

# Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Nicole D. Garcia  
First Name Middle Initial Last Name

Honoree's Job  
Title: Court Coordinator

Department: 494th District Court

Years of Service with the County: 10 months

Why the Honoree is receiving a GEM Award including dates:

11/2024 – 12/2024-Nicole was hired in the middle of November. This newly-created court received over 1200 ongoing cases on 10/1/24, with only part-time coordinator assistance. She immediately began responding to a backlog of hundreds of e-mails from attorneys and self-represented litigants while handling numerous administrative duties such as ordering furniture, office supplies, and books. Her skill, work ethic, and eagerness to help and be a team player were essential to the court's successful launch and continued efficiency.

1/2025-Nicole created an email response form with various email responses to commonly asked questions. By selecting the correct response and using this to respond to emails this has cut down on response time to questions commonly asked by self-represented litigants and attorneys.

4/2025-Nicole suggested changes to our daily docket that have resulted in a better balance of courtroom time and office time as well as the docket running efficiently.

Approved by elected official or department head on  
the

29<sup>th</sup> September day of 2025



Signature of Elected Official  
Or Department Head

Kathryn L. Pruitt  
Printed Name