

Dear Dr. Baum,

Thank you for taking my call this morning and with any assistance you may provide in securing an additional intern for the Financial Analysis portion of our Case Management System upgrade.

Below you will find a brief description of the project and expected characteristics of the potential candidate. My preference would be toward a graduate level student. We have utilized this program through UT/CTAS/MTAS successfully on two occasions and have tight time constraints for the financial analysis completion in order to keep the project on track.

Two additional factors hold sway in reference to the abilities of the candidate. Once the information is completed for current fine, fee, and tax costs, the team will need to go back to map those structures throughout the life of the previous software to ensure that all the costs are accurately reflected in the past cases going forward. (Our current system has reused fields through its 24 years history, so not all the fields remain constant creating a data import/conversion challenge. It will be a tedious process.) Finally, the information cannot simply be retrieved from the Administrative Office of the Courts because that source does not account for any local resolutions and options in place. The research is detailed and two sets of eyes will be invaluable.

The internship pays \$10 per hour, and if processed through the UT/CTAS system counts for graduate level credit. In addition, if the candidate is not able to work through the UT/CTAS system, we can review bringing them directly into the county process of internships. We have done that in the past as well and the students were afforded credit for their classes.

I am seeking several avenues as I lost out on three potential candidates just today. Doug Bodary is our CTAS representative – I've copied him on this email as well.

Again, I appreciate any assistance you can provide.

LB

Laura Bohling
Rutherford County Circuit Court Clerk
20 Public Square North
Murfreesboro, TN 37130
P: (615) 898-7831
F: (615) 898-7835
<http://www.rutherfordcountyttn.gov/courts/index.htm>

This office is unable by law to provide legal advice to individuals. As a result, if you believe you have a matter requiring legal assistance or advice, you should seek the assistance of a private attorney. Failure to commence legal action within certain time frames may bar you from obtaining legal relief. Therefore, you should act quickly to consult with an attorney to review your rights.

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The project is primarily involved in legal research for the purpose of finding and verifying all the Courts' fees for the 5 Courts under Laura Bohling's (Rutherford County Circuit Court Clerk) supervision. These courts include: General Sessions Civil, Circuit Civil, General Sessions Criminal, Circuit Criminal, and Juvenile court clerks offices.

The research involves reviewing primary and secondary sources of law in the State of Tennessee's and Rutherford County's jurisdiction. Some examples of these sources are The Tennessee Code Annotated, the local County's Resolutions, documents collected from the Tennessee Administrative Office of the Courts, Rutherford County local courts, among others.

Thus far, enough information has been accumulated to build comprehensive tables indicating all the fees charged in the Civil Courts of Rutherford County. The tables list several descriptive items that are involved with each individual fee charged per each individual type of case for each court.

Qualifications

1. Organizational skills
2. Experience with legal research
3. Ability to work under pressure while meeting strict deadlines
4. Accounting background helpful, but not required

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