

Sharon s. Varner

3635 FM 1283

Pipe Creek, TX 78063

Bandera City Council

511 Main St.

Bandera, TX 78003

May 8, 2025

To Whom It May Concern,

I would like to be considered for the position of Associate Municipal Judge in the support of Judge Michael Towers. I have attached a copy of my transcripts from the Texas Justice Court Training Center for your review. If you would like further information please let me know.

A handwritten signature in blue ink that reads "Sharon S. Varner". The signature is fluid and cursive, with the first name "Sharon" and last name "Varner" clearly legible.

Sincerely,

Sharon S. Varner

Texas Justice Court Training Center

Student Transcripts

Student Name: Sharon Varner

Student ID: 43526

Office: Chief Justice Court Clerk **Hiredate:** 3/1/2017 **County:** Bandera

Total Hours: 160.5

TJCTC Hours: 160.5 **NON-TJCTC Hours:** 0 **Teaching Hours:** 0

TJCTC SEMINARS

Seminar - Classes	Seminar Date	Credit Hours
FY_23 Legislative Update Workshop -- San Marcos	8/21/2023	4
Day 1		
Legislative Update	8:00 AM - 2:00 PM - 4	
FY_23 Experienced Court Personnel Seminar -- Corpus Christi	5/16/2023	16
Welcome and Orientation	12:45 pm - 1:00 PM - 0.15	
Professionalism	1:00 PM - 3:00 PM - 2	
Magistrate Duties for Clerks	3:00 PM - 5:00 PM - 2	
Day 2		
Surprise! Our Court Does That Too?	8:00 AM - 10:00 AM - 2	
Writs From a Clerk's Perspective	10:00 AM - 12:00 PM - 2	
Exempt Property Hearings	1:00 PM - 2:00 PM - 1	
Legalese to English: Working With Attorneys in Justice Court	2:00 PM - 4:00 PM - 2	
Tricky Civil Cases	4:00 PM - 5:00 PM - 1	
Day 3		
Mental Health Issues in the Courthouse	8:00 AM - 10:00 AM - 2	
Resiliency & Gratitude	10:00 AM - 12:00 PM - 2	
RW Inability to Pay Webinar -- Online	12/7/2022	1
Day 1		
Inability to Pay	2:00 PM - 3:00 PM - 1	
RW E-Filing and Paperless Courts: The Future is Now Webinar -- Online	8/30/2022	1.5

E-Filing and Paperless Courts: The Future is Now	2:00 PM - 3:30 PM	- 1.5
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FY_22 Rural Leadership Workshop -- College Station	6/1/2022	10
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Rural Leadership	9:00 AM - 4:00 PM	- 6
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Day 2

Rural Leadership Cont	8:00 AM - 12:00 PM	- 4
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FY_22 Virtual Experienced Clerk Seminars -- Online	5/3/2022	12
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Day 1

Virtual Experienced Clerk Criminal	10:00 AM - 3:00 PM	- 4
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Day 2

Virtual Experienced Clerk Criminal	10:00 AM - 3:00 PM	- 4
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Day 3

Virtual Experienced Clerk Criminal	10:00 AM - 3:00 PM	- 4
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RW Judge and Clerk Collaborations-Policies and Procedures -- Online	4/14/2022	1
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Day 1

Judge and Clerk Collaborations-Policies and Procedures	1:00 PM - 2:00 PM	- 1
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RW EPOs and the Cycle of Violence Webinar -- Online	4/13/2022	2
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EPOs and the Cycle of Violence	2:00 PM - 4:00 PM	- 2
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RW Civil Update: Filing Fees & Appeals -- Online	12/14/2021	1
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Civil Update: Filing Fees & Appeals	2:00 PM - 3:00 PM	- 1
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FY_21 Legislative Update Workshop -- Online	8/26/2021	4
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Legislative Update	1:00 PM - 5:00 PM	- 4
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FY_21 Rural Leadership Specialty Workshop -- Boerne	7/5/2021	10
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Day 2

Rural Leadership Specialty	9:00 AM - 4:00 PM	- 6
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Day 3

Rural Leadership Specialty Cont.	8:00 AM - 12:00 PM	- 4
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Virtual Experience Court Personnel Seminar -- Online	5/10/2021	16
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Day 1

Become a SuperClerk! Goal Setting,
Time Management, and Motivation Tips for
Clerks 1:00 PM - 3:00 PM - 2

\$20,000 Question: The Jurisdictional
Increase in Practice 3:00 PM - 5:00 PM - 2

Day 2

Customer Service and Self-
Represented Litigants 1:00 PM - 2:00 PM - 1

Interpreters – Say What? 2:00 PM - 3:00 PM - 1

Getting to Civil Judgment Without a
Trial 3:00 PM - 5:00 PM - 2

Day 3

Garnishment and Receivership 1:00 PM - 3:00 PM - 2

Deskbook Scavenger Hunt: Eviction
Edition 3:00 PM - 5:00 PM - 2

Day 4

Clerk Conversations and
Collaborations: Civil 1:00 PM - 3:00 PM - 2

How to Be a Great Team Player 3:00 PM - 5:00 PM - 2

**Legal Issues Arising Out of Winter
Storm 2021 -- Online** 3/26/2021 1

Day 1

Legal Issues Arising Out of Winter
Storm 2021 2:00 PM - 3:00 PM - 1

**FY_19 Legislative Update
Workshop -- San Marcos** 8/20/2019 5

Legislative Update 9:00 - 3:00 PM - 5

**FY_19 Court Personnel
Certification Master -- Corpus
Christi** 3/20/2019 1

Court Personnel Certification Master 10:00 - 11:00 AM - 1

**FY_19 Experienced Court
Personnel Seminar -- Corpus Christi** 3/18/2019 16

Mandatory Orientation Noon 1:00 PM - 1

Court Security - Emergency
Preparedness 1:00 - 3:00 PM - 2

For the Record Confidentiality and
Expunctions 3:00 - 5:00 PM - 2

Day 2

Advanced Landlord Tenant Scenarios 8:00 - 10:00 AM - 2

ODL Scenarios 10:00 - Noon - 2

Advanced Criminal Scenarios 1:00 - 3:00 PM - 2

The Doctor will See You Now 3:00 - 5:00 PM - 2

Day 3

Master Clerk Certification Exam 8:00 - Noon - 4

**FY_18 Experience Court
Personnel Seminar -- Bee Cave**

1/31/2018

16

Day 1

Professionalism 1:00 - 3:00 PM - 2

Debt Claim Cases and Receiverships 3:00 - 5:00 PM - 2

Day 2

Fundamentals of Civil Cases Judgment
and Beyond 8:00 - 10:00 AM - 2

Fundamentals of Eviction Cases 10:00 - Noon - 2

Omni and DPS Reporting 1:00 - 3:00 PM - 2

All About Warrants VPTA to Capias
Pro Fine 3:00 - 5:00 PM - 2

Day 3

Records Request Release and Retention
Indigent Parties 8:00 - Noon - 4

**FY_17 Legislative Update
Workshop -- San Marcos**

7/23/2017

6

Day 1

Legislative Update 9:00 - 4:00 PM - 6

**FY_17 Court Personnel
Certification Level I-Criminal --
San Marcos**

5/11/2017

1

Court Personnel Certification Level I-
Criminal 10:00 - 11:00 AM - 1

**FY_17 New Court Personnel
Seminar -- San Marcos**

5/9/2017

16

Legal Advice and Ethics 1:00 - 3:00 PM - 2

Fundamentals of Eviction Cases 3:00 - 5:00 PM - 2

Day 2

Fundamentals of Civil Cases 8:00 - Noon - 4

Fundamentals of Criminal Cases 1:00 - 5:00 PM - 4

Day 3

Response to Crisis Mental Health in the
Courtroom 8:00 - 10:00 AM - 2

The Clerk The Face of the Court on
Social Media and Professionalism 10:00 - Noon - 2

Webinar Recordings

Webinar - Classes	View Date	Credit Hours
RW Bond Forfeiture	11/3/2022	0.5
Self Eviction Appeals Module	1/6/2022	1.5
Self Family Violence and Other Criminal History Reporting for Justice Courts Module	1/6/2022	2
FY_18 Plenary Power Webinar	7/27/2021	1
Autonomous Cars and Justice Court Webinar	6/29/2021	1
FY_18 Republic of Texas Litigants Webinar	2/4/2021	0.5
Reporting Family Violence and Other Justice Court Convictions Webinar	11/13/2020	1.5
FY_19 Records Request Webinar	10/29/2020	0.5
FY_19 Peace Bonds Webinar	8/28/2020	1
20,000 Question Webinar	8/27/2020	2
FY_19 Evictions Tricky Issues Webinar	8/19/2020	2
Bond Forfeiture Webinar	8/18/2020	1
Hunting and Hunter Safety Webinar	8/18/2020	0.5
Records Retention Webinar	8/10/2020	0.5
Day to Day Ethics	7/24/2020	1.5

Evictions Appeals Webinar	7/9/2020	1
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FY_18 Orders of Retrieval Writs of Restoration and Re Entry Webinar	7/9/2020	1
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Summer School Series: Deferrals DSC and Dismissals	7/8/2020	1
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SHARON VARNER
9155 FM 1283
LAKEHILLS, TX 78063
USA

DATE: 20 MAR 2025
STUDENT NAME: SHARON VARNER
STUDENT ID: X001737

COURSE NUMBER	TITLE	START DATE	END DATE	GRADE	HOURS	CIVIL HRS
0007	EMERGENCY DETENTION ORDERS	07 Nov 2023	07 Nov 2023	Complete	1.5	-
0014	2024 FAMILY VIOLENCE UPDATE	25 Jul 2024	25 Jul 2024	Complete	2.0	-

Conferences	Conference Dates	Civil Hrs	Academic Units (AUs)	Grade
Experience Court Personnel Seminar - San Marcos	13 May 2024 - 15 May 2024	-	16.00	Complete

***** END OF TRANSCRIPT *****

Please note that it may take up to 2 weeks for courses and conferences to appear on your transcript.

Texas Justice Court Training Center
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Austin, TX, 78744
Tel: (512) 347-9927
tjctcoffice@txstate.edu
https://enroll.tjctc.org/

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9155 FM 1283
LAKEHILLS, TX 78063
USA

DATE: 05 MAY 2025
STUDENT NAME: SHARON VARNER
STUDENT ID: X001737

COURSE NUMBER	TITLE	START DATE	END DATE	GRADE	HOURS	CIVIL HRS
0007	EMERGENCY DETENTION ORDERS	07 Nov 2023	07 Nov 2023	Complete	1.5	-
0014	2024 FAMILY VIOLENCE UPDATE	25 Jul 2024	25 Jul 2024	Complete	2.0	-
0026	WHEN EVICTIONS MET AIRBNB	27 Feb 2025	27 Feb 2025	Complete	1.0	1.00

Conferences	Conference Dates	Civil Hrs	Academic Units (AUs)	Grade
Experience Court Personnel Seminar - San Marcos	13 May 2024 - 15 May 2024	—	16.00	Complete

***** END OF TRANSCRIPT*****

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