

# NEW CLERKS BOOT CAMP



July 6-10, 2015  
Omni Southpark  
4140 Governor's Row  
Austin, Texas  
512.448.2222



## Monday, Day 1

July 6, 2015

- 11:00 – 1:00 p.m.      **Registration**
- 1:00 – 1:15 p.m.      **Welcome and Announcements**
- 1:15 – 2:15 p.m.      **Introduction to TMCEC**  
Robby Chapman, Director of Clerk Education & Program Attorney, TMCEC
- 2:15 – 2:45 p.m.      **The Court Clerk Certification Program**  
Tessa Madison, Program Coordinator, TMCEC
- 2:45 – 3:00 p.m.      **Break**
- 3:00 – 5:00 p.m.      **Municipal Court and the Role of the Clerk**  
Robby Chapman, Director of Clerk Education & Program Attorney, TMCEC

## Tuesday, Day 2

July 7, 2015

- 6:45 – 7:50 a.m.      **Breakfast**
- 8:00 – 9:15 a.m.      **Judicial Ethics for Court Clerks**  
Jackie Habersham, Commission Council, Commission on Judicial Conduct, Austin
- 9:15 – 9:30 a.m.      **Break**
- 9:30 – 11:00 a.m.      **Introduction to the Transportation Code\***  
Linda Everitt, Judge, City of Plano
- 11:00 – 11:10 a.m.      **Break**
- 11:10 – 12:00 p.m.      **Best Practices in Court Security**  
Allen Gilbert, Presiding Judge, City of San Angelo
- 12:00 – 12:50 p.m.      **Lunch**
- 1:00 – 1:40 p.m.      **Stress Management**  
Tessa Madison, Program Coordinator, TMCEC
- 1:40 – 1:50 p.m.      **Break**
- 1:50 – 2:50 p.m.      **Citations and Complaints**  
Brian Holman, Presiding Judge, City of Lewisville
- 2:50 – 3:00 p.m.      **Break**
- 3:00 – 5:00 p.m.      **Driving Safety Courses and Deferred Disposition\***  
Ryan Kellus Turner, General Counsel & Director of Education, TMCEC
- 5:15 – 6:15 p.m.      **Optional Session: TMCEC Double Feature: Screening of “I Object!” and “Pro Se Defendants”**

## Wednesday, Day 3

July 8, 2015

- 6:45 – 7:50 a.m.      **Breakfast**
- 8:00 – 9:25 a.m.      **Legal Information v. Legal Advice**  
Leah Huff, Former Court Administrator, City of Southlake
- 9:25 – 9:40 a.m.      **Break**
- 9:40 – 10:40 a.m.      **Writs: Warrants and Capias Pro Fines**  
Bill Ragsdale, Judge, City of Ingram

10:40 – 10:55 a.m.	<b>Break</b>
10:55 – 12:00 p.m.	<b>Non-appearance Crimes</b> Landra Hudson Solansky, Court Administrator, City of Seguin
12:00 – 12:50 p.m.	<b>Lunch</b>
1:00 – 1:45 p.m.	<b>Customer Service</b> Leandra Moore, Deputy Clerk, City of Boerne
1:45 – 2:00 p.m.	<b>Break</b>
2:00 – 3:00 p.m.	<b>OCA Reporting</b> Sandra Mabbett, Judicial Information Specialist, Office of Court Administration, Austin
3:00 – 3:15 p.m.	<b>Break</b>
3:15 – 5:00 p.m.	<b>Trial Processes and Appeals</b> Leah Huff, Former Court Administrator, City of Southlake

## Thursday, Day 4

July 9, 2015

6:45 – 7:50 a.m.	<b>Breakfast</b>
8:00 – 10:00 a.m.	<b>Dealing with Juveniles in Municipal Court*</b> Mark Goodner, Deputy Counsel & Director of Judicial Education, TMCEC
10:00 – 10:10 a.m.	<b>Break</b>
10:10 – 10:50 p.m.	<b>Mock Trial: State v Young*</b> Ned Minevitz, Program Attorney and TXDOT Grant Administrator, TMCEC
11:00 – 12:00 p.m.	<b>DPS Reporting</b> Rhonda Kuehn, Court Administrator, City of Brenham
12:00 – 12:50 p.m.	<b>Lunch</b>
1:00 – 2:45 p.m.	<b>Court Costs</b> Tammy Odom, Court Administrator, Texas City
2:45 – 3:00 p.m.	<b>Break</b>
3:00 – 5:00 p.m.	<b>Panel Discussion: Show and Tell</b> Rhonda Kuehn, Court Administrator, City of Brenham Tammy Odom, Court Administrator, Texas City Jaime Brew, Court Administrator, City of Sugar Land

## Friday, Day 5

July 10, 2015

6:45 – 7:50 a.m.	<b>Breakfast</b>
8:00 – 9:15 a.m.	<b>Collections</b> Jim Lehman, Collections Program Manager, Office of Court Administration
9:15 – 9:30 a.m.	<b>Break</b>
9:30 – 10:45 a.m.	<b>Records Management</b> Elaine Brown, Former Court Administrator, Morgan's Point
10:45 – 11:00 a.m.	<b>Break</b>
11:00 – 12:00 p.m.	<b>Endnote Session: Making Sense of It All</b> Regan Metteauer, Program Attorney, TMCEC
12:00 p.m.	<b>Adjourn</b>

**Funded by a grant from the Texas Court of Criminal Appeals**

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# TEXAS MUNICIPAL COURTS EDUCATION CENTER

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## Staff Roster

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<b>122 Ryan Kellus Turner</b> General Counsel & Director of Education Email: <a href="mailto:turner@tmcec.com">turner@tmcec.com</a>	<b>130 Robby Chapman</b> Director of Clerk Education and Program Attorney Email: <a href="mailto:chapman@tmcec.com">chapman@tmcec.com</a>
<b>123 Hope Lochridge</b> Executive Director Email: <a href="mailto:lochridge@tmcec.com">lochridge@tmcec.com</a>	<b>131 Chris Clontz</b> Communications Assistant Email: <a href="mailto:clontz@tmcec.com">clontz@tmcec.com</a>
<b>124 Regan Metteauer</b> Program Attorney Email: <a href="mailto:metteauer@tmcec.com">metteauer@tmcec.com</a>	<b>133 Demoine Jones</b> Multimedia Specialist Email: <a href="mailto:jones@tmcec.com">jones@tmcec.com</a>
<b>125 Deadra Stark</b> Administrative Director / Controller Email: <a href="mailto:stark@tmcec.com">stark@tmcec.com</a>	<b>134 Mark Goodner</b> Deputy Counsel and Director of Judicial Education Email: <a href="mailto:goodner@tmcec.com">goodner@tmcec.com</a>
<b>126 Pat Ek</b> Registration Coordinator Email: <a href="mailto:ek@tmcec.com">ek@tmcec.com</a>	<b>137 Ned Minevitz</b> TxDOT Grant Administrator & Program Attorney Email: <a href="mailto:ned@tmcec.com">ned@tmcec.com</a>
<b>127 Patty Thamez</b> Program Coordinator & Network Administrator Email: <a href="mailto:thamez@tmcec.com">thamez@tmcec.com</a>	<b>138 Avani Bhansali</b> Administrative Assistant Email: <a href="mailto:avani@tmcec.com">avani@tmcec.com</a>

**New Clerks Seminar - Austin  
July 6 - 10, 2015  
Location, Tenure and Caseload Statistics**

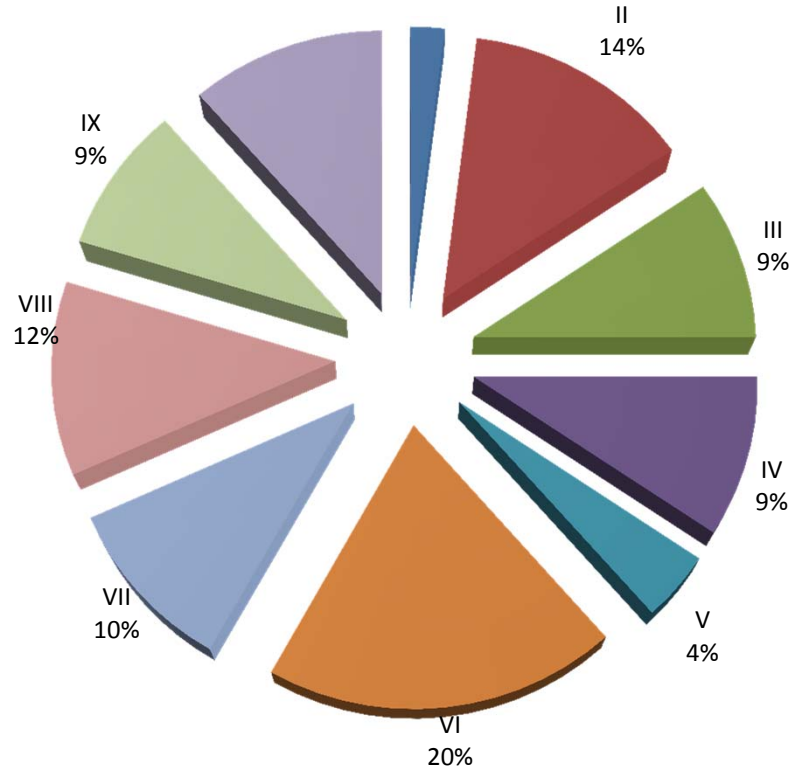
<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>HIRE DATE</u>	<u>TITLE</u>	<u>CITY REPRESENTED</u>	<u>STREET ADDRESS</u>	<u>CITY</u>	<u>ZIP</u>	<u>COURT PHONE</u>	<u>REGION</u>
Gloria	Acevedo	01/12/2015	Clerk	Palmview	400 W. Veterans Blvd.	Palmview	78572	956.432.0300	X
Geri	Alfaro		Deputy Clerk	Texas City	1004 9th Avenue North	Texas City	77590	409.643.5800	VIII
Beverly	Alvarez	03/11/2013	Clerk	Lampasas	312 E 3rd St	Lampasas	76550-2820	512.556.4909	VI
Nancy	Alvarez	05/05/2015	Clerk	Austin	PO Box 2135	Austin	78768-2135	512.974.4800	VI
Melissa	Andel	01/05/2015	Assistant Clerk	Wallis	PO Box 190	Wallis	77485-0190	979.478.6712	VII
Maria	Arellano	11/10/2014	Crowley	Crowley	201 East Main Street	Crowley	76036	817.297.2201, x1200	II
Samantha	Benavidez	11/03/2014	Deputy Clerk	Beeville	405 N St. Mary's	Beeville	78102	361.358.0260	X
Mayra	Bernal	02/03/2013	Clerk	Kermit	110 S Tornillo St	Kermit	79745-2612	432.586.3468	V
Melinda	Berry	04/06/2015	Clerk	Shepherd	11020 Highway 150	Shepherd	77371-2838	936.628.3305	VIII
Jason	Biggs	11/15/2014	Customer Service Supervisor	Fort Worth	1000 Throckmorton St	Fort Worth	76102-6312	817.392.6752	II
Ruth	Blackwelder	08/25/2014	Clerk	Austin	PO Box 2135	Austin	78768-2135	512.974.4800	VI
Haley	Bonds	12/31/2013	Clerk Assistant	Austin	PO Box 2135	Austin	78768-2135	512.974.4886	VI
Laura	Bowers	11/10/2014	Clerk	Haskell	PO Box 1003	Haskell	79521-1003	940.864.3996	I
Donna	Brewster	09/29/2014	Clerk	Aledo	PO Box 1	Aledo	76008-0001	817.441.7016	II
Courtney	Broussard	01/13/2015	Clerk	Woodville	400 W Bluff St	Woodville	75979-5122	409.283.3255	VIII
Beverly	Brown	02/11/2014	Deputy Clerk	Haltom City	5024 Broadway Ave	Haltom City	76117-3640	817.222.7772	II
Mary	Caldwell	01/27/2015	Deputy Clerk	Briarcliff	302 Sleat Dr	Briarcliff	78669-2422	512.264.2274	VI
Sherry	Carter	01/01/2007	Customer Service Supervisor	Fort Worth	1000 Throckmorton St	Fort Worth	76102-6312	817.392.7404	II
Antwanette	Chandler	03/23/2015	Deputy Clerk	Burleson	247 Elk Dr # 114	Burleson	76028-5645	817.426.9227	II
Laura	Clinton	09/22/2014	Clerk	Longview	PO Box 1952	Longview	75606	903.237.1183	IV
Georgina	Colombo	02/22/2014	Deputy Clerk	Van Alstyne	PO Box 247	Van Alstyne	75495-0247	903.482.5251	III
Delia	Cornell	10/07/2014	Deputy Clerk	Lake Jackson	5-B Oak Dr	Lake Jackson	77566	979.297.1031	VIII
Corina	Corona	09/28/2011	Deputy Clerk	Princeton	123 West Princeton Drive	Princeton	75407	972.736.2416	III
Olivia	Cosby	02/23/2015	Court Operations Assistant Manage	Austin	PO Box 2135	Austin	78768-2135	512.974.4660	VI
Jeffrey	Crouch	01/14/2013	Clerk Assistant	Austin	PO Box 2135	Austin	78768-2135	512.974.4800	VI
Deborah	DeBerry		Clerk	Ballinger	106 9th Street	Ballinger	76821	915.365.5790	V
Maria	DeLao	03/09/2015	Deputy Clerk	La Marque	1111 Bayou Rd	La Marque	77568-4160	409.938.9245	VIII
Christina	DeLeon	10/27/2014	Deputy Clerk	Pearland	Post Office Box 84609	Pearland	77584	281.997.5900	VIII
Evonne	Donnelly	08/04/2014	Clerk	Beach City	12723 FM 2354	Beach City	77523	281.383.3180	
Regina	Duckett	11/20/2014	Clerk	Fulshear	PO Box 279	Fulshear	77441	281.346.2405	IX
Jennifer	Duffer	01/26/2015	Clerk	Bogata	PO Box 400	Bogata	75417-0400	903.632.5315	IV
Kris	Duke	01/12/2015	Clerk	Roman Forest	2430 Roman Forest Blvd	New Caney	77357-3291	281.399.7227	VIII
Meredith	Dusek	10/06/2015	Deputy Clerk	Georgetown	PO Box 1424	Georgetown	78627-1424	512.931.7619	VI
Christine	Ellis	02/02/2015	Clerk	Westlake	PO Box 2180	Westlake	76262-2180	817.490.5746	II
Suzan	Eubanks	02/13/2015	Clerk	Archer City	PO Box 367	Archer City	76351-0367	940.574.4570	II
Celsa	Flores	07/10/2013	Clerk	Santa Rosa	PO Box 326	Santa Rosa	78593-0326	956.636.1113	X
Naydeana	Frank	08/27/2014	Court Accountant	Longview	PO Box 1952	Longview	75606	903.237.2749	IV
TaShawnna	Gaines	09/30/2013	Deputy Clerk	Pasadena	1001-A Shaw Ave.	Pasadena	77506	713.475.5562	IX
Olga	Gamez	08/18/2014	Clerk	Blanco	PO Box 750	Blanco	78606-0750	830.833.4525	VII
Martha	Garcia	12/05/2005	Clerk	Mesquite	PO Box 850137	Mesquite	75185-0137	972.216.6601	III
Sara	Garcia	03/16/2015	Clerk	Waelder	PO Box 427	Waelder	78959-0427	830.788.7331	VII
Jessica	Gardner	02/23/2015	Clerk	Blanco	PO Box 750	Blanco	78606-0750	830.833.4525	VII
Dominique	Garrick	08/01/2013	Clerk	Missouri City	3845 Cartwright Road	Missouri City	77459	281.403.8500	IX
Kristi	Gauthier	04/07/2014	Clerk	Holland	PO Box 157	Holland	76534-0157	254.657.2460	VI
Wendy	Gerrick	09/12/2014	Clerk	Clute	PO Box 997	Clute	77531-0997	409.265.5421	VIII
Alyssa	Gillette	05/01/2014	Staff Accountant	Belton	711 E. 2nd Avenue	Belton	76513-0120	254.933.5838	VI
Laurence	Glick	03/25/2013	Clerk Assistant	Austin	700 E. 7th St.	Austin	78701	512.974.4800	VI
Eloisa	Gomez	10/27/2014	Deputy Clerk	Pearland	Post Office Box 84609	Pearland	77584	281.997.5900	VIII
Mickie	Gradberg	02/10/2015	Clerk	Tatum	PO Box 1105	Tatum	75691-1105	903.947.2282	IV
Alicia	Gutierrez	03/16/2015	Deputy Clerk	Martindale	PO Box 365	Martindale	78655-0365	512.357.6700	VII

Teresa	Gutierrez	01/27/2015	Assistant Clerk	Garrison	336 South B Avenue	Garrison	75946-2423	936.347.2201	IV
Denise	Guzman	06/01/2013	Clerk	Crystal City	101 E Dimmit St	Crystal City	78839-3505	830.374.2923	X
Megan	Hannah	08/01/2014	Clerk	Nixon	P.O. Box 356	Nixon	78140-2555	830.582.1683	VII
Joy	Hargrove	12/01/2014	Clerk	Somerville	PO Box 159	Somerville	77879-0159	979.596.3068	VII
Ashley	Harris	05/12/2014	Deputy Clerk	Pasadena	1001-A Shaw Ave.	Pasadena	77506	713.475.5562	IX
Beth	Hein	01/22/2015	Clerk	Payne Springs	19601 C.R. 2529	Payne Springs	75156	903.451.9110	IV
Aurora	Hernandez	04/08/2014	Clerk	Progreso	PO Box 699	Progreso	78579-0699	956.565.0241	X
Oyuki	Hernandez	04/01/2015	Juvenile Case Manager	Little Elm	100 W Eldorado Pkwy	Little Elm	75068-5060	214.975.0483	II
Theresa	Hernandez	11/04/2014	Clerk	La Porte	3005 N 23rd St.	La Porte	77571	281.471.4683	IX
Alfredo	Jones	06/16/2014	Clerk Assistant	Austin	700 E. 7th St.	Austin	78701	512.974.4692	VI
LaToya	Jones	01/07/2014	Deputy Clerk	Copperas Cove	P.O. Drawer 1449	Copperas Cove	76522	254.547.5030	VI
Lori	Jones	10/01/2014	Clerk	Wortham	PO Box 186	Wortham	76693-0186	254.765.3319	IV
Saundra	Jones	04/20/2015	Deputy Court Clerk	Corsicana	200 N 12th St	Corsicana	75110-4616	903.654.4856	IV
Kristan	Kahler	02/17/2015	Clerk	Ore City	PO Box 327	Ore City	75683-0327	903.968.2511	IV
Olga	Kiefer	06/17/2011	Clerk	Odem	PO Box 754	Odem	78370	361.368.2831	X
Courtney	Kinkel	01/28/2015	Deputy Clerk	Lewisville	PO Box 299002	Lewisville	75029-9002	972.219.3438	II
Kristy	Knippa	01/26/2015	Clerk	Gonzales	820 N Saint Joseph St	Gonzales	78629-3507	830.672.2815	VII
Gavin	Lambert	06/01/2014	Business Analyst	Austin	PO Box 2135	Austin	78768-2135	512.974.4839	VI
Marcus	Lane	01/02/2015	Clerk	George West	406 Nueces St	George West	78022-3789	361.449.1556 x1780	X
Karen	Langley	11/03/2011	Associate Judge	Coleman	PO Box 592	Coleman	76834-0592	325.625.4116	V
Norma	Larios	12/01/2005	Clerk	Grapevine	PO Box 2413	Grapevine	76099-2413	817.410.3283	II
Sherri	LeNoir	03/01/2014	Judge	Thornton	PO Box 396	Thornton	76687-0396	254.315.3890	VI
Elvira	Leyva	03/02/2015	Deputy Clerk	Robinson	111 W Lyndale Ave	Robinson	76706-5619	254.662.1415	VI
Cindy	Lopez	04/04/1996	Utility Coordinator	Burnet	PO Box 1369	Burnet	78611-7369	512.756.2822	VI
Crystal	Lopez	01/07/2013	Clerk	Gregory	PO Box 297	Gregory	78359	361.643.6562	X
Kaylie	Luneau		Deputy Clerk	Allen	301 Century Parkway	Allen	75013	214.509.4380	III
Amanda	Martinez	06/30/2014	Clerk	Grand Prairie	200 W Main St	Grand Prairie	75050-5620	972.237.8600	III
Gloria	Martinez	04/30/2012	Deputy Clerk	Pasadena	1001-A Shaw Ave.	Pasadena	77506	713.475.5562	IX
Janie	Martinez	10/19/1981	City Secretary	Odem	PO Box 754	Odem	78370	361.368.2831	X
Jerome	Martinez	02/09/2015	Deputy Clerk	Harker Heights	305 Millers Crossing	Harker Heights	76548-5666	254.953.5620	VI
Sandra	Martinez		Deputy Clerk	Converse	402 South Seguin Rd	Converse	78109	210.658.8021	VII
Gerrie	Matlock		Court Sub.	Granbury	116 W Bridge St	Granbury	76048-2160	817.573.8541	II
Megan	Mayes	09/01/2013	City Secretary	Morgan's Point	1415 E. Main St.	Morgan's Point	77571	281.471.2171	IX
Michael	McGuire	02/23/2015	Assistant Manager	Austin	PO Box 2135	Austin	78768-2135	512.974.4636	VI
Brydan	McNeely	01/19/2015	Court Operations Supervisor	Austin	PO Box 2135	Austin	78768-2135	512.974.4800	VI
Lauren	McPhate	09/02/2014	Deputy Clerk	Granbury	116 W Bridge St	Granbury	76048-2160	817.573.8541	II
Melissa	Mendell	08/04/2014	Clerk	Friendswood	1600 Whitaker Dr	Friendswood	77546	281.996.3252	VIII
Tracy	Moore	11/01/2014	Clerk	La Porte	3005 N 23rd St.	La Porte	77571	281.842.0406	IX
Susan	Morris	03/10/2014	Clerk	Sherman	317 S Travis St	Sherman	75090-7146	903.892.7187	III
Kendra	Murray	01/05/2015	Clerk	Sugar Land	PO Box 110	Sugar Land	77487-0110	281.275.2560	IX
Naomi	Neblett	07/14/2014	Deputy Clerk	College Station	300 Krenek Tap Rd	College Station	77840-5023	979.764.3683	VII
Jessica	Noaker	12/01/2014	Development Svcs Technician	Horseshoe Bay		Horseshoe Bay	78657	830.598.9959	VI
Monique	Noey		Deputy Clerk	Malakoff	Post Office Box 1177	Malakoff	75148	903.489.0699	IV
Mitzi	Nolan	12/08/2014	Clerk	Bridge City	PO Box 846	Bridge City	77611-0846	409.735.6801	VIII
Tina	Nolasco	11/03/2014	Clerk	Garland	1791 W Avenue B	Garland	75042-8728	972.487.7389	III
Carrie	O'Neal	03/30/2015	Clerk	Iowa Colony	12003 County Road 65	Rosharon	77583	281.369.2471	VIII
Jacqueline	Osuna	10/01/2014	Clerk	Pleasanton	PO Box 209	Pleasanton	78064	830.281.6828	X
Joseph	Oviedo	06/16/2014	Clerk	Grand Prairie	200 W Main St	Grand Prairie	75050-5620	972.237.8601	III
Mori	Parker	10/27/2014	Deputy Clerk	Gregory	PO Box 297	Gregory	78359	361.643.6562	X
Tina	Paulus	11/26/2007	Deputy City Marshal	College Station	300 Krenek Tap Rd	College Station	77840	979.764.5053	VII
Delilah	Perez	07/17/1989	Deputy Court Clerk	Bryan	Post Office Box 1000	Bryan	77805	979.209.5400	VII
Jennifer	Perez	06/01/2011	Deputy Clerk	Harlingen	1018 Fairpark Boulevard	Harlingen	78550	956.216.5121	X
Ellen	Perry	10/02/2014	Assistant Clerk	Richardson	PO Box 830978	Richardson	75083-0978	972.744.4502	III
Nicole	Petersen	04/23/2014	Clerk	Somerset	7360 E 6th St	Somerset	78069-4409	830.701.4100	VII
Amanda	Portales-Berumen	09/08/2014	Clerk	Sansom Park	5705 Azle Ave.	Fort Worth	76114	817.626.3791	II

Patricia	Proehl		Deputy Clerk	Texas City	1004 9th Ave N	Texas City	77590-7407	409.643.5800	VIII
Alicia	Purcell		Clerk	Winnsboro	501 S Main St	Winnsboro	75494-3227	903.342.3654	IV
Clendia	Quirarte	09/01/2014	Clerk	Springtown	PO Box 444	Springtown	76082-0444	817.220.4834	II
Michelle	Ramos	11/01/2006	Clerk	Belton	711 E. 2nd Avenue	Belton	76513-0120	254.933.5838	VI
Shirley	Rankin	01/12/2015	Clerk	Santa Anna	709 Wallis Ave	Santa Anna	76878-2006	325.348.3403	V
Laura	Rex	06/01/2013	Court Administrator	Big Sandy	PO Box 986	Big Sandy	75755-0986	903.636.5534	IV
Brenda	Reyes	03/06/2015	Deputy Clerk	Lakeway	104 Cross Creek	Lakeway	78734-4465	512.314.7560	VI
Hannah	Roberts	11/05/2014	Clerk	Breckenridge	120 W Elm St	Breckenridge	76424-3512	254.559.2160	II
Lisa	Robles		Judicial Information Analyst	Non-Municipal Court Empl Office of Court Administration		Austin	78711	512.463.3789	VI
Jacqueline	Romero	04/20/2015	Clerk	Tye	PO Box 369	Tye	79563-0369	325.692.9581	V
Erin	Roseman	01/05/2015	Assistant Director	ArlingtonDivision: JUD	101 South Mesquite Street, Suite 301	Arlington	76004	817.459.6944	II
Mayra	Salcedo		Clerk	Mesquite	211 Municipal Way	Mesquite	75149	972.216.6206	III
Laura	Salinas	12/19/2014	Deputy Court Clerk	Falfurrias	105 S. St. Mary's, P.O. Box 5504	Falfurrias	78355-4309	361.325.5039	X
Ashley	Sandoval	02/17/2015	Clerk	Brackettville	PO Box 526	Brackettville	78832-0526	830.563.9823	V
Amy	Schillerstrom	07/13/2014	Court Operations Supervisor	Austin	700 East Seventh St.	Austin	78701	512.974.4840	VI
Suzanne	Scott	04/14/2014	Clerk	Hillsboro	PO Box 568	Hillsboro	76645-0568	254.582.9634	VI
Andrea	Shankle	09/09/2013	Deputy Clerk	Pasadena	1001-A Shaw Ave.	Pasadena	77506	713.475.5562	IX
April	Shearer	02/06/2015	Deputy Clerk	Keene	100 N Mockingbird Ln	Keene	76059-2323	817.641.3336	II
Angie	Smith		Clerk	Maypearl	PO Box 400	Maypearl	76064-0400	972.435.2380	VI
Jennifer	Snyder	02/23/2015	Clerk	Kaufman	209 S Washington St	Kaufman	75142-2006	972.932.2216	III
Diana	Solis	11/01/2014	Clerk	La Villa	PO Box 60	La Villa	78562-0060	956.262.2122	X
Rick	Solis	05/01/2014	Deputy Clerk	Alamo	502 East Duranta	Alamo	78516	956.787.8689	X
Priscilla	Sotomayor	12/17/2014	Deputy Clerk	Alvin	216 W Sealy St	Alvin	77511-2341	281.388.4250	VIII
Heather	Spivey	01/26/2015	Clerk	Bruceville-Eddy	143 Wilcox Dr Ste A	Eddy	76524-3955	254.859.5964	VI
Nasrin	Tijerina	12/15/2014	Deputy Clerk	Carrollton	2001 E Jackson Rd	Carrollton	75006-1739	972.466.4750	III
Melissa	Tobias	09/02/2014	Deputy Clerk	Missouri City	3845 Cartwright Road	Missouri City	77459	281.403.8669	IX
Carolina	Trujillo	10/06/2014	Clerk	Richmond	600 Morton St	Richmond	77469-3005	281.342.5478	IX
Vanessa	Vasquez	09/17/2014	Clerk	Highland Park	4700 Drexel Dr	Dallas	75205-3107	214.559.9303	III
Edie	Walker	03/16/2015	Court Administrator	Johnson City	PO Box 369	Johnson City	78636-0369	830.868.7111	VII
Neoso	Walker	11/10/2014	Clerk	Longview	PO Box 1952	Longview	75606	903.237.1183	IV
Stacy	Walker		Clerk	Farmers Branch	3723 Valley View Ln	Farmers Branch	75244-4902	972.484.4125	III
Jessica	Wells	03/23/2015	Deputy Clerk	Decatur	PO Box 1299	Decatur	76234-6143	940.393.0222	II
Dana	Whinery	05/12/2014	Clerk	Pampa	PO Box 2499	Pampa	79066-2499	806.669.5785	I
Megan	Wiggins	02/09/2015	Clerk	Dickinson	4403 Highway 3	Dickinson	77539	281.537.6297	VIII
Tamra	Wiley	10/20/2014	Deputy Clerk	Lake Jackson	5 Oak Drive, Suite B	Lake Jackson	77566	979.297.1031	VIII
Tasha	Wilk		Clerk	Point	365 N. Locust St.	Point	75472-0459	903.598.3296	IV
Cheryl	Willmore	07/14/2014	Clerk	Rockport	622 E Market St	Rockport	78382-2530	361.729.2213	X
Dana	Wittie	08/18/2014	Clerk	Moody	PO Box 68	Moody	76557-0068	254.853.2314	VI
Tracy	Woolsey	07/16/2007	Clerk	ArlingtonDivision: JUD	PO Box 90403, MS 63-100	Arlington	76004	817.459.4492	II
Ashley	Wright	10/20/2014	Deputy Clerk	Port Neches	1201 Merriman St	Port Neches	77651-2951	409.722.1424	VIII
Brittany	Wright	11/03/2014	Clerk	Sugar Land	PO Box 110	Sugar Land	77487-0110	281.275.2560	IX
Stephanie	Wright	12/15/2014	Clerk	Stratford	PO Box 143	Stratford	79084	806.366.3062	I
Yolanda	Ysasi	11/19/2014	Clerk	Los Indios	PO Box 369	Los Indios	78567	956.399.4255	X
Laura	Zendejas	10/15/2013	Clerk	Gonzales	820 N Saint Joseph St	Gonzales	78629-3507	830.672.2815	VII

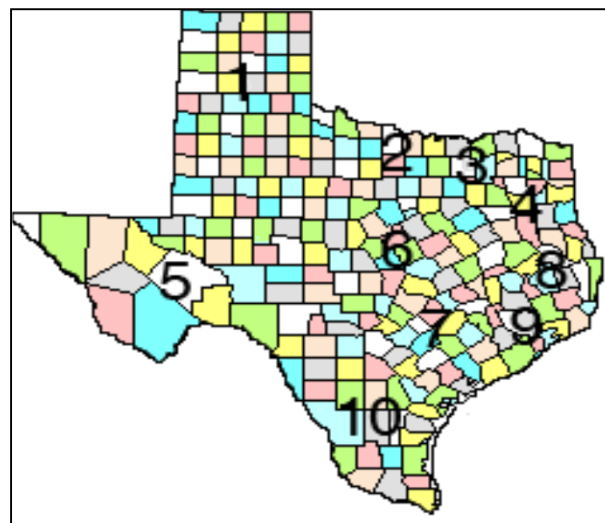
I	II	III	IV	V	VI	VII	VIII	IX	X	N/A	
3	20	14	14	6	29	15	17	13	17	0	148

## Regional Representation



### TMCA Regional Directors:

- Region I: Hon. Gary Bellair - 806.829.2470 (o)
- Region II: Hon. Danny Rogers - 817.392.6715 (o)
- Region III: Hon. Michael Acuna - 214.670.5573 (o)
- Region IV: Hon. Phyllis Rogers - 903.885.7454 (o)
- Region V:
- Region VI: Hon. David Garza
- Region VII: Hon. Edward Spillane - 979.764.3850 (o)
- Region VIII: Hon. Donna Starkey - 281.388.4250 (o)
- Region IX: Hon. Esmeralda Garcia - 713.247.5464 (o)
- Region X: Ms. Connie Rodriguez - 956.681.2900 (o)

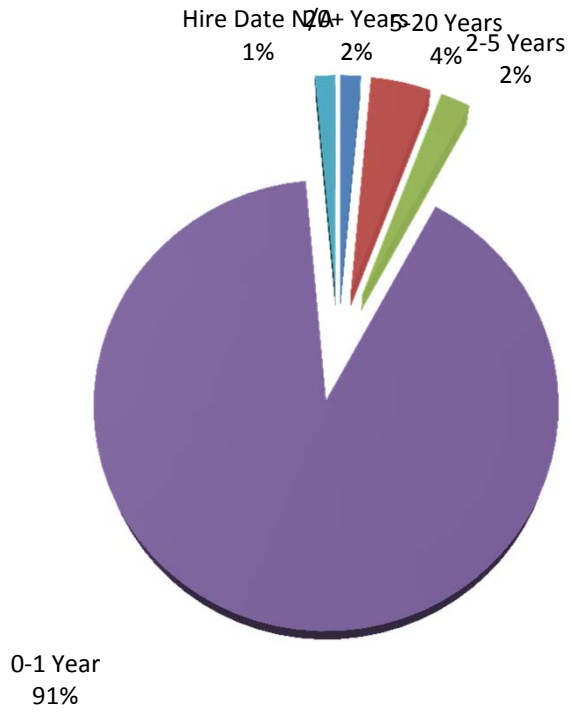






20+ Years	5-20 Years	2-5 Years	0-1 Year	Hire Date N/A
2	6	3	125	2

### Appointment / Hire Date



Update these too and NOT B and C  
134            128            125

Hire Date N/A Hire Date N/A  
2            0

**138**

Add these two together and enter into E

# **FACULTY BIOGRAPHIES**

## **JAIME BREW**

Jaime Brew is the Municipal Court Administrator for the Sugar Land Municipal Court. She has worked in municipal courts for over six years. Prior to working for the Sugar Land Municipal Court, Mrs. Brew was employed by the Killeen Municipal Court of Record. During her tenure at the City of Killeen she held the positions of Clerk of the Court and the Compliance/Collections Manager. Jaime has a very diverse work history. She has previously worked in the areas of mortgage lending, finance, and banking.

Mrs. Brew received her Bachelor of Business Administration degree from Texas A&M University in College Station, Texas. She also received her Master of Business Administration degree from the University of Mary Hardin-Baylor in Belton, Texas. Jaime participated in the Texas Court Clerks Certification Program and became a Certified Municipal Court Clerk (CMCC) in 2013. Mrs. Brew is a member of the Texas Court Clerks Association (TCCA) and serves as a Director at Large on the TCCA Board of Directors. She also serves as the Certification Program Financial Manager. Jaime participates in several TCCA State committees such as the Bylaws, Certification and Education, Membership, Public Relations, Publications, and Website.

## **ELAINE BROWN**

Elaine Brown is the Municipal Court Administrator for Morgan's Point. Ms. Brown achieved her Level I Certification in 2002, her Level II in 2003, and in 2005, she became the 20th clerk to achieve her Certified Municipal Court Clerk status.

Elaine Brown was the Gulf Coast Chapter Secretary from 2001-2003. She held the position of Gulf Coast Chapter Treasurer from 2004-2007. In 2006 she was the Gulf Coast Chapter Clerk of the Year. She is currently the Gulf Coast Chapter President and the 2012 TCCA Conference Chair that will be held in Galveston, October, 2012.

Elaine Brown has been on the TCCA Board of Directors since 2002. She has held the position of TCCA Certification Program Financial Manager and a member of the Education Committee since 2007. Ms. Brown was the Committee Chair for the TCCA Nomination Committee in 2002-2006 and again in 2008-2009. She has held the Committee Chair for the TCCA Vendor/Sponsor Committee in 2006, 2008, and 2009-2010 and Co-Chair that committee in 2011. Ms. Brown is a Committee Member on the Conference Committee for TCCA. In 2009, Elaine's peers awarded her with the 2009 Excellence Award at TCCA Annual Conference in Abilene for her selfless and outstanding contributions to her profession and her colleagues.

Ms. Brown has been the TMCEC Level I & Level II Facilitator since 2004 and has served as a class instructor for TMCEC.

## **ROBBY CHAPMAN**

Robby Chapman is Director of Clerk Education and Program Attorney for the Texas Municipal Courts Education Center. In this role, he plans, develops, and manages nine Regional Clerks Seminars, two 32 hour New Clerks Seminars, and the annual Court Administrator's Conference. Mr. Chapman has been on the faculty for TMCEC since 2013 and has presented to municipal judges, prosecutors, and clerks throughout the state.

Mr. Chapman previously served as an Assistant District Attorney for Nueces County, Assistant City Attorney for the City of Cedar Park, and a criminal defense attorney. While a prosecutor, Mr. Chapman received the Merit Certification in Municipal Court Prosecution from the Texas City Attorneys Association. He has handled criminal cases ranging from class c misdemeanors to felonies.

Mr. Chapman has a Doctor of Jurisprudence from St. Mary's University School of Law and a Bachelor of Arts in History from The University of Texas at Austin.

## **LINDA EVERITT**

Ms. Everitt is Senior Attorney / Chief Municipal Prosecutor for the City of Arlington City Attorney's Office and a part-time municipal judge for the City of Plano. She has a B.A. in English from the University of Oklahoma, a law degree from Georgetown University Law Center in Washington D.C., and has been licensed to practice law in Texas since 1981. In 1986, Linda began prosecuting part-time in the Plano Municipal Court, where she was introduced to TMCEC; she has been attending TMCEC conferences ever since. Since 1998, Linda has been a presenter at conferences for TMCEC and the Texas Court Clerks Association. Judge Everitt has also served for several years as a presenter for the Building Professionals Institute, Texas City Attorney's Association, police training academies and constable's associations. In 2011, Linda was selected by the Texas City Attorney's Association to receive the Galen Sparks Award, as the 'large-cities' Assistant City Attorney of the Year.

## **ALLEN GILBERT**

Judge Allen Gilbert is the Municipal Judge in San Angelo and has been since he was appointed in 1975. He has worn many hats in the judicial world and has accumulated many accolades along with a wealth of experience. Judge Gilbert lectured in education classes for Texas Tech from 1978 to 1986. He co-authored the first Municipal Court Judicial Handbook in 1983 for the State of Texas. He was appointed by the Governor of Texas to serve on the Texas Supreme Court Education Committee for three terms.

Judge Gilbert has served as the President of the Organization of Municipal Courts of Texas and as Vice President of the Texas Municipal Courts Association. He has served as the Legislative Committee Chairman for the Texas Municipal Courts Association and chaired a committee to establish the Texas Municipal Court Training Center. He currently lectures for the Education Center and has since it began in 1987. His newest appointment was by the Chief Justice of the Supreme Court in November 2005 where, in addition to his full-time position as Municipal Judge and teaching at the Education Center, he serves on the Texas Judicial Council. Judge Gilbert was recently appointed as Chair of the Juvenile Justice Committee for Texas Judicial Council.

Currently, Judge Gilbert serves on the Board of Directors for the San Angelo Boys Club, Eastern Little League, and Lake View Christian Bible Church. He also serves as the Vocational Communication Director for San Angelo Independent School District.

## **MARK GOODNER**

Mark Goodner serves as the Presiding Judge for the City of Woodcreek and is the Deputy Counsel and Director of Judicial Education for the Texas Municipal Courts Education Center. Prior to joining the Center, he worked in civil litigation in Austin. Mr. Goodner graduated from the University of Texas School of Law with a juris doctorate and certification in the Graduate Portfolio Program in Dispute Resolution in May of 2007. While in law school, he worked in the mediation clinic, was a finalist in the Thad T. Hutcheson Moot Court Competition, and served on the executive board of Assault & Flattery.

## **JACKIE HABERSHAM**

Jackie Habersham is Senior Commission Counsel for the State Commission on Judicial Conduct. She has been with the Commission since June 2001. In 1985, Jacqueline earned a Bachelor of Science degree in a dual major of Political Science and Public Administration and graduated *magna cum laude* from Florida A&M University in Tallahassee, Florida. She earned her law degree in 1992 from Thurgood Marshall School of Law at Texas Southern University. Prior to joining the Commission staff, she was an attorney in private practice in Houston, Texas concentrating in the areas of criminal defense, family law and personal injury.

## **LANDRA HUDSON SOLANSKY**

Landra Hudson has been formally recognized in her community for establishing a good working relationship with county law enforcement officials, developing formal magistrate procedures for City cases and implementing new

policies and procedures within the Seguin Municipal Court. Landra is a Level III Municipal Court Clerk and President of the Freedom Trail Chapter of the Texas Court Clerks Association.

Landra has been employed with the City of Seguin since September 2008 and currently holds the position of Municipal Court Administrator.

### **BRIAN HOLMAN**

Judge Brian Holman was born and raised in San Diego, California and attended Brigham Young University where he received a B.A. in Political Science. Judge Holman went on to earn his Law degree from the University of Arkansas. While living in Spain as a missionary for the LDS Church, Judge Holman developed a fluency in the Spanish language which he continues to use in his current position as presiding judge for the Lewisville Municipal Court. He serves as alternate judge for the Cities of Bartonville and Aubrey and is the prosecutor for the City of Justin. Prior to taking the bench full-time, Judge Holman had a private law practice for 10 years in Denton, Texas, where he still resides with his wife of 29 years.

### **LANDRA HUDSON SOLANSKY**

Landra Hudson Solansky has been formally recognized in her community for establishing a good working relationship with county law enforcement officials, developing formal magistrate procedures for City cases and implementing new policies and procedures within the Seguin Municipal Court. She is a Level III Municipal Court Clerk and President of the Freedom Trail Chapter of the Texas Court Clerks Association.

She has been employed with the City of Seguin since September 2008 and currently holds the position of Municipal Court Administrator.

### **LEAH HUFF**

Ms. Huff began her 15 year career with the Fort Worth/Dallas based, municipal law firm of Taylor, Olson, Adkins, Sralla and Elam, L.L.P. as a paralegal, and promoted to Law Office Administrator. In 2006, she joined the City of Southlake as the Municipal Court Administrator for five years, with major accomplishments including the development of a high-level technological court process with her team through implementation of paper-light, audio/visual court recording, online / kiosk payments and warrant interface with remote dispatch center, while building a quality team through the World Famous Seattle FISH! Program. Tyler Technologies offered her the opportunity to assist other courts through implementation of the paper-light and legal court processes across nine states, and soon afterwards a precious granddaughter was born (The Princess).

Ms. Huff achieved her Texas Court Clerk's Certification, Level I certification in 2007, Level II certification in 2008 and began her Level III certification (CMCC) assessment clinic in 2009. Currently, she is pursuing completion of her Certified Court Manager's certificate with the National Center for State Courts Institute for Court Management. Additionally, she graduated from Strategic Government Resources Fourth Dimension Leadership Model Academy in 2009 and from nationwide trainer Coach Rick Kolster's Leadership Academy in 2007, as well as numerous paralegal and law office administrative certification and CLE courses.

During her career, Ms. Huff has been active in the Texas Court Clerk's Association, North Texas Court Clerk's Association, and the Texas Municipal Courts Association serving in a variety of positions ranging from Director at Large to Conference Committee Chair & Committee Member, as well as on the Education Committee. Ms. Huff is a certified instructor for the Texas Municipal Courts Education Center since 2007 and has continued to serve as faculty for the Court Clerk's School, New Judges and Clerks Boot Camp, and Court Administrators. Additionally, she has been active as an instructor for a variety of leadership and management courses across the United States, sharing her passion for court and the law, and has been an active trainer for software and imaging instruction with Tyler Technologies and Laserfiche. Ms. Huff is an approved instructor for the Clerk Certification Program for continuing education hours provided by the TCCA chapters and regularly facilitates training opportunities across the State of Texas to share court and technology knowledge, as well as build court "share communities" to encourage court clerks to support each other in the municipal court profession.

Soon after the Princess was born, Ms. Huff joined the Business Development Team at Municipal Services Bureau d/b/a Gila, L.L.C., fulfilling her passion for court and the law by training on court procedures, technological processes and facilitating court collection and cash handling best practices with Municipal Court clients, cities, counties & state agencies across 38 states.

### **RHONDA KUEHN**

Ms. Kuehn is the Court Administrator for the City of Brenham Municipal Court. She is a Level III Certified Municipal Court Clerk and has a Bachelor's Degree in History from Sam Houston State University. She has worked for the City of Brenham since 1996. Rhonda serves as Vice President on the Executive Board for the Texas Court Clerks Association. She currently co-chairs the TCCA Certification and Education Committee and sits as a member on the TMCA Education Committee. Rhonda represents TCCA on the Texas Municipal League Board of Directors as well.

### **JIM LEHMAN**

Mr. Lehman is currently the Collection Program Manager for the Texas Office of Court Administration responsible for implementing the state's Court Collection Improvement Program and for providing collections assistance to more than 2,600 courts statewide. Mr. Lehman previously managed the Dallas County Criminal Courts Collection Department and has more than 20 years of private sector collections experience. He has served as faculty on events sponsored by the National Center for State Courts, the National Association for Court Management, the Texas Center for the Judiciary, and the Texas Municipal Courts Education Center. Mr. Lehman is the recipient of the Justice Achievement Award from the NCSC, and has been published in various publications including County Progress Magazine, Courts Today, the Recorder, and GCAT Newsletter.

Mr. Lehman holds a B.A. degree from the University of Central Oklahoma at Edmond, Oklahoma and is the former Executive Director of the Governmental Collectors Association of Texas.

### **SANDRA MABBETT**

Ms. Mabbett is the Judicial Information Analyst for the Office of Court Administration's Research and Court Services Division. The Judicial Information Staff are responsible for collecting, analyzing, and publishing court activity statistics and other judicial data. She has served in this position since 2004.

Prior to her employment with OCA, she was employed by the federal government for 25 years.

Ms. Mabbett is a native of upstate New York who moved to Austin in 1978.

### **TESSA MADISON**

Tessa Madison is the Program Coordinator at the Texas Municipal Courts Education Center in Austin. She grew up in Katy, Texas and attended the University of Texas at Austin where she received a B.S. in Political Science and Pre-Law.

Ms. Madison has worked for TMCEC since May of 2008. She is an marathon runner and a certified yoga instructor and enjoys teaching classes in her spare time.

### **REGAN METTEAUER**

Regan Metteauer has been a Program Attorney at TMCEC since 2012. TMCEC is a contract training provider with the Texas Commission on Law Enforcement (TCOLE), for which she is currently the Training Coordinator. She holds a TCOLE Basic Instructor certification. Mrs. Metteauer received her Bachelor of Arts in Journalism from Sam Houston State University and her Juris Doctor from Baylor Law School. While at SHSU, she was a sports writer for The Houstonian and a media intern at the Shell Houston Open. Mrs. Metteauer married her college sweetheart, who is an Austin police officer. Their daughter, Savannah Primrose, was born May 24, 2013. Prior to law school, Ms. Metteauer

worked as a manager at Barnes and Noble Booksellers, a substitute teacher for Hutto ISD, and a member of the Youth Ministry Leadership Team at Hutto Baptist Church. Mrs. Metteauer has strong ties to Shawnee, Oklahoma, where she was born, and Conroe, Texas, where she graduated from high school and where her family lives and runs a catering company, Darrel's Catering, named after her grandfather.

### **NED MINEVITZ**

Ned Minevitz, a Massachusetts native, has served as TxDOT Grant Administrator and Program Attorney at the Texas Municipal Courts Education Center since November, 2013. Mr. Minevitz also serves as General Counsel for EverThin, LLC, a startup company based in Massachusetts. He received his B.A. from Connecticut College in New London, CT where he majored in East Asian Studies. Spending extensive time in China after college, Mr. Minevitz is proficient in Mandarin Chinese. In 2013, Mr. Minevitz earned his J.D. from the Sandra Day O'Connor College of Law in Tempe, AZ. In his free time, he enjoys tennis, golf, squash, and foreign film.

### **LEANDRA MOORE**

Leandra Moore currently works with Boerne Police Department as the Criminal Investigations Administrative Assistant and also serves as the Property and Evidence Room Custodian. Previously she worked with Boerne Municipal Court for 6 ½ years. During that time she completed her Level I and Level II certifications and was beginning her Level III. While studying for the Level II certification, she was asked to assist a neighboring city's municipal court in bringing the court 6 months in arrears to current and training a new court clerk. Ms. Moore's passion for court and the opportunity to assist the neighboring city's Municipal Judge with that project was the driving force for her level II certification and the desire to keep going to Level III. The Police Department position became available and was a new challenge that gave her the ability to see another side of the Justice System and how cases are compiled to be sent to the various courts for adjudication. Ms. Moore's passion for court is still strong and she stays current in her studies to be able to maintain her certifications and now acts as a facilitator for TCCA.

### **TAMMY ODOM**

Tammy Odom is the Court Administrator for Texas City. She previously has served as the Deputy Court Clerk and City Clerk for the City of Sweeny since July 2000. She is currently a member of the Texas Municipal Courts Association, President of the Texas Court Clerks Association and Past-President of the TCCA - Gulf Coast Chapter. She has been the recipient of the Texas Court Clerks Association's Distinguished Service Award (2005), Extraordinary Achievement Award (2006) and the Excellence Award (2007). She was also named Clerk of the Year in 2007 by the TCCA – Gulf Coast Chapter. In 2002, Ms. Odom earned her Certified Court Clerk Level II.

### **BILL RAGSDALE**

William (Bill) Ragsdale is the Presiding Judge for the City of Ingram and has been a Justice of the Peace for Kerr County 24 years. He has taught for the Justice of the Peace Training Center for three years and is enjoying his third year teaching for the Texas Municipal Court Education Center. Judge Ragsdale began court work as a Court Clerk and was the City Marshal for the City of Ingram. He earned a Peace Officer Master License with fifteen years of experience and has an Instructor License for TCOLE.

### **RYAN KELLUS TURNER**

Ryan Kellus Turner is General Counsel and Director of Education for the Texas Municipal Courts Education Center. Prior to joining the Center in 1999, he served as Briefing Attorney for Judge Sharon Keller at the Texas Court of Criminal Appeals. Mr. Turner obtained his juris doctorate from Southern Methodist University School of Law. He received his Bachelor's Degree in Psychology with highest honors from St. Edward's University, Austin, Texas, where he now teaches as an adjunct faculty member in the School of Behavioral and Social Sciences. In 2004 and 2013 he was the recipient of the School's Adjunct Teaching Excellence Award and a finalist for the University Adjunct Teaching Excellence Award in 2014.

Mr. Turner is currently Deputy City Attorney for the City of Dripping Springs and has served as a Special Assistant County Attorney for Kendall County.

In 2011, he was an advisory member on the Texas Judicial Council's Juvenile Justice Committee. In 2012, Mr. Turner was named Co-Chair of the Texas Judicial Council Legislative Subcommittee on Juvenile Justice.

A native Texan, Mr. Turner was raised in the north Texas town of Vernon. He is the co-author of the books *Lone Star Justice: A Comprehensive Overview of the Texas Criminal Justice System* and *The Municipal Judges Book*.