

LEGAL ASSISTANT

*Waller County
Criminal District Attorney's Office*

**Austin Kelley
Legal Assistant**



Issue Date: 08/24/2020




State of Texas
County of Waller



For Verification Call: 979.826.7718 or 979.826.8282

This identification card certifies that Austin Kelley
is appointed by the Waller County Criminal District Attorney as
a Legal Assistant.

Appointed the 7th of July 2020.



Elton R. Mathis
Criminal District Attorney
Waller County



645 12th Street
Hempstead, Texas 77445

ELTON R. MATHIS
Criminal District Attorney
Waller County

979.826.7718 Ph
979.826.7722 Fax

09/27/2022

Dear Ms. Dorsey & Mr. Mathis,

Please accept this letter as notice of my resignation from the Civil Legal Assistant / Public Information Coordinator. My last day will be Friday, October 14th, 2022 in order to pursue other career paths. I want to express how grateful I am for my time employed here. I have enjoyed the work environment very much and will never forget the support that this office has provided me.

I will continue my duties to the best of my abilities until my final employment day. Please let me know how I can help during this transition and make it as smooth as possible.

I wish you all the best, and thank you again for everything.

Sincerely,

Austin Kelley
Austin Kelley

Texas District and County Attorneys Association

505 W. 12th St., Ste. 100, Austin, TX 78701

Phone: 512/474-2436 Fax: 512/478-4112

Website: www.tdcaa.com

MEMBERSHIP INFORMATION – Please circle one

REGULAR MEMBERSHIP - Open to employees of Texas county prosecutors' offices.

Elected Prosecutor	\$75.00
Assistant prosecutor	\$60.00
Investigator	\$55.00
Key Personnel &	
Victim Coordinators	\$50.00

ASSOCIATE MEMBERSHIP - Open to anyone who wishes to become a member of TDCAA.

General	\$60.00
Law Student	\$35.00

Not paying dues per DA Matkin

*If applicant is replacing a previous member, please be sure to note it beside the new applicant's name.

Full Name Austin Edward Kelley

Circle Male Female

Replacing (if Applicable) Aaron DiIorio

Primary County Represented Waller District _____

Type of Office Represented (CA, CDA, DA, C&DA)

Position/Title Civil Legal Assistant

Division/Department (circle one) Trial Appellate Juvenile Civil

Other _____

Office Address 645 12th St

City, State, Zip Hempstead TX 77445

Office Phone 979-826-7718 Office Fax 979-826-7722

Office Email Address a.kelley@wallercounty.us

Hire Date 7/6/2020 Bar Number (attorneys only) _____

Date of Birth 1/18/94 TCOLE ID # _____

(Optional) Race (circle one) African American Asian Caucasian Hispanic

Native American Other _____

Please list any prior experience with a **Texas prosecutors'** office:

LIST COUNTY **DA, CA, CDA, C&DA** **MM/DD/YY**
County _____ Office _____ Dates: From: ___/___/___ To ___/___/___
County _____ Office _____ Dates: From: ___/___/___ To ___/___/___

BILLING INFORMATION

If your office has multiple TDCAA members and is on a specific yearly billing cycle, please circle the month in which membership fees come due.

January	July
February	August
March	September
April	October
May	November
June	December

OPTIONAL INFORMATION

This information will be used exclusively for TDCAA business.

Home Address _____

City, State, Zip _____

Home Phone _____ Cell Phone _____

Home Email Address _____

Please if you would like the TDCAA newsletters and seminar brochures delivered to your home address.

Austin Kelley

From: webhelp@oag.texas.gov on behalf of Office of the Attorney General
<webhelp@oag.texas.gov>
Sent: Tuesday, July 07, 2020 10:38 AM
To: Austin Kelley
Subject: Open Meetings Act Training Confirmation and Certificate

CAUTION: This email originated from outside of the County. Do not click links or open attachments unless you recognize the sender and know that the content is safe.

CERTIFICATE *of* COURSE COMPLETION

Open Meetings Act

I, **Austin Kelley**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 7th of July, 2020.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Austin Kelley

From: webhelp@oag.texas.gov on behalf of Office of the Attorney General
<webhelp@oag.texas.gov>
Sent: Tuesday, July 07, 2020 12:31 PM
To: Austin Kelley
Subject: Public Information Act Training Confirmation and Certificate

CAUTION: This email originated from outside of the County. Do not click links or open attachments unless you recognize the sender and know that the content is safe.

CERTIFICATE *of* COURSE COMPLETION

Public Information Act

I, **Austin Kelley**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 7th of July, 2020.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.