

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Stephan Phillips

Honoree's Job Title: Legal Clerk I (at the initial start of project); Court Administrator (at award)

Department: Collin County Magistrate Court

Years of Service with the County: 3

Why the Honoree is receiving a GEM Award including dates:

In April 2022, Stephan proposed a process improvement project to move magistration to a more paperless process. He determined the steps required and then worked to train all the staff on this new process. Full completion of the final long-term goals of this project (inmate electronic signatures) relies on Tyler Technologies and the District Clerk's office; however, Stephan deserves recognition for his initiative and the paper/toner/labor cost-savings thus far realized. Print volume data was requested from IT; however the software has been down and the information is not available. It should be noted that Stephan took on this project during a time he was also performing his Clerk role and performing many of the Court Administrator's duties during a period of their absence.

Approved by elected official or department head on the 3 day of August, 2022


Signature of Elected Official or
Department Head


Printed Name