



## COLLIN COUNTY

Lynne Finley, JD  
District Clerk  
2100 Bloomdale Rd  
McKinney, Texas 75071  
972-548-4315

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The District Clerk would like to request a temp to assist with the clerk duties at our front counter for the Magistrate Court. These duties include, but not limited to...

1. Assist individuals inquiring about Magistrate proceedings at the front counter in the Russell A. Steindam Courts Building
2. Create cases and add cases for the Examining Trials
3. Send hearing notices to the appropriate parties for Examining Trials
4. Process Subpoena requests and issue them in a timely manner to have the parties appear in court
5. Issue warrants if needed on Bond violations cases
6. Work the Magistrate queue sending/receiving documents to the Judge and staff
7. Communicate hearing status to District Attorney's office, and Adult Probation
8. Monitor cases dispositions as compared to case filings, to track need for additional judicial resources
9. Assist in maintaining the integrity and accuracy of the case
10. Assist with calls, faxes and emails pertaining to the Magistrate Court
11. Prepare correspondence as requested by the Magistrate Judge
12. Open and process the mail associated with the Magistrate Court
13. Process copy requests as custodian of the records
14. Certify documents when requested as custodian of the records
15. Processing the efilings for the magistrate court.

Lynne agreed to transfer the (3) full-time, and (1) part-time arraignment clerks officed in the jail to Judge Bronchetti. The duties listed above are what will be done by the clerk that is the "Public Access" for the Magistrate court at the District Clerk's office. We are under the impression that our office still handles those duties for the Magistrate court, just as we do for the District courts. It was the District Clerk's understanding that Judge Bronchetti's staff would perform the arraignment duties, as well as the court coordinator court functions, but our office would still assist the public.