

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Nicole Hood

Honoree's Job Title: Legal Secretary II

Department: District Attorney

Years of Service with the County: 1

Why the Honoree is receiving a GEM Award including dates:

In January 2023, the Family Justice Division began transitioning to the FORAY paperless intake system for the majority of our Juvenile misdemeanor and felony cases. Nicole Hood as juvenile intake legal secretary stepped up to the plate in figuring out the ins, outs and glitches in this paperless process. To date, the transition has been relatively smooth, due in part to Nicole's diligence; since the launch of FORAY, Nicole has been entering FORAY cases into the system efficiently.

In addition, to her regular duties involving Juvenile cases, Nicole has stepped in on several occasions to submit emergency filings, orders and other case related documents for our CPS team when the CPS legal liaisons and CPS legal secretary have been unavailable. CPS cases operate under strict statutory deadlines and timelines, so Nicole's commitment to team work by pausing her regular duties to jump in and assist with emergency filings is so appreciated!

Nicole's diligent work and efforts continue to benefit our office, as well as the attorneys, law enforcement agencies, and Court with whom we routinely work.

Approved by elected official or department head on the 28th day of Sept., 2023


Signature of Elected Official
or Department Head

Greg Willis
Printed Name