

**TEXAS MUNICIPAL COURTS EDUCATION CENTER
FY11 REGISTRATION FORM**

Conference Date: _____
Conference Site: _____

Check one:

- | | | |
|--|---|--|
| <input type="checkbox"/> New, Non-Attorney Judge (\$200) | <input type="checkbox"/> Traffic Safety Conference - Judges & Clerks (\$50) | <input type="checkbox"/> Prosecutor not seeking CLE/no room (\$200) |
| <input type="checkbox"/> New Clerk program (\$200) | <input type="checkbox"/> Clerk/Court Administrator (\$50) | <input type="checkbox"/> Prosecutor seeking CLE/no room (\$300) |
| <input type="checkbox"/> Non-Attorney Judge (\$50) | <input type="checkbox"/> Bailiff/Warrant Officer* (\$150) | <input type="checkbox"/> Prosecutor not seeking CLE credit (\$350) |
| <input type="checkbox"/> Attorney Judge not seeking CLE credit (\$50) | <input type="checkbox"/> Assessment Clinic (\$100) | <input type="checkbox"/> Prosecutor seeking CLE credit (\$450) |
| <input type="checkbox"/> Attorney Judge seeking CLE credit (\$150) | <input type="checkbox"/> Court Administrator Seminar - June (\$100) | <input type="checkbox"/> Cologo (\$150/\$175) |

By choosing TMCEC as your MCLE provider, attorney-judges and prosecutors help TMCA pay for expenses not covered by the Court of Criminal Appeals grant. Your voluntary support is appreciated. (For more information, see the TMCEC Academic Schedule)

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: _____ Years experience: _____
 Emergency contact: _____

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 all seminars:** four nights at the new judges/clerks seminars, three nights at the assessment clinics, and two nights at the regional seminars. To share with another participant, you must indicate that person's name on this form.

- I need a private, single-occupancy room.
 I need a room shared with a seminar participant. Please indicate roommate by entering seminar participant's name: _____ (Room will have 2 double beds)
 I need a private double-occupancy room, but I'll be sharing with a guest. [I will pay additional cost, if any, per night]
 I will require: 1 king bed 2 double beds
Arrival date: _____ Smoker Non-Smoker
 I do not need a room at the seminar.

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

STATUS (*Check all that apply*):

- | | | | | |
|--|--|---|---------------------------------------|---|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | <input type="checkbox"/> Bailiff/Warrant Officer/Marshal* | <input type="checkbox"/> Court Clerk | <input type="checkbox"/> Deputy Court Clerk |
| <input type="checkbox"/> Presiding Judge | <input type="checkbox"/> Attorney | <input type="checkbox"/> Non-Attorney | <input type="checkbox"/> Prosecutor | <input type="checkbox"/> Mayor (<i>ex officio</i> Judge) |
| <input type="checkbox"/> Court Administrator | <input type="checkbox"/> Associate/Alternate Judge _____ | <input type="checkbox"/> Justice of the Peace | <input type="checkbox"/> Other: _____ | |

***Bailiffs/Warrant Officers/Marshals:** Municipal judge's signature required to attend Bailiffs/Warrant Officers programs.

Judge's Signature: _____ Date: _____
 Municipal Court of: _____ TCLEOSE PID #: _____

I certify that I am currently serving as a municipal judge, prosecutor, or court support personnel in the State of Texas. I agree that I will be responsible for any costs incurred if I do not cancel 10 business days prior to the conference. I agree that if I do **not** cancel 10 business days prior to the event that I am not eligible for a refund of the registration fee. I will first try to cancel by calling the TMCEC office in Austin. If I must cancel on the day before or day of the seminar due to an emergency, I will call the TMCEC registration desk at the conference site IF I have been unable to reach a staff member at the TMCEC office in Austin. If I do not attend the program, TMCEC reserves the right to invoice me or my city for meal expenses, course materials, and, if applicable, housing (\$85 or more plus tax per night). I understand that I will be responsible for the housing expense if I do not cancel or use my room. If I have requested a room, I certify that I work at least 30 miles from the conference site. **Payment is due with the registration form. Registration shall be confirmed only upon receipt of registration form and payment.**

Participant Signature (May only be signed by participant)

Date

PAYMENT INFORMATION

- Check Enclosed (*Make checks payable to TMCEC.*)
 Credit Card

Credit Card Payment: *Amount to Charge:* _____ *Credit Card Number* _____ *Expiration Date* _____

Credit card type: \$ _____
 MasterCard _____ *Name as it appears on card (print clearly):* _____
 Visa _____
Authorized Signature: _____