New Judicial Officer Checklist

This checklist is for your personal reference and does not need to be returned to OCA.

Training:

☐ Contact my judicial education center about required judicial and magistration training.
☐ Complete applicable CJIS Security Awareness Training.
☐ If **I will personally** query criminal history information, coordinate DPS authorization and TCIC Mobile Access training with my TAC.

Account and Permissions:

☐ Identify the court and any additional PSRS locations I need to access.
☐ Determine whether I already have a PSRS account and identify my LAU.
☐ Identify court staff who need PSRS access and their appropriate permissions.
☐ Submit the Judicial Onboarding Form or coordinate account setup with my LAU.
☐ Confirm my official work email address and arrange to update it if necessary.

Getting Started:

☐ Complete my initial login and MFA setup.
☐ Review the PSRS Getting Started Guide
☐ Optional: Register for the PSRS In Practice webinar

Notes / Follow-up: _____

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Need assistance? Contact bail@txcourts.gov. When reporting a technical issue, screenshots of error messages can help us identify and resolve the problem.