Collin County
Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Crissy Bishop

Honoree's Job Title: Legal Secretary I

Department: District Attorney

Years of Service with the County: 3 years

Why the Honoree is receiving a GEM Award including dates:
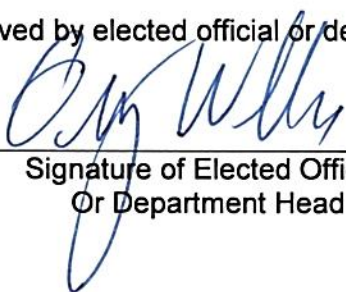
Crissy Bishop created two very helpful systems for the Family Justice Division (FJD). In 2018, our office assumed all duties of the CPS Regional Attorney; these duties included additional legal filings. With little notice of this change and little direction, Crissy created a system for processing and managing Petitions for Orders to Aid in Investigations (OTI) and Petitions for Order to Participate in Services (OTP). Crissy also created a system for expediting the service process on juvenile cases. For each docket week, Crissy:

1. Verifies service in Odyssey for <u>every</u> juvenile case that is set for docket; compares FJD docket calendar to court calendar, makes any changes as needed
2. Creates a service update document for ALL cases that require service for that week and emails it to all parties involved (investigator, ADA's, secretaries and Chief), including the Bailiff, to ensure awareness to the court of the cases that still require service
3. Creates a list for the 417th Juvenile District Clerks to prepare summons to be served in court; each day she ensures that the DA Investigator has all the summons needed for the following day; also sends out an email every afternoon the day prior to any docket day notifying everyone of what cases need service for the following day
4. Ensures daily that all summons are either served or unserved; if unserved ensure that a new summons is issued for proper service before next court setting.

This was a huge undertaking and has helped improve efficiency and case management in FJD.

This is just one example of how Crissy goes above and beyond her required secretarial duties.

Approved by elected official or department head on the 27 day of Sept. , 2018.

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Signature of Elected Official
Or Department Head

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Greg Willis
Printed Name