



Judge Andrea K. Bouressa
471st Judicial District Court

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July 26, 2022

To: Collin County Judge, Collin County Commissioners

Re: Court Administrator Position

As you may be aware, Ms. Alvarado has tendered her resignation as Court Administrator for the District and County Courts. In an effort to allow for training by Ms. Alvarado, I am requesting that a temporary, emergency position be created, effective 8/15/2022 through 9/1/2022 (or the beginning of the next immediate pay period), for the individual selected to replace Ms. Alvarado. The temporary position would have the same job description, duties, pay, and other benefits as the permanent position.

The judges are working diligently to identify a candidate for the position, and if time allows, would appreciate the opportunity to bring that person on-board to train with Ms. Alvarado before her last day of employment.

Signed,

Handwritten signature of Andrea K. Bouressa in cursive script.

Hon. Andrea K. Bouressa
Local Administrative District Judge