



SOUTH CENTRAL REGIONAL CONFERENCE ON PRO SE LITIGATION

February 1-3, 2007, Houston Texas



BEXAR COUNTY STAFF ATTORNEY

The staff attorney for the Bexar County Civil District Courts is the District Judges' attorney. The Staff Attorney's job is to do whatever is necessary to assist the Judges in the performance of their legal duties. This includes handling all pro se matters by assisting pro se litigants with securing forms for their particular legal problem and familiarizing them with procedures that they must follow. The Staff Attorney assists pro se litigants at the pro se docket which is held every day to finalize pro se divorces and name changes. In addition to pro se litigation, the Staff Attorney provides research memorandum to the Judges; reviews default judgments prior to presenting judgments to the judge for signature; coordinates the parental by-pass requests; provides advice to the District Clerk and staff, as well as to the Bexar County Sheriff's Department on civil matters; assists with tracking inmates who have been placed in jail on civil warrants; handles all letters to and from inmates regarding civil matters; coordinates bench warrants and telephonic hearings with inmates; handles email and letters directed to the Judge by litigants; and files, coordinates and appears at hearings on motions to rule for cost. The Staff Attorney serves at the discretion of the Civil District Judges and is there to make life a little easier for the Judges.