

Texas Court Clerks Association

"PROVIDING MEMBERS WITH A SOURCE OF QUALITY JUDICIAL EDUCATION"



ORDER FORM

The Texas Court Clerks Association and the Texas Court Clerks Education Committee are proud to present the Texas Municipal Court Clerks Procedures and Reference Guide and Texas Municipal Court Financial Management Handbook.

These publications are specific for Texas Municipal Courts. The Procedures and Reference Guide is designed to give clerks step-by-step procedures for Municipal Court processes. The Financial Management Handbook is a financial guide for Municipal Courts that assist in budgeting, court costs, and internal controls.

To order your copy, check the book(s) and complete the order form below:

_____ **Texas Municipal Court Clerks Procedures and Reference Guide \$35.00**

_____ **Texas Municipal Court Clerks Financial Management Handbook \$35.00**

Name: _____

Position Held: _____

Primary City Served: _____

Contact Number: (____) _____

Address: _____

e-mail: _____

City: _____ Zip: _____

MAIL THIS COMPLETED FORM WITH PAYMENT TO: ELAINE BROWN, CITY OF KATY, PO BOX 617, KATY, TEXAS 77492-0617. PLEASE MAKE CHECK PAYABLE TO: TCCA

(Do not write in this section - for TCCA use only)

Book order form:

_____ Texas Municipal Court Clerks Procedures and Reference Guide \$35.00

_____ Texas Municipal Court Clerks Financial Management Handbook \$35.00

Amount of Payment: _____

Form of Payment: _____

Receipt # _____