate court personnel.

Topics:

- ✓ Fundamentals:
 - History
 - Jurisdiction
 - Types of Municipal Courts
- ✓ Whose Court is It:
 - Identifies roles and responsibilities of City personnel and officials
- ✓ Government Assistance:
 - Covers how the City government can help its court run most efficiently
- ✓ The Court Toolbox:
 - Education for court staff and the tools which help courts run more efficiently
- ✓ Revenue:
 - Where does the money go? Best practices to use the funds that stay within your City