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TMCEC is a 501(c)(3) non-profit corporation created by the Texas Municipal Courts Association (TMCA) and is an organization whose purpose is to provide assistance, training, and support for municipal judges and court personnel to improve the fair and impartial administration of justice in municipal courts. TMCA membership is not required to participate in TMCEC programs, and regardless of membership status, your ideas about what types of programs, publications, and services that would best help you and your work in the courts are welcomed. Please contact me with your ideas by telephone (800.252.3718 or 512.320.8274) or email (tmcec@tmcec.com).

TMCEC is funded by public monies. Generally, only individuals currently employed by a municipal court in Texas are eligible to register for and attend TMCEC programs. Exceptions include: (1) juvenile case managers working in justice courts may attend the Juvenile Case Manager Conference; (2) county and district attorneys that prosecute Class C Misdemeanors in justice or county courts may attend prosecutors programs; (3) judges that hear municipal court appeals may attend regional judges programs; and (4) program partners, city officials, and law enforcement may attend TxDOT-funded programs at TxDOT or local expense.

Sincerely,

[Signature]

Executive Director
Texas Municipal Courts Education Center

September 2018
According to the Rules of Judicial Education, all municipal judges (both attorney and non-attorney) must complete a minimum of 16 hours of judicial education every year. Newly appointed or elected attorney judges must satisfy their entire 16-hour requirements by attending a TMCEC regional conference within one year from appointment or election and another TMCEC regional conference in its entirety the following year. To qualify as an attorney judge, you must be licensed by the State Bar of Texas. Newly appointed or elected non-attorney judges must, within one year of the date of appointment or election, complete 32 hours of continuing judicial education from TMCEC before attending a regional conference the next year. Two programs are offered for new, non-attorney judges (see page 4). After judges have completed at least two years of required judicial education through TMCEC, municipal judges must complete eight hours of judicial education through continuous in-person presentation from TMCEC, but may complete the remaining eight hours, often called flex-time, through in-person presentations, approved online education, or any combination of approved in-person events and online education.

The TMCEC academic year is September 1, 2018 through August 31, 2019. Judges who have been on the bench longer than one year must attend an approved program once per year for judicial education credit regardless of birth date or date of appointment. For attorney judges, this is a different reporting year than the State Bar’s Minimum Continuing Legal Education (MCLE) rules, which are based on birth date.

The Center will request approval to offer MCLE and Criminal Law and Juvenile Law Specialization credits at most TMCEC judges’ conferences, except for the schools for new non-attorney judges, some clinics, and the four-hour orientations. CLE may be purchased from TMCA for $100 per seminar.

Municipal judges have an alternative to attending programs offered by the Center. The Municipal Courts Education Committee allows municipal judges to obtain mandatory judicial education from alternative providers (see page 20).

After two years of judicial education through TMCEC, municipal judges may choose to participate in relevant, approved non-TMCEC presentations of at least eight hours of in-person presentation with the remaining eight hours through in-person presentation, online education, or any combination thereof. See page 20 for a list of approved providers. Judges who choose to opt out must complete a TMCEC program every other year. Alternative courses and flex-time courses must be predominately criminal law, criminal procedure, juvenile law, judicial trial skills, evidence, or judicial ethics courses related to the jurisdiction of the municipal courts. Courses must contain at least eight hours of continuous, in-person training. Changes to the rule went into effect for the 2012-2013 academic year. If you have any questions, please contact Mark Goodner at TMCEC (800.252.3718). If you wish to complete the INTENT TO OPT OUT FORM, a copy can be found on page 20 of this catalog. We ask that you indicate your intention to opt out prior to April 30, 2019 so that we can anticipate summer enrollment.

### 16 Hours Total Municipal Judge Requirement

<table>
<thead>
<tr>
<th>Required</th>
<th>Flex-time</th>
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<tbody>
<tr>
<td>4 Hours</td>
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</tr>
<tr>
<td>8 Hours</td>
<td></td>
</tr>
<tr>
<td>4 Hours</td>
<td>8 Hours</td>
</tr>
</tbody>
</table>

**Day 1**
- 4 Hours

**Day 2**
- 8 Hours
- 1 Day Clinic offered through TMCEC in Austin*

**Day 3**
- 4 Hours

**Regional Judges Seminar (TMCEC)**
- Day 1
- Day 2
- Day 3

*Or other approved provider.

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1 New non-attorney judges in first year of service must complete a 32-hour program, and then must complete 16 hours each year thereafter.
Recognizing that the individual needs of municipal judges and their courts vary, the Center is pleased to offer judges the following programs:

- New, Non-Attorney Judges Seminars (32 hours)
- Traffic Safety Conference (up to 16 hours)
- Regional Judges Seminar (up to 16 hours)
- Impaired Driving Symposium (up to 8 hours)
- One Day Clinics (4 hours)

New, Non-Attorney Judges Seminar
Designed for new, non-attorney judges, these conferences are 32 to 35 hours in length and last five days. Programs start at 1:00 p.m. on Monday and conclude on Friday at noon. The Rules of Judicial Education require that all municipal judges who are not licensed by the State Bar of Texas attend 32 hours of TMCEC judicial training within one year of the date of their appointment or election. Registration for each is limited to a first-come, first-served basis. Admission is limited to new, non-attorney municipal judges. Non-attorney municipal judges who have been inactive for more than two consecutive academic years are required to repeat the new judges program. Participants must be appointed to office prior to registration. The registration fee is $250.

Regional Judges Seminar
For all attorney judges as well as those non-attorney judges who have previously completed the new judges conference, the regional judges seminar offers 16 hours of education designed to address a broad range of issues which are applicable to courts of all sizes.

After judges have completed at least two years of required judicial education through TMCEC, municipal judges must complete at least eight hours of continuous in-person presentations but may complete the remaining eight hours, often called flex-time, through in-person presentations, approved online education, or any combination of approved in-person events and online education. Judges who choose to complete the minimum of eight hours must complete all eight hours on Day Two of the program from 8:00 a.m. - 5:00 p.m. Judges with two years of judicial education completed may still complete the entire 16-hour requirement at one regional seminar by attending the entire seminar, or they could choose to complete 12 hours of in-person education at the seminar by attending Day Two and either Day One or Day Three.

The tentative agenda for the regional conference will be available online at www.tmcec.com by August 1, 2018. The registration fee is $100, or $150 for registration and private, single-occupancy housing for one night, or $200 for registration and private, single-occupancy housing for two nights.

**Special Topic Session:** TMCEC will continue to offer a special session to be held from 1:00 - 5:00 p.m. on the first day of most regional judges and clerks seminars. This program is designed for both judges and clerks. This year’s special session will focus on foundational topics that will be especially useful for clerks and judges new to their positions as well as those who would like to brush up on their basics. Planned topics include Authorities and Duties, Driving Safety Courses, Deferred Disposition, and an Overview of Trial Processes.

**Registration and CLE Fees**
The TMCA/TMCEC Board of Directors has adopted a policy to charge a mandatory $100 registration fee for regional judges and clerks programs. This fee became effective September 1, 2017. In addition, the board adopted a $100 fee that will only apply to attorney judges who wish to receive CLE credit for their attendance at TMCEC programs. This fee became effective September 1, 2006. This fee is deposited in the TMCEC/TMCA private fund account and used for expenditures not allowed by the Court of Criminal Appeals of Texas (compensation, membership services, and building fund). Both fees apply in FY 19 as well. If you do not wish to seek CLE credit from TMCA, you can obtain it from another provider, claim the judicial exemption, or self report.

**I am an Attorney Judge, must I pay the fee?**
There is a notable exemption from the $100 fee. For example, if attorney judges take the judicial exemption or do not need or want the CLE credit, they will not pay the $100 fee. Should judges choose to take the judicial exemption from the State Bar MCLE reporting requirements, they will still receive judicial education credit. The exemption from MCLE requirements for any member of the State Bar of Texas who is 70 years of age or older has been eliminated. If judges are not reporting MCLE hours to the State Bar of Texas, they would not be required to pay the $100 fee to TMCEC as the hours would not be reported.

**How do I pay the fees?**
The fees are payable to the Texas Municipal Courts Education Center by check or credit card with your registration form. TMCEC cannot register you until payment has been received. Online registrations and payments are also available.
Justices of the Peace
Non-attorney justices of the peace who are appointed to the municipal court bench must attend a TMCEC New Judge seminar within one year of appointment (32 hours). Those who are licensed by the State Bar of Texas must attend a TMCEC regional seminar within one year of appointment (16 hours).

The Waiver Process
If a judge is unable to complete the mandatory 16 hours of judicial education within the academic year (September 1, 2018 - August 31, 2019), he or she may request a waiver from the Municipal Courts Education Committee. A form to make this request can be obtained from TMCEC (800.252.3718) or online. The Committee typically reviews requests for waivers in September after the end of the academic year. If an emergency situation has occurred and is well-documented in the request for a waiver, the Committee may grant a conditional waiver that will require the judge to attend two conferences (one at his or her own expense) in the next year. Only in rare cases is an unconditional waiver granted. If a waiver is denied, the judge’s name is sent to the State Commission on Judicial Conduct. It is highly recommended that judges not wait until the summer to attend a judicial education program. With 10 regional programs, the Impaired Driving Symposium, and the TMCEC/TxDOT Traffic Safety Conference being held this year, it is unlikely that the Committee will view requests for either unconditional or conditional waivers with any leniency.

The grant only provides sufficient funding for judges and clerks to attend one TMCEC program a year. Judges and clerks may attend a second TMCEC program at their own expense. There is no longer an exception to this policy for judges who serve as their own clerks (and do not have deputy clerks). They may attend a regional clerk program in the same year at their own expense if space permits. The cost of a conference is typically $300 per person, or more, which includes housing and meals.

Regional Judges Seminar Schedule
Limited Enrollment: Register early!

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Hotel/Address</th>
</tr>
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<tbody>
<tr>
<td>October 24-26, 2018 (W-Th-F) Tyler</td>
<td>Holiday Inn 5701 South Broadway, Zip Code: 75703, 903.561.5800</td>
<td></td>
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<tr>
<td>November 13-15, 2018 (T-W-Th) Austin</td>
<td>Omni Southpark 4140 Governor's Row, Zip Code: 78744, 512.448.2222</td>
<td></td>
</tr>
<tr>
<td>February 3-5, 2019 (Su-M-T) Galveston</td>
<td>San Luis Resort 5222 Seawall Blvd., Zip Code: 77551, 409.744.1500</td>
<td></td>
</tr>
<tr>
<td>March 6-8, 2019 (W-Th-F) Addison</td>
<td>Crowne Plaza Addison 14315 Midway Rd., Zip Code: 75001, 972.980.8877</td>
<td></td>
</tr>
<tr>
<td>April 8-10 2019 (M-T-W) Lubbock</td>
<td>Overton Hotel 2322 Mac Davis Lane, Zip Code: 79401, 806.776.7000</td>
<td></td>
</tr>
<tr>
<td>May 5-7 2019 (Su-M-T) S. Padre Island</td>
<td>Isla Grand Beach Resort 500 Padre Blvd., Zip Code: 78597, 956.761.6511</td>
<td></td>
</tr>
<tr>
<td>May 7-9, 2019 (T-W-Th) S. Padre Island</td>
<td>Isla Grand Beach Resort 500 Padre Blvd., Zip Code: 78597, 956.761.6511</td>
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</tr>
<tr>
<td>June 3-5, 2019 (M-T-W) Abilene</td>
<td>MCM Elegante Suites 4250 Ridgemont Dr., Zip Code: 79606, 325.698.1234</td>
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*NJC is The National Judicial College*
TMCEC Clerks Programs

The Texas Legislature, the Court of Criminal Appeals, and the Texas Municipal Courts Association recognize the importance of training and allocating funds for the continuing education of municipal court personnel. Although annual court clerk education is not currently required by the state, however, TMCEC is pleased to offer court personnel the following annual programs to enhance education and professionalism in procedural justice in Texas.

- Regional Conferences (up to 16 hours)
- Court Administrators Conference (up to 16 hours)
- New Clerks Conferences (up to 36 hours)
- Traffic Safety Conference (up to 16 hours)
- Local Clerk Clinics (4 hours)
- New Clerks Orientations (4 hours)
- One Day Clinics (4 hours)

For Experienced Clerks - Regional Clerks Seminars

The regional conferences feature both general and breakout sessions addressing a wide range of issues. The conferences help to provide a foundation for building clerks’ knowledge of municipal court practices by familiarizing them with topics including judicial ethics, statutes, legal processes, and legislative issues. These programs help to promote a better understanding of the justice system and the laws that municipal courts must uphold.

Special Topic Session: We are pleased to announce a special topic session will be held from 1:00 - 5:00 p.m. on the first day of most regional conferences. The session is designed for both judges and clerks. Note: In Tyler, this session will be held on the last day of the seminar, from 1:00 - 5:00 p.m. on October 24th. In Addison, this session will be offered on March 6th from 1:00 - 5:00 p.m.

An optional $50 per night private, single-occupancy room fee applies as well.

Regional conferences begin at 8:00 a.m. and conclude at 12:00 p.m. on the next day.

1 Court clerks may attend one TMCEC regional conference each academic year at grant expense. The academic year runs from September 1, 2018 through August 31, 2019. If space is available, court clerks may attend more than one program at their own expense.

2 Participant’s court must be at least 30 miles from the conference to have rooming fees for his or her room paid for by TMCEC.
Court administrators are required to not only have a deep understanding of legal fundamentals, but also to be effective court managers. This conference is designed to develop the administrators' knowledge of both law and management fundamentals. Classes in the past years included Auditing, Court Leadership, and Federal Laws Every Manager Should Know. This conference is also integrated into Level III of the Court Clerks Certification Program. Level III emphasizes building a more in-depth and supervisory level of knowledge of the court system. The program is not limited to clerks and court administrators who are supervisors, but is open to all who want to achieve a Level III certification and the designation as a Certified Municipal Court Clerk. Court administrators who are not participating in the certification program may also attend.

For New Clerks or Clerks Who Have Not Previously Attended TMCEC Programs. New clerks who have never attended TMCEC conferences should first attend a new clerks school. This program offers fundamental classes on court procedures from filing a complaint to final disposition of a case and enforcing judgments. Classes include The Role of the Clerk, Legal Ethics, Charging Criminal Offenses, State Reporting, Handling Records Requests, and Judgments, Indigence, and Enforcement.

Many cities are unaware that municipal court clerks are court officers and that their actions can and do bear directly on proper court operations. If a clerk oversteps the bounds of his or her authority, the clerk, judge, and city may be subject to liability. Also, many clerks are unaware that the Code of Judicial Conduct requires them to observe the same standards of fidelity and diligence that are required of judges. This program helps clerks to perform their jobs more effectively and accurately.

Please register early to guarantee your place in the program. These conferences often have waiting lists, especially the July program. Late registrants will be allowed to attend only if space and funding is available. Participants should bring sufficient funds for dinner each evening, for meals while traveling, and for incidental expenses. The hotel will expect a credit card or cash deposit for telephone calls, meals, and movies charged to the room.
Texas law provides that prosecutions in a municipal court shall be conducted by the city attorney or by a deputy city attorney. Such prosecutors have an ethical and legal obligation to not only represent the State of Texas, but to see that justice is done. TMCEC is a clearinghouse for information relating to the prosecution of fine-only misdemeanors in Texas. Since 1992, TMCEC has offered specialized continuing legal education to prosecuting attorneys from across the state. Currently, more than 700 attorneys licensed in Texas prosecute in municipal court. Fine-only misdemeanors are also prosecuted in justice and county courts. The TMCEC Prosecutors Conferences are uniquely designed to help prosecutors and other attorneys stay abreast of information necessary to maintaining professional competence. Presentations focus on emerging topics, ethics, as well as procedural, substantive, and case law.

**Attendance Policy at Prosecutors Seminars**
TMCEC asks that participants attend the entire conference. As this program is underwritten by public monies, it is required that participants attend all sessions to ensure the best use of public resources. Please do not enroll in the program if you do not intend to stay the entire time.

**CLE Credit**
These conferences will be submitted for CLE credit by the State Bar of Texas. TMCEC plans to provide at least one hour of ethics at each school. The pre-conference offers an additional three hours of CLE credit. The Texas Municipal Courts Association (TMCA) Board adopted the $100 fee that applies only to attorney judges and prosecutors who wish to receive CLE credit for their attendance at TMCEC programs. The fee is voluntary, is deposited in the TMCA private fund account, and is used for expenditures not allowed by the Court of Criminal Appeals of Texas (compensation, membership services, and building fund). If you do not wish to seek CLE credit from TMCA, you can obtain it from another provider.

**Registration Fee**
Municipal prosecutors (attorneys who are hired or retained to prosecute in a municipal court) may register for either of the prosecutors conferences. Housing, two breakfasts, and one lunch are included with the fee. The registration fee is $300 ($400 with CLE) if housing is requested. Municipal prosecutors who do not need housing at the conference hotel will pay a $150 registration fee ($250 with CLE). Attendees who cancel for any reason will be charged a $100 cancellation fee if notice of cancellation is not received at least 10 business days prior to the conference. A registration fee of $350 ($450 with CLE) will be charged to attorneys who are not hired or retained to prosecute in a municipal court.

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**Prosecutors Conferences**

<table>
<thead>
<tr>
<th>Dallas (Tentative)</th>
<th>Austin</th>
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<tbody>
<tr>
<td>April 1-3, 2019 (M-T-W)</td>
<td>June 17-19, 2019 (M-T-W)</td>
</tr>
<tr>
<td>Omni Dallas at Parkwest</td>
<td>Omni Southpark</td>
</tr>
<tr>
<td>1590 Lyndon B Johnson Fwy, Dallas, Texas 75234</td>
<td>4140 Governors Row, Austin, Texas 78744</td>
</tr>
<tr>
<td>972.869.4300</td>
<td>512.448.2222</td>
</tr>
<tr>
<td>Register by: 3/1/19</td>
<td>Register by: 5/17/19</td>
</tr>
</tbody>
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**In FY19, TMCEC is offering one conference for bailiffs and warrant officers who work in Texas municipal courts. The conference will offer 12 hours of training, including segments on court security and other topics related to core job functions. Participants may also attend an optional four-hour pre-conference prior to the start of the conference. In FY19, the registration fee is $150 for participants receiving two nights housing in a double shared room, or $250 for participants wishing to receive a private, single-occupancy room both nights. The registration fee also includes two breakfasts and one lunch.**

**Judge’s Signature**
TMCEC requires a signature authorizing attendance on the registration form from the municipal judge in whose courtroom the bailiff or warrant officer serves.

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**Bailiffs & Warrant Officers Conference**

**TCOLE**
TMCEC is contracted by the Texas Commission on Law Enforcement (TCOLE) to provide training courses. Courses offered by TMCEC may be submitted to the Commission for credit. Participants are eligible for 12 hours of TCOLE credit if they also maintain a Texas peace officer license. Four additional TCOLE hours may be gained by attending the optional pre-conference session. In order to be submitted for TCOLE credit, participants must attend all 12 hours on Day 2 and Day 3, and may attend all additional 4 hours on Day 1. Partial credit will not be given.

Questions about TCOLE and status of credit should be addressed to: TCOLE, 6330 U.S. Highway 290, Austin, Texas, 78723. Telephone: 512.936.7700. Website: www.tcole.state.tx.us.
Orientation for New Judges and Clerks

*This program may not be used for judicial education credit*

Meet with TMCEC staff members to discuss key concepts and processes for municipal courts in Texas. This orientation provides an overview of the role of the judge and the clerk, procedures related to driving safety courses and deferred disposition and will strengthen your understanding of the structure of Texas courts.

10:00 a.m. - 3:30 p.m. — Lunch provided at no charge.

Check the Orientation date that you would like to attend:

☐ Friday, October 19, 2018
☐ Friday, February 22, 2019
☐ Friday, May 17, 2019

There is no registration fee or CLE credit for this program.

ORIENTATION REGISTRATION FORM

Name: __________________________________________ Title: __________________________________________

Court Represented: __________________________ Hire Date: __________________________

Court Address: ______________________________ City: ______________________________ Zip: _______________

Telephone Number: ______________________ Fax Number: __________________________ E-mail: __________

To enroll, fax registration form to 512.435.6118 or email tmcec@tmcec.com

Juvenile Case Managers Program

TMCEC is excited to again offer training for juvenile case managers from June 10-12, 2019 in Austin at the Omni Southpark Hotel. The purpose of this conference is to create consistency across court systems and enable juvenile case managers to be more effective in their multifaceted jobs and optimize their utility as part of the courtroom workgroup. The forum is provided to share ideas that help prevent children from becoming further involved in the justice system and curb juvenile crime at the local level. Curriculum includes topics mandated by the legislature for juvenile case managers.

The deadline to register is May 10, 2019. The cost to register is $150. Those attending will receive two night’s accommodations (in double room sharing with another participant) at the Omni Southpark Austin and conference meals (breakfast and lunch on June 11 and breakfast on June 12). Those who choose a single occupancy room will be required to pay an additional $50 per night. Course materials will be available online prior to the conference. Juvenile case managers who are not employed by municipalities may register for the conference after May 1, 2019 ($200 registration fee plus an optional $50 private room charge per night). Participants must live at least thirty miles from the conference to qualify for a room.

Juvenile Case Managers Program

Austin
June 10-12, 2019 (M-T-W)
Omni Southpark
4140 Governors Row
Austin, Texas 78744
512.448.2222
Register by: 5/10/19
General Conference Information

Payment of registration and housing fees (if applicable) are required prior to enrollment in seminars. Purchase orders are accepted.

Policy on Persons with Disabilities: TMCEC will make every effort to accommodate the needs of persons with disabilities. If you are in need of any such accommodations, please notify the hotel directly. Our contract with the hotel service providers includes provisions for disability accommodations. All participants should feel free to contact TMCEC or our staff at the conferences if accommodations provided by the hotel are not satisfactory.

Regional Conferences (8 to 16 hours): On-site registration for regional conferences is usually from 12:00 p.m.- 5:00 p.m. on the first day of the conference and continues the next morning from 6:45 a.m. - 8:00 a.m. Typical schedule for regional seminars:

Day 1: Special Session: 1:00 p.m. - 5:00 p.m.
Day 2: Seminar: 8:00 a.m. - 5:00 p.m.
Day 3: Seminar: 8:00 a.m. - 12:00 p.m.

Note: Effective September 1, 2012, experienced (2+ years) municipal judges are required to complete 16 hours of approved judicial education. Of the 16, only eight hours must be in-person and continuous. Only attendance at Day 2 of the regional judges program is mandatory. Thus, judges may leave the conference at 5:00 p.m. on Day 2. Housing is then only provided at grant expense on the night of Day 1.

New Judges and Clerks Conferences (32 to 36 hours): On-site registration for new judges conferences is held on Monday from 11:00 a.m. – 1:00 p.m. Classes begin at 1:00 p.m. on Monday and conclude at noon on Friday. Hotel check-in is Monday after 3:00 p.m.

Commuters: If you work within a 30-mile radius of the conference site, TMCEC cannot pay for a hotel room.

Hotel Check-in: In FY19, TMCEC will continue to make all reservations from the information that you provide on your registration form. Do not contact the hotel unless you plan to arrive early or extend your stay. In either case, you will be responsible for payment of that portion of the bill (including tax). TMCEC will pay for your hotel room (single occupancy room), but be prepared to post a deposit or present a credit card for incidentals such as movies, telephone calls, or room service. You are responsible for all incidentals including parking fees and any additional costs (plus tax) for family members. Hotel check-out for most conferences is 12:30 p.m. on the last day of the conference. We cannot guarantee a room for you unless you pay the appropriate fee before the housing deadline, usually at least 30 days prior to the conference or until the conference is full. After the cut-off date, you may be charged a higher rate, be referred to a nearby hotel, and/or not be allowed to enroll in the conference. When demand is very high for a conference, some participants will have rooms at neighboring hotels. Please register early.

TMCEC cannot help you make arrangements for an early arrival or extended stay. Please contact the hotel directly. The hotel may or may not be able to give you the government rate. Please note, if you call the hotel prior to TMCEC submitting a room list, the hotel may not yet have your reservation.

Housing Policy: Participants attending the Regional Judges and Clerks Seminars, Court Administrators Seminar, Assessment Clinic, Traffic Safety Conference, Juvenile Case Managers Conference, and Bailiffs/Warrant Officers Conference will be required to share sleeping rooms with another participant. Those who do not wish to share a room can choose to pay an additional $50 a night for a private room. Participants who share a room will not be charged any additional fees outside of the registration fee. Please note that some hotels may charge an additional fee for guests not included in the reservation.

Private rooms will be provided at no additional charge for the New Judges, New Clerks, and Prosecutors Seminars due to higher registration fees.

Quality of the Accommodations: The TMCEC staff makes every effort to find the best hotels, meeting spaces, and food service that the state per diem can provide. TMCEC is limited by the state per diem and the budget approved by the TMCEC Board of Directors and Court of Criminal Appeals of Texas. A bid process is used to secure all conference sites.
**Cancellation Policy:** If you have registered for a TMCEC program and find that you are unable to attend, you must cancel at least 10 business days before the conference starts. After those 10 business days, you and/or your city will be billed for meal expenses, course materials, and housing ($110-$145 plus tax per night). Cancel by calling TMCEC and sending in a cancellation form. If you must cancel the day before the conference due to an emergency, call the TMCEC registration desk at the conference site. If after hours, leave a message on the answering machine at the TMCEC office.

**Transfer Policy:** Registration may be transferred between court employees, for the same seminar, within three business days of the start date upon completion of a transfer form located on our website. Participants may only transfer the registration fee one time. Once transferred to another event, funds are non-refundable if the participant does not attend.

**No Show Policy and Hotel Cancellation:** TMCEC reserves your sleeping room for late arrival. You will be billed if you do not use your requested and reserved sleeping room but still attend the conference. If you are a “no show,” TMCEC reserves the right to invoice you and your city for meal expenses ($70-80), course materials ($20-30), and housing ($110-$145 plus tax per night). Some hotels have a 72-hour cancellation policy for room reservations. If you cancel after that time, you may be billed for the cost.

**Payment of City Hotel Tax:** Please note that your city is not exempt from hotel tax. Participants who request extra room nights will be responsible for paying hotel tax as well as any additional room charges.

**Waiver for Financial Hardship:** If an individual city or court is unable to pay the registration fees, the applicant must provide written documentation explaining the financial hardship to the Board of Directors for consideration 60 days prior to the TMCEC event. The Education Committee will review requests and will make recommendations to the Board of Directors.

**Materials to Bring with You:** For all classes, it is suggested that you bring copies of the Transportation Code, the Code of Criminal Procedure, the Penal Code, paper, and a pen. For your comfort, a sweater or light jacket is suggested for varying meeting room temperatures. Clerks, court administrators, juvenile case managers, and bailiffs/warrant officers are asked to download course materials from the TMCEC website (www.tmcec.com) prior to attendance.

**Guests:** If you wish to bring a guest to the hotel, you must arrange for payment of your guest’s expenses directly with the hotel. TMCEC has requested that the hotels not charge for one family member sharing a room with a participant. However, there can be exceptions to this policy, so please review your hotel statement carefully. Guests may not join conference participants at TMCEC-sponsored meals or sessions.

**Meals:** Because the TMCEC Board of Directors feels that it is important for judges and court support personnel to dine together, breakfasts and lunches are catered at most conferences. Please note: TMCEC does not provide dinner meals or coupons. Please remember that TMCEC is funded from court costs raised by your courts. These are public monies and must be used cautiously and efficiently. In an era of increased public scrutiny and accountability, it is necessary for TMCEC to economize whenever possible. TMCEC strives to provide participants with the highest quality food and housing that can be obtained within the state travel and per diem allowances.

**Attendance:** The Board of Directors of the Texas Municipal Courts Education Center has adopted a policy requiring attendance and full participation during all hours of the conference in order to receive credit. If you are unable to attend all sessions, you must reschedule. If you do not complete the conference, you and your city will be billed $200 - $550 per program. Note: Judges at regional conferences may opt to leave at 5:00 p.m. on Day 2, but must notify TMCEC of their plans. Most conferences will conclude promptly at 12:00 p.m. on day 3; excuses to catch airport shuttles or taxis are rarely acceptable. Please schedule a later flight. If dire circumstances exist such that you cannot attend the entire conference, permission to miss a portion must be requested in writing to the Executive Director prior to the beginning of the conference. In the case of an emergency, a limited amount of time missed may be made up in the evening (if available), at a special topic session, via an online lesson, or by audio or video recording. Your request should be addressed in writing, prior to the start of the seminar, to: Mark Goodner, Deputy Counsel and Director of Judicial Education, 2210 Hancock Drive, Austin, Texas 78756.

**Record of Attendance Form:** You will be provided a form to complete at the end of each seminar. It must be completed and turned it to TMCEC with your actual attendance to properly reflect on your annual academic transcript. Missing or incomplete forms will cause your hours to be incorrectly recorded in your transcript.

**CLE Credit:** The regional judges seminars, annual prosecutors programs, Impaired Driving Symposium, and Traffic Safety Conference are submitted to the State Bar of Texas for CLE credit. Attorney judges may receive a judicial exemption from their 15 hours of MCLE requirement. Most TMCEC regional conferences will be submitted to the Texas Board of Law Specialization for credit towards the continuing legal education requirements for certification and re-certification in Criminal Law and Juvenile Law. All information and forms for claiming credit will be given to each attorney judge, prosecutor, and faculty at the conclusion of the conference. Attorneys will be charged if they seek CLE credit, and can pay a voluntary $100 CLE reporting fee (there is no additional CLE fee at the Traffic Safety Conference). The fee is voluntary, is deposited in the TMCEC/TMCA private account, and is used for the expenditures by the Court of Criminal Appeals of Texas (compensation, membership services, and building funds).
Local Judges and Court Support Personnel Clinic

TMCEC has partnered with the Texas Court Clerks Association (TCCA) to offer more educational opportunities to clerks throughout the state, particularly those in more rural areas. This program offers topics similar to those at the regional clerks conference such as procedural justice language, managing case files, charging instruments, indigence, and teamwork (topics may vary). These programs are one day in length and are designed for both experienced and new clerks. Judges may also attend for "flex-time" credit. In FY19, most programs are 4 hours and focus on procedural justice.

There is no registration fee. To register, visit www.tmcec.com. You may only register online at the TMCEC website. Lunch will be provided. Hotel rooms will not be provided, as this program is designed to accommodate local courts.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Registration Due</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11, 2019</td>
<td>Allen R. Baca Senior Center 301 W. Bagdad Ave, Bldg B Round Rock, TX 78664</td>
<td>12/11/2018</td>
<td>10:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>January 25, 2019</td>
<td>La Posada Hotel 1000 Zaragoza St, Laredo, TX 78040</td>
<td>12/25/2018</td>
<td>9:00 a.m. - 4:00 p.m.</td>
</tr>
<tr>
<td>February 28, 2019</td>
<td>McAllen Doubletree Hotel 1800 S. 2nd Street McAllen, TX 78503</td>
<td>1/28/2019</td>
<td>10:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>April 23, 2019</td>
<td>Jim Nall Training Center 100 S. Church St. White Oak, TX 75693</td>
<td>3/23/2019</td>
<td>10:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>May 17, 2019</td>
<td>Seguin Events Complex 950 S. Austin St. Seguin, TX 78155</td>
<td>4/17/2019</td>
<td>10:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>July 25, 2019</td>
<td>Midland Municipal Court 201 E. Texas Ave. Midland, TX 79701</td>
<td>6/25/2019</td>
<td>10:00 a.m. - 3:00 p.m.</td>
</tr>
</tbody>
</table>

Level III Assessment Clinic

To become a Certified Municipal Court Clerk (CMCC), persons must attend a three-day Assessment Clinic sponsored by TMCEC. The Clinic is designed as a workshop which emphasizes development of skills in court management and human resources. The purpose of the Clinic is to build mastery and confidence in performance of management duties and become better prepared for providing efficient oversight of court operations. Participants can expect to practice collaborative problem solving, presentations, and public speaking. Participation in the Assessment Clinic is one of several activities required to complete Level III. Participants need not have completed the exam or observation process before attending the clinic; however, it is necessary to be Level II Certified. The $150 registration fee is refundable if TMCEC is notified in writing of cancellation at least 10 business days prior to the clinic. Checks must be made payable to TMCEC and mailed with the registration form to TMCEC. The $50 per night single room fee applies.

To accomplish those goals, the program is typically limited to 20 or fewer participants. Participants are encouraged to make self-assessments of their own management and human resources skills. The program begins at 1:00 p.m. on the 28th and ends at noon on the 31st of January. Housing is provided on the nights of the 28th, 29th, and 30th. An exam site will be offered for all levels in the afternoon, from 1:00 p.m. to 5:00 p.m. on the final day.

Since the program began in 1997, 90 people have achieved Level III certification, and 89% remain active within the certification program.

*This Clinic may only be taken once.

An exam is offered immediately following this program for all levels on January 31, 2019 from 1:00 p.m. to 5:00 p.m.
Did you know that TMCEC offers FREE impaired driving prevention and traffic safety materials to municipal courts?

For more information, please visit:
www.tmcec.com/mtsi
www.drsr.info

Some materials you can receive:

- Impairment simulation goggles
- Educational DVDs
- Children's books on safety
- Informative brochures
- Interactive games designed to teach about safety

And much more!

Questions? Contact:
Ned Minevitz (ned@tmcec.com)
Elizabeth De La Garza (elizabeth@tmcec.com)
800.252.3718
The Municipal Court Clerk Certification Program was established to encourage professional development and educational growth. It is sponsored by the Texas Court Clerks Association (TCCA) in cooperation with the Texas Municipal Courts Association (TMCA), the Texas Municipal Courts Education Center (TMCEC), and Texas State University. The program is comprised of three levels. Participants will achieve certification upon successful completion of each of the three levels, earning the titles of Certified Court Clerk Level I, Certified Court Clerk Level II, and Certified Municipal Court Clerk Level III.

Eligibility Requirements

Education: The applicant must provide proof that within three years preceding application, the applicant successfully completed 40 hours of training sponsored by TCCA, TMCA, TMCEC, an alternate approved provider, or a combination thereof. 

Note: To become certified at Level III, clerks are also required to attend an assessment clinic, court administrators seminar, and write a professional journal based on court observation.

Certification Exams

Participants in the program must pass a certification test to advance to each of the three levels. The tests are offered throughout the year. Generally, exams are offered prior to regional clerk programs. You may refer to the exam registration form for specific dates and times. The 2018-2019 exam schedule and registration form can be found on page 15. An individual may retake an exam until a passing grade is obtained.

Level I and Level II study guides can be purchased from TMCEC or accessed on the TMCEC website. The Level III exam is derived from 16 management books. The Level III study questions are available online.

Renewals

Automatic Clerks Renewals for TMCEC Attendees! Level I & II Clerks who attend in-person TMCEC 12-hour training programs will not be required to also submit a renewal application. The Record of Attendance completed at the end of the seminar will serve as verification for hours and thus a Renewal Application no longer needs to be submitted. Level III Clerks must still file an annual renewal application each year before August 31st.

To verify renewal hours have been properly recorded, log into your personal profile at http://register.tmcec.com/web/online approximately 4 weeks after your attendance and review the Clerk Certification tab. Your renewal year should reflect the current fiscal year. Letters confirming renewals are no longer sent as we encourage participants to verify their status online.

What organizations are approved providers for continuing education?

TCCA, TMCA, TMCEC, Institute for Court Management, National Center for State Courts, National Association of Court Managers, JBCC Approved Training for Court Interpreters, Teen Court Association of Texas, and Government Collector Association of Texas are all approved providers. Most alternate providers must be approved by the TCCA Education Committee based on the course content. A complete list may be accessed at www.tmcec.com. An additional eight hours can be obtained through the TMCEC OLC (see page 19). TCCA local chapters also offer many pre approved classes. You may review the education schedule on the TCCA website at http://tcca.wildapricot.org for more detailed information.

TMCEC now offers online registration at http://register.tmcec.com. Personal login information was e-mailed to each municipal judge and court support employee. If you did not receive your login information, please contact TMCEC at 800.252.3718 or 512.320.8274.
REGISTRATION - Clerks Certification Exam Levels I, II, & III

09/14/18 TMCEC Office
03/04/19 Addison Crowne Plaza*
06/10/19 Austin Omni Southpark*
09/14/18 Austin Omni Southpark*
04/08/19 Lubbock Overton Hotel*
07/12/19 Austin Omni Southpark*
11/30/18 Austin Omni Southpark*
04/19/19 TMCEC Office
07/26/19 TMCEC Office
01/07/19 San Antonio Omni Colonnade*
04/29/19 S. Padre Island Isla Grand*
08/12/19 TMCEC Office
01/14/19 Galveston San Luis Resort*
05/24/19 TMCEC Office
08/22/19 TMCEC Office
01/31/19 Austin Crowne Plaza*
05/28/19 Austin Omni Southpark*
02/13/19 Houston Omni Westside*
06/03/19 Abilene MCM Elegante Suites*
*1:00 p.m. to 5:00 p.m

The Texas Municipal Courts Education Center, in cooperation with the Texas Court Clerks Association, Texas Municipal Courts Association, and Texas State University, is sponsoring the Municipal Court Clerks Certification Program. In order to advance through the different levels, clerks must pass a standardized written exam at each level and satisfy certain other requirements.

Exam Times: Most exams are held from 1:00 - 5:00 p.m. immediately preceding TMCEC Regional Clerks programs. Testing in the TMCEC office begins at 9:00 a.m. and ends at 1:00 p.m.

Eligibility: To be eligible to take the Level II test, you must have achieved Level I certification, and to take the Level III test, you must have achieved Level II certification. Bring your photo ID, plenty of Number 2 pencils, proof of test registration, and payment.

Payment: A non-refundable, non-transferable registration fee of $75 for TCCA/TMCA members per test, or $150 for non-members per test is required. If taking Level II or III in parts, the fee is $25 per part for members and $50 per part for non-members. Make checks payable to TMCEC and mail payment to 2210 Hancock Drive, Austin, Texas 78756. Cash will not be accepted. Credit card payments may be faxed to 512.435.6118 or emailed to certification@tmcec.com.

Deadline: The application and fee must be received by TMCEC at least five business days prior to the date of the test. If registering by fax, remember to mail your check so that it is received by the deadline. Advance payment is required for admission to the test.

Site: __________________________________________________ Date of Test: _________________________________________
I am currently a member in good standing of: ☐ TCCA ☐ TMCA ☐ I am not a member: ☐ Non-Member
I wish to take the following test(s): ☐ Level I ☐ Level II (all three parts) ☐ Level III (all three parts)
☐ Level II Part A ☐ Level II Part B ☐ Level II Part C
☐ Level III Part A ☐ Level III Part B ☐ Level III Part C

Name: ________________________________________________ City Served: __________________________________________
Court Mailing Address: ______________________________________________________________________________________
City: _________________________________________________ Zip: ________________________________________________
Court Telephone No.: ____________________________________ Email.: ______________________________________________

Credit Card Payment: ________________________________
Email receipt to : ____________________________________
Amount to Charge: $______________ Credit Card Number ________________________________ Expiration Date
Credit card type: ________________________________
☐ Master Card ☐ Visa
Name as it appears on card (print clearly): __________________________________________________________
Authorized Signature: ________________________________________________________________

I certify that I have read the requirements to participate in the Clerks Certification Program. I understand that if for any reason I am unable to take the test as scheduled, the fee will not be refunded to me nor will I be allowed to credit this payment to take the test at another date and time.

Applicant's Signature: ________________________________ Date: ________________________________

2018-2019  Academic Schedule  15
Legislative Updates

TMCEC is planning four regional, six-hour elective programs in August 2019 after the 86th Legislative Session. The registration fee is $100. For attorneys seeking CLE, there is a voluntary $50 CLE fee (No TCOLE Credit). The one-day sessions will be held from 9:00 a.m. - 5:00 p.m. If you wish to stay at the hotel, you are responsible for your own accommodations. A room block is available at the state rate plus tax under the TMCEC block. Please check the box next to the legislative update you would like to attend.

- **August 13, 2019**
  Overton Hotel
  2322 Mac Davis Lane
  Lubbock, Texas 79401
  806.776.7000
  Register by: July 13, 2019

- **August 16, 2019**
  Omni Park West
  1590 LBJ Freeway
  Dallas, Texas 75234
  972.869.4300
  Register by: July 16, 2019

- **August 20, 2019**
  Omni Westside
  13210 Katy Freeway
  Houston, Texas 77079
  281.558.8338
  Register by: July 20, 2019

- **August 23, 2019**
  Omni Southpark
  4140 Governors Row
  Austin, Texas 78744
  512.448.2222
  Register by: July 23, 2019

Name (please print legibly):

Street: ______________________________ City: ______________________

Zip: ________________

Office Telephone #: __________________________ Court #: ______________ Fax: ____________________

Primary City Served: _________________________ Other Cities Served: _________________________

Email Address: ____________________________________________

Check all that apply:

- [ ] Full Time
- [ ] Part Time
- [ ] Attorney*
- [ ] Prosecutor*
- [ ] Presiding Judge/Judge
- [ ] Non-Attorney
- [ ] Associate/Alternate Judge
- [ ] Court Administrator
- [ ] Court Clerk
- [ ] Deputy Court Clerk
- [ ] Other ($150):* **

* Please add $50 if requesting CLE credit.

**Pending approval from the Executive Director and/or the Board of Directors

I understand that I will be responsible for making and paying for my own hotel reservation. Payment is required for this program; payment is due with this form. The registration fee is refundable if the Center is notified of cancellation in writing 10 days prior to the seminar.

Participant Signature: _______________________________ Date: ______________

PAYMENT INFORMATION:

- [ ] $100 Registration Fee Enclosed
- [ ] $50 CLE Fee Enclosed*
- [ ] Credit Card
- [ ] Check Enclosed (Make checks payable to TMCEC)

Credit Card type: ___________________________ Credit Card Number: ___________________________ Expiration Date: ___________________________

- [ ] MasterCard
- [ ] Visa

Name as it appears on card (print clearly): ________________________________

Total Amount: $__________

Authorized Signature: ________________________________

Receipts are automatically sent to registrant upon payment. To have an additional receipt emailed to your finance department list email address here:

________________________________________

Please return completed form with payment to TMCEC at 2210 Hancock Drive, Austin, TX 78756. Fax registration forms with credit card information to 512.435.6118.
The TMCEC Online Learning Center (OLC)

online.tmcec.com

What is the OLC?
It is TMCEC’s Online Learning Center (OLC). This is a way for TMCEC to gather and share even more information and for municipal court personnel to engage in self-study at their own convenience. Check in often as more content will continuously be added.

How do I log in?
Go to the OLC at http://online.tmcec.com. Simply type in your TMCEC username and password, emailed to all constituents, and click Login in the upper left-hand corner.

Forgot your login credentials?
Call us at 800.252.3718 or 512.320.8274 or email tmcec@tmcec.com.

REMEMBER: Clerks may use up to eight (8) hours of certification credit from online courses and webinars, and attorneys can get free CLE credit for watching certain TMCEC webinars. Effective FY13, judges with two plus years experience can fulfill up to eight hours of their mandatory judicial education credit with approved TMCEC live and archived webinars.

Why go to the OLC?
• The OLC now hosts all TMCEC webinars! View archived webinars under the Webinars on Demand link and browse upcoming webinars under the Upcoming Webinars link.
• New to the municipal court world? TMCEC has orientation materials for municipal judges, clerks, prosecutors, bailiffs, and warrant officers under the Welcome to TMCEC link.
• Want more resources on court security? Visit the Working as a Bailiff, Warrant Officer, or Marshal page under the Welcome to TMCEC link.
• Studying for the Licensed Court Interpreters exam? Find materials to help you prepare in the Online Learning Module link.
• Need to make up any missed time from a conference? Get your make-up work under the FTA Docket link.
In March 2019, TMCEC will be offering a three-day Municipal Traffic Safety Initiatives Conference with funding from the Texas Department of Transportation (TxDOT). Municipal judges, clerks, prosecutors, and juvenile case managers are invited to attend. This is a unique conference featuring traffic safety awards and an opportunity to collaborate with other cities, vendors, program partners, and traffic safety specialists. Municipal courts that make traffic safety a local priority truly make a difference. For conference veterans and newcomers alike, this conference aims to be a call to action while providing the tools necessary for implementation.

**Enrollment is limited** to 175 eligible participants. Please register early to guarantee your place in the program. Participants who have already attended or plan to attend a TMCEC regional conference may also attend this program. TMCEC is seeking representation from all areas of the state. A limited number of city officials (mayors, council persons, or city managers), if accompanied by a municipal judge or clerk, may attend and will be provided with two nights housing and conference meals and materials ($100 registration fee). Late registrants will be allowed to attend only if space is available. The registration fee is $100 for municipal judges and court personnel. Attendance at this conference fulfills the mandatory judicial education requirements for judges and attorney judges and clerk certification credit. Judges and prosecutors can receive free CLE credit. TCOLE credit is not available.

Participants should bring sufficient funds for dinner each evening, for meals while traveling, and for incidental expenses. Those attending will receive two nights' accommodations (double room) at the Omni Westside Hotel at no charge if sharing with another participant; however, the hotel will expect a credit card or cash deposit for telephone calls, meals charged to the room, and movies. A single private room may be requested at a rate of an extra $50 per night.

**How Can You Get Most of Your Expenses Covered?**

Municipal Traffic Safety Initiatives Award recipients will be recognized at this conference and selected courts will receive, for two municipal court representatives, complimentary conference registration, travel to and from the Traffic Safety Conference including airfare or mileage that is within state guidelines, two nights' accommodations at the Omni Houston Westside Hotel, and most meals and refreshments. To find out how your court can be selected to receive this honor, go to: http://tmcec.com/mtsi/mtsi-awards/.

The conference agenda will be released in December 2018. You may also look on the TMCEC website at http://tmcec.com/mtsi/mtsi-conference/.

For additional information, contact TMCEC (800.252.3718 or tmcec@tmcec.com).
# Impaired Driving Symposium

TMCEC, in partnership with the Texas Association of Counties, Texas Center for the Judiciary, and Texas Justice Court Training Center, proudly presents the Impaired Driving Symposium with funding from the Court of Criminal Appeals of Texas and the Texas Department of Transportation.

This symposium is only for judges and will count for eight hours of judicial education credit as well as CLE credit.

This joint program brings together judges of all levels of the judiciary to discuss impaired driving issues. Most importantly, this conference provides an opportunity to discuss these issues with fellow judges in order to better understand roles and responsibilities when dealing with an impaired driving case.

The symposium is planned for **July 25-26, 2019, site to be determined**. The deadline to register is July 1, 2019. Email tmcec@tmcec.com for a registration form. A limited amount of travel funds are available to reimburse participants. For more information visit: http://tmcec.com/mtsi/impaired-driving-symposium/.

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## Clinics, Webinars, and Online Learning

TMCEC has included information on most of its FY19 events in this Academic Schedule. Please watch the TMCEC website (www.tmcec.com) for additional programming. Dates and sites are subject to change.

- **Clinics typically are 4 hours each (dates tentative, topics and locations TBD)**
- **Webinars (1 hour each - at least 20 will be offered)**

### Webinars & Online Education

To view live & archived webinars click the TMCEC ON-LINE LEARNING CENTER (OLC) button below.

### Online Learning Center (OLC):

TMCEC offers an Online Learning Center where its constituents can participate in webinars, locate archived course materials, and complete a series of activities for orientation as a new court staff member. A login and password is required; contact TMCEC if you cannot locate yours at tmcec@tmcec.com.

Viewing live and archived webinars counts toward the mandatory judicial education requirement and toward clerks certification annual training requirement (up to eight hours). Some count toward CLE (self-reported). See page 17 for more on the OLC.
Alternative Judicial Education

Experienced municipal judges who have completed two years of TMCEC courses may opt to fulfill the 16-hour mandatory judicial education requirements for 2018-2019 by attending an approved course offered by an approved continuing education provider. The accredited providers are:

- American Judges Association
- ABA Traffic Seminar
- Center for American and International Law
- Court of Criminal Appeals of Texas
- Harvard Law School
- Houston Municipal Court
- Juvenile Law Section of the State Bar of Texas
- National Association of Criminal Defense Lawyers
- National Center for State Courts
- National College of District Attorneys
- National Council of Juvenile and Family Court Judges
- National Judicial College
- Office of Court Administration
- State Bar of Texas Professional Development Programs
- State Bar of Texas Municipal Judges Section
- Texas Association of Counties
- Texas Center for the Judiciary
- Texas Court Clerks Association
- Texas Council on Family Violence
- Texas Defense Lawyers Project
- Texas Department of Public Safety
- Texas Dispute Resolution System
- Texas District and County Attorneys Association
- Texas Indigent Defense Commission
- Texas Justice Court Judges Association
- Texas Justice Courts Training Center
- Texas Juvenile Justice Department
- Texas Municipal Courts Association
- Texas Municipal League
- U.S. Army, Judge Advocate School

Texas law schools and bar associations are also approved. Please contact TMCEC for the most up-to-date list of approved alternative providers. The course must be approved, relate to the jurisdiction of the municipal courts, and be at least eight in-person continuous hours. The other eight hours should be obtained in-person or through TMCEC's online webinars. Judges may opt out only every other year. Judges are asked to complete an Intent to Opt Out form prior to April 30, 2019. If you have questions, please contact Mark Goodner at TMCEC (800.252.3718 or Goodner@tmcec.com).

**INTENT TO OPT OUT FORM**

To be completed before you have attended an approved alternative course. This is to ensure that the course meets the requirements. Once reviewed by the TMCEC Executive Director or Deputy Counsel & Director of Judicial Education, a letter of approval will be sent to the judge. Upon completion of the approved course, the judge must send an affirmation of completion or certificate documenting attendance.

Full Name: ________________________________________________________________

Appointment Date: ________________________ Telephone: ________________________

Court Address: ________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Email Address: ________________________________________________________________

Sponsor: ___________________________________ Name of Program: ____________________

Date of Program: ____________________________ # of Hours: ____________________________

Date: ____________________________ Signature: ____________________________

Return form to the Texas Municipal Courts Education Center by April 30, 2019

Return form to: 
TMCEC • 2210 Hancock Drive • Austin, TX 78756 •
or send by Fax 512.435.6118
A practical method of obtaining additional knowledge about the municipal court and judicial process is to seek assistance from experienced courts in neighboring cities. Most municipal courts will be happy to assist others in need of help. An on-site visit to a neighboring court while in session may be particularly beneficial, especially for new judges and other court officials. Various agencies and associations, in addition to TMCEC, are also available to lend assistance to municipal courts. The following is a list of offices, including addresses and telephone numbers, that have an interest in assisting municipal courts.

### Helpful Organizations/State Agencies

<table>
<thead>
<tr>
<th>Name of Program</th>
<th># of Hours</th>
<th>Signature</th>
</tr>
</thead>
</table>

**Teen Court Planning Seminar**

Is your court interested in establishing a teen court? How about improving your existing teen court program? TMCEC, in conjunction with the Georgetown Municipal Court, Teen Court Association of Texas, and the Texas Department of Transportation (TxDOT), is proud to offer a free teen court planning seminar for a limited number of participants. This intimate seminar exposes participants to live teen court proceedings and provides all of the tools necessary to start or enhance a teen court in your city! Travel reimbursement is available.

For more information and to register, please visit [http://www.tmcec.com/mtsi/teen-court/](http://www.tmcec.com/mtsi/teen-court/) or contact Ned Minevitz at Ned@tmcec.com or 800.252.3718 or 512.320.8274.
By choosing TMCEC as your MCLE provider, attorney-judges help TMCA pay for expenses not covered by the Court of Criminal Appeals grant. Your voluntary support is appreciated. The CLE fee will be deposited into the grantee’s private fund account to cover expenses unallowable under grant guidelines, such as staff compensation, membership services, and building fund.

Name (please print legibly): Last Name: ____________________________ First Name: ___________________ MI: ___________________
Names you prefer to be called (if different): __________________________ Female/Male: ___________________
Position held: __________________________ Date appointed/hired/elected: ________________ Are you also a mayor?: ________________
Emergency contact (Please include name and contact number):

HOUSING INFORMATION - Note: $50 single room fee each night
TMCEC will make all hotel reservations from the information you provide on this form. TMCEC will pay for a double occupancy room for two nights with another seminar participant at all regional judges and clerks seminars. To share with a specific seminar participant, you must indicate that person’s name on this form. If you do not wish to share, please add $50 a night for a single room. I request:
☐ a private room ($50 per night: $50 x # of nights = $__________). TMCEC can only guarantee a private room; type of room (queen, king, or two double beds*) is dependent on hotels availability. Special Request:
☐ a room shared with a seminar participant. Room will have two double beds. TMCEC will assign roommate or you may request roommate by entering seminar participant’s name here: __________________________
☐ I do not need a room at the seminar.
Hotel Arrival Date (this must be filled out in order to reserve a room): __________________________

*If you bring a companion with you to stay in the hotel, the hotel reserves the right to charge an additional fee.

Municipal Court of: __________________________ Email Address: __________________________
Court Mailing Address: __________________________ City: __________________________ Zip: __________________________
Office Telephone #: __________________________ Court #: __________________________ Fax: __________________________
Primary City Served: __________________________ Other Cities Served: __________________________

*Bailiffs/Warrant Officers and Marshal’s: Municipal judge’s signature required to attend Bailiffs/Warrant Officers’ and Marshal's program.
Judge’s Signature: __________________________ Date: __________________________
TCOLE PID: __________________________ BAILIFF DOB FOR TCOLE PID # __________________________

I have read and accepted the cancellation policy, which is outlined in full on page 11 of the Academic Catalog and under the Registration section of the website, www.tmcec.com. Full payment is due with the registration form. Registration shall be confirmed only upon receipt of the registration form (with all applicable information completed) and full payment of fees.

PAYMENT INFORMATION: Registration/CLE Fee: $___________ + Housing Fee: $___________ = Amount Enclosed: $___________
☐ Check Enclosed (Make checks payable to TMCEC)
☐ Credit Card
Credit Card Payment:
Amount to Charge: ________________ Credit Card Number: ________________ Expiration Date: ________________
☐ MasterCard
☐ Visa Name as it appears on card (print clearly): __________________________
Authorized signature: __________________________

Receipts are automatically sent to registrant upon payment. To have an additional receipt emailed to your finance department list email address here: __________________________

Please return completed form with payment to TMCEC at 2210 Hancock Drive, Austin, TX 78756, or fax to 512.435.6118.
**TEXAS MUNICIPAL COURTS EDUCATION CENTER**  
**FY19 REGISTRATION FORM:**  
New Judges, New Clerks, and Prosecutors Conferences

<table>
<thead>
<tr>
<th>Conference Date:</th>
<th>Conference Site:</th>
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</thead>
</table>

- **Check one:**  
  - [ ] New, Non-Attorney Judge Program ($250)  
  - [ ] New Clerk Program ($250)  
  - [ ] Non-municipal prosecutor seeking CLE credit ($450)  
  - [ ] Non-municipal prosecutor not seeking CLE credit ($350)  
  - [ ] Prosecutor not seeking CLE/no room ($150)  
  - [ ] Prosecutor seeking CLE/no room ($250)  
  - [ ] Prosecutor not seeking CLE/with room ($300)  
  - [ ] Prosecutor seeking CLE/with room ($400)

By choosing TMCEC as your MCLE provider prosecutors help TMCA pay for expenses not covered by the Court of Criminal Appeals grant. Your voluntary support is appreciated. The CLE fee will be deposited into the grantee’s private fund account to cover expenses unallowable under grant guidelines, such as staff compensation, membership services, and building fund.

**Participant Signature** (May only be signed by participant)  
Date

- __________________________________________________________  
- ________________________________

...form and full payment of fees.

I have read and accepted the cancelation policy, which is outlined in full on page 11 of the Academic Catalog and under the Registration section of the website, www.tmcec.com.

**Primary City Served:** __________________________________________  
**Other Cities Served:** __________________________________________

- Office Telephone #: _____________________________________________  
- Court #: _____________________  
- Fax: ____________________

- Court Mailing Address: __________________________________________  
- City: ____________________________  
- Zip:________________

- Municipal Court of: ________________________________________________  
- Email Address: _____________________________

**Hotel Arrival Date** (this must be filled out in order to reserve a room): ______________________________________

*If you bring a companion with you to stay in the hotel, the hotel reserves the right to charge an additional fee.

**HOUSING INFORMATION**  
TMCEC will make all hotel reservations from the information you provide on this form. TMCEC will pay for a single occupancy room at the following seminars: four nights at the new judges seminars, four nights at the new clerks seminars, and two nights at the prosecutors conference (if selected). To share with another seminar participant, you must indicate that person’s name on this form.

- [ ] I need a private, single-occupancy room. TMCEC can only guarantee a private room; type of room (queen, king or two double beds*) is dependent on hotels availability. Special Request: ____________________________________________
- [ ] I need a room shared with a seminar participant. Room will have two double beds. TMCEC will assign you a roommate or you may request a roommate by entering seminar participant’s name here: ____________________________________________
- [ ] I do not need a room at the seminar.

**Emergency contact** (Please include name and contact number): __________________________________________

- Date appointed/hired/elected: ____________________________________  
- Years experience: __________________

- Name (please print legibly): Last Name: ________________________________  
- First Name: ___________________  
- MI: ____________________

- Names you prefer to be called (if different): ____________________________  
- Female/Male: ____________________

- Position held: ____________________________________________

- Other Cities Served: ____________________________________________

**STATUS** (Check all that apply):  
- [ ] Full Time  
- [ ] Part Time  
- [ ] Attorney  
- [ ] Non-Attorney  
- [ ] Court Clerk  
- [ ] Deputy Court Clerk  
- [ ] Presiding Judge  
- [ ] Court Administrator  
- [ ] Prosecutor  
- [ ] Mayor (ex officio Judge)  
- [ ] Associate/Alternate Judge  
- [ ] Justice of the Peace  
- [ ] Other __________________

I have read and accepted the cancelation policy, which is outlined in full on page 11 of the Academic Catalog and under the Registration section of the website, www.tmcec.com. **Full payment is due with the registration form. Registration shall be confirmed only upon receipt of the registration form and full payment of fees.**

- Participant Signature  
  (May only be signed by participant)  
  ____________________________  

- Date  
  ____________________________

**PAYMENT INFORMATION:** Payment will not be processed until all pertinent information on this form is complete.

- [ ] Check Enclosed (Make checks payable to TMCEC)  
  - Amount Enclosed: $________________

- [ ] Credit Card  

  **Credit Card Payment:**  
  - Credit card type: __________________
    - Amount to Charge: $______________  
    - Credit Card Number: ____________________________  
    - Expiration Date: ____________________________
  - [ ] MasterCard
  - [ ] Visa  
    - Name as it appears on card (print clearly): ____________________________  
    - Authorized signature: ____________________________

**Receipts are automatically sent to registrant upon payment. To have an additional receipt emailed to your finance department list email address here:** ____________________________________________

Please return completed form with payment to TMCEC at 2210 Hancock Drive, Austin, TX 78756, or fax to 512.435.6118.
# 2018-2019 TMCEC Academic Schedule

## At-A-Glance

<table>
<thead>
<tr>
<th>Seminar</th>
<th>Date(s)</th>
<th>City</th>
<th>Hotel Information</th>
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<tbody>
<tr>
<td>Regional Clerks Seminar</td>
<td>October 22-24, 2018</td>
<td>Tyler</td>
<td>Holiday Inn South Broadway 5701 South Broadway, Tyler, TX 75703</td>
</tr>
<tr>
<td>Regional Judges Seminar</td>
<td>October 24-26, 2018</td>
<td>Tyler</td>
<td>Holiday Inn South Broadway 5701 South Broadway, Tyler, TX 75703</td>
</tr>
<tr>
<td>Regional Judges &amp; Clerks Seminars</td>
<td>November 13-15, 2018</td>
<td>Austin</td>
<td>Omni Southpark 4140 Governor's Row, Austin TX 78744</td>
</tr>
<tr>
<td>New Judges &amp; Clerks Seminars</td>
<td>November 26-30, 2018</td>
<td>Austin</td>
<td>Omni Southpark 4140 Governor's Row, Austin TX 78744</td>
</tr>
<tr>
<td>Regional Judges &amp; Clerks Seminars</td>
<td>January 7-9, 2019</td>
<td>San Antonio</td>
<td>Omni at Colonnade 9821 Colonnade Blvd., San Antonio, TX 78230</td>
</tr>
<tr>
<td>Regional Clerks Seminar</td>
<td>January 14-16, 2019</td>
<td>Galveston</td>
<td>San Luis Resort 5222 Seawall Blvd. Galveston, TX 77551</td>
</tr>
<tr>
<td>Level III Assessment Clinic (Tentative)</td>
<td>January 28-31, 2019</td>
<td>Georgetown</td>
<td>Sheraton Georgetown Hotel 1101 Woodlawn Ave., Georgetown, TX 78628</td>
</tr>
<tr>
<td>Regional Judges Seminar</td>
<td>February 3-5, 2019</td>
<td>Galveston</td>
<td>San Luis Resort 5222 Seawall Blvd. Galveston, TX 77551</td>
</tr>
<tr>
<td>Regional Judges &amp; Clerks Seminars</td>
<td>February 13-15, 2019</td>
<td>Houston</td>
<td>Omni Westside 13210 Katy Freeway, Houston, TX 77079</td>
</tr>
<tr>
<td>Regional Clerks Seminar</td>
<td>March 4-6, 2019</td>
<td>Addison</td>
<td>Crowne Plaza 14315 Midway Road, Addison, TX 75001</td>
</tr>
<tr>
<td>Regional Judges Seminar</td>
<td>March 6-8, 2019</td>
<td>Addison</td>
<td>Crowne Plaza 14315 Midway Road, Addison, TX 75001</td>
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<tr>
<td>Traffic Safety Conference</td>
<td>March 25-27, 2019</td>
<td>Houston</td>
<td>Marriott Westchase 2900 Briarpark Drive, Houston, TX 77042</td>
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<tr>
<td>Teen Court Conference</td>
<td>April 1-2, 2019</td>
<td>Georgetown</td>
<td>Omni Park Inn &amp; Suites 11 Waters Edge Circle, Georgetown, TX 78626</td>
</tr>
<tr>
<td>Prosecutors Conference (Tentative)</td>
<td>April 1-3, 2019</td>
<td>Dallas</td>
<td>Omni Park West 1590 Lyndon B Johnson Fwy, Dallas, TX 75234</td>
</tr>
<tr>
<td>Regional Judges &amp; Clerks Seminars</td>
<td>April 8-10, 2019</td>
<td>Lubbock</td>
<td>Overton Hotel 2322 Mac Davis Ln., Lubbock, TX 79401</td>
</tr>
<tr>
<td>Regional Clerks Seminar</td>
<td>April 29-May 1, 2019</td>
<td>S. Padre Island</td>
<td>Isla Grand Beach Resort 500 Padre Blvd., S. Padre Island, TX 78597</td>
</tr>
<tr>
<td>Regional Attorney Judges Seminar</td>
<td>May 5-7, 2019</td>
<td>S. Padre Island</td>
<td>Isla Grand Beach Resort 500 Padre Blvd., S. Padre Island, TX 78597</td>
</tr>
<tr>
<td>Regional Non-Attorney Judges Seminar</td>
<td>May 7-9, 2019</td>
<td>S. Padre Island</td>
<td>Isla Grand Beach Resort 500 Padre Blvd., S. Padre Island, TX 78597</td>
</tr>
<tr>
<td>Bailiffs &amp; Warrant Officers Conference</td>
<td>May 20-22, 2019</td>
<td>Austin</td>
<td>Omni Southpark 4140 Governor's Row, Austin, TX 78744</td>
</tr>
<tr>
<td>Judges &amp; Clerks: Fines &amp; Fees</td>
<td>May 28-30, 2019</td>
<td>Austin</td>
<td>Omni Southpark 4140 Governor's Row, Austin, TX 78744</td>
</tr>
<tr>
<td>Regional Judges &amp; Clerks Seminars</td>
<td>June 3-5, 2019</td>
<td>Abilene</td>
<td>MCM Elegante Suites 4250 Ridgemont Drive, Abilene, TX 79606</td>
</tr>
<tr>
<td>Juvenile Case Managers Conference</td>
<td>June 10-12, 2019</td>
<td>Austin</td>
<td>Omni Southpark 4140 Governor's Row, Austin, TX 78744</td>
</tr>
<tr>
<td>Court Administrators &amp; Prosecutors Conferences</td>
<td>June 17-19, 2019</td>
<td>Austin</td>
<td>Omni Southpark 4140 Governor's Row, Austin, TX 78744</td>
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<tr>
<td>Impaired Driving Symposium</td>
<td>July 25-26, 2019</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Legislative Update</td>
<td>August 13, 2019</td>
<td>Lubbock</td>
<td>Overton Hotel 2322 Mac Davis Ln., Lubbock, TX 79401</td>
</tr>
<tr>
<td>Legislative Update</td>
<td>August 16, 2019</td>
<td>Dallas</td>
<td>Omni Park West 1590 Lyndon B Johnson Fwy, Dallas, TX 75234</td>
</tr>
<tr>
<td>Legislative Update</td>
<td>August 20, 2019</td>
<td>Houston</td>
<td>Omni Westside 13210 Katy Freeway Houston, TX 77079</td>
</tr>
<tr>
<td>Legislative Update</td>
<td>August 23, 2019</td>
<td>Austin</td>
<td>Omni Southpark 4140 Governor's Row, Austin, TX 78744</td>
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</tbody>
</table>