



Texas Juvenile Justice Department

Legal Education and Technical Assistance

Legal Training Services or Technical Assistance Request Form

[Community-Based Programs and Facilities]

The Legal Education and Technical Assistance Division (LETA) is asked routinely to provide technical assistance or training throughout the state. So we are better able to serve our stakeholders, if you would like to request training or technical assistance from the LETA, please complete this form so we can adequately assess your needs and determine the type of resources and/or staff assistance we are able to provide. We request that you submit this form at least 30 days in advance of services needed. We will review your request and contact you within three to five business days upon receipt. For assistance completing this form, please contact the Legal Education and Technical Assistance at 512.490.7121. Please submit your completed form to legalhelp@tjjd.texas.gov and include "Legal Training or Technical Assistance Request" in the email subject line.

Contact Information			
Date:	Requestor's Name:	Title:	
Agency/Organization:		Type of Organization:	
Phone Number:	Email Address:	Alternate Contact:	
General Information			
Training or Technical Assistance Services Requested:		Preferred Method of Delivery:	
Requested Training Date(s): 1 st Choice: 2 nd Choice: 3 rd Choice:			Amount of Time Requested:
Deadline for Decision:	Number of Participants:	Targeted Audience:	
Training Location:		Will Travel Be Reimbursed: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, by who:
Training Information			
Name of Conference/Training:		Sponsoring Entity:	
Provide a Brief Description of Your Request:			
Provide Goals of Training:			
Are Materials Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	How will the training be measured to ensure goals and objectives are met:		
Additional Comments:			