

# Texas Municipal Courts Education Center

## Academic Schedule 2012 - 2013

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Texas Municipal Courts  
Education Center  
Officers and Directors  
FY 2012-2013**

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**TMCEC Staff:**

- Hope Lochridge, Executive Director
- Ryan Kellus Turner, General Counsel and Director of Education
- Mark Goodner, Program Attorney and Deputy Counsel
- Cathy Riedel, Program Director
- Katie Tefft, Program Attorney
- Margaret Danforth, Administrative Director/ Controller
- Deadra Stark, Research Assistant
- Tessa Madison, Program Coordinator
- Pat Ek, Registration Coordinator
- Crystal Ferguson, Communications Assistant
- Lisa Robinson, TxDOT Grant Administrator
- Tracy Carson, Administrative Assistant

# From the Center

## Dear Municipal Judges and Court Support Personnel:

The next year promises many changes for us all. The Texas Municipal Courts Education Center (TMCEC) is moving on September 1, 2012 to a building purchased by the Texas Municipal Courts Association at 2210 Hancock Drive in Austin (78756). The number of hours of annual judicial education that judges must attend has increased from 12 to 16 hours—but eight (8) of these hours may now be completed by approved online, video, or audio programs. The clerks regional conferences have been reduced to a one-day conference (with an optional pre-conference session) and one-night stay at grant expense. Every active judge and clerk has been mailed a letter explaining these changes. The registration fee and housing expense has also changed for the bailiff/warrant officer and prosecutor conferences. Please read the letters, emails, and this Academic Catalog carefully, as much will be different in FY 13 (September 1, 2012 to August 31, 2013).

Changes adopted last year remain in place. If judges and clerks at the regional programs wish to have a single room, there is a \$50 a night fee—otherwise every participant will be assigned a roommate of the same gender. TMCEC has also “gone green” to save grant funds by using email to inform constituents of upcoming programs and deadlines. Confirmation letters, agendas, and directions to TMCEC seminars will now be sent only by email. Please make sure that TMCEC has an accurate and reliable email address on file for you. At the clerks regional programs, participants will be asked to download course materials prior to attending the program. Judges, prosecutors, and bailiffs/warrant officers will continue to receive notebooks of course materials. Certificates will not be mailed out following a program, but are available to download and print online.

TMCEC continues its commitment to offer a variety of high-quality programs to meet the needs of the diverse constituency that we serve. Within this catalog, you will find introductory programs for new judges and clerks and continuing education programs for experienced judges and court personnel. There are court management programs for court administrators and a Level III assessment clinic for clerks who are seeking certification as a Certified Municipal Court Clerk. There are also programs for prosecutors and bailiffs/warrant officers who play important roles in our courts.

Many of our conferences offer pre-conference sessions and clerk certification prep sessions. Check the TMCEC website, [www.tmcec.com](http://www.tmcec.com), and read your confirmation letter and agenda carefully for more information on each conference. The TMCEC journal, The Recorder, and the TMCEC website are also excellent sources of information on elective programs and other educational opportunities. Please remember that the time payment fee, judicial support fee, and the court security fee can also be used to fund training.

The vast amount of work accomplished each year by TMCEC would not be possible without the efforts and dedication of the advisory board, committees, volunteer faculty, and staff members. The TMCEC staff wishes to express its appreciation to the Texas Court of Criminal Appeals for the funding of the grant that makes these programs possible, particularly Judge Barbara Hervey, who serves as the Court Liaison to the judicial education programs. Appreciation is also expressed to Monique Gonzalez, Megan Molleur, and Bill Hill who manage the grant for the Court.

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 court personnel to improve the fair and impartial administration of justice in municipal courts. Membership in TMCA 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 email ([hope@tmcec.com](mailto:hope@tmcec.com)).

Sincerely,

Hope Lochridge  
Executive Director  
TMCEC  
2210 Hancock Drive  
Austin, TX 78756

August 2012

# Rules of Judicial Education

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 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.<sup>1</sup> Two programs are offered for new non-attorney judges (see page 4). After judges have completed at least 2 years of required judicial education through TMCEC, municipal judges must complete 8 hours of judicial education through continuous live presentation from TMCEC, but may complete the remaining 8 hours through live presentation, approved online education, or any combination of approved live events and online education.

The TMCEC academic year is September 1, 2012 through August 31, 2013. Judges who have been on the bench longer than one year must attend an approved program for judicial education credit regardless of birthdate 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 birthdate.

The Center will request approval to offer MCLE, College of the State Bar of Texas, and Advanced Criminal Law and Juvenile Law Specialization credits at most TMCEC judges' conferences, except for the schools for new non-attorney judges, some in-house 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 18).

After two years of judicial education through TMCEC, municipal judges may choose to participate in relevant, approved non-TMCEC presentations of at least 8 hours of live presentation with the remaining 8 hours through live presentation, online education, or any combination thereof. Alternate providers approved by the TMCEC Education Committee include the American Academy of Judicial Education, Center for American and International Law, Harvard Law School, Houston Law School and Foundation, Juvenile Law Section of the State Bar of Texas, National College of District Attorneys, National Association of Criminal Defense Lawyers, National Council of Juvenile and Family Court Judges, The National Judicial College, South Texas School of Law, State Bar of Texas Professional Development Programs, Texas Court of Criminal Appeals, Texas Defense Lawyers Project, Texas Council on Family Violence, Texas District and County Attorneys Association, Texas Center for the Judiciary, Texas Justice Courts Training Center, Texas Juvenile Probation Commission, and Texas Municipal Courts Association. Judges who choose to opt out must complete a TMCEC program every other year.

The alternative courses must be predominately criminal law, criminal procedure, judicial trial skills, evidence, or judicial ethics courses related to the jurisdiction of the municipal courts. Courses must be at least 16 hours in length, and at least 8 of the hours must consist of continuous, live training. Changes to the rule went into effect for the 2012-2013 academic year. If you have any questions, please contact Hope Lochridge, Executive Director, at TMCEC (800.252.3718). If you wish to complete the ALTERNATIVE JUDICIAL EDUCATION FORM, a copy can be found on page 18 of this catalog. We ask that you indicate your intention to opt out prior to April 30, 2013 so that we can anticipate summer enrollment.

## The Waiver Process

If a judge is unable to attend the mandatory 16 hours of judicial education within the academic year (September 1, 2012 - August 31, 2013), he or she may request a waiver from the Municipal Courts Education Committee. A form to make this request can be obtained from the TMCEC office (800.252.3718). 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.<sup>2</sup> Only in rare cases is an unconditional waiver granted. More often, waivers are denied. 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 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.

<sup>1</sup>Justices of the peace (non-lawyers) who are appointed to the municipal court bench must attend a TMCEC new judge school within one year of appointment (32 hours). Those who are licensed by the State Bar of Texas must attend a TMCEC regional conference within one year of appointment (16 hours). See pages 4-6 for dates and locations of judges programs.

<sup>2</sup>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 (housing, meals, and course materials) paid by the grant is typically at least \$300 a person at each regional conference.

# TMCEC Judges Programs

Recognizing that the individual needs of municipal judges and their courts vary, the Center is pleased to offer judges three programs to satisfy the mandatory hours of education required by the Rules of Judicial Education:

- New, Non-Attorney Conferences (32 hours)
- TMCEC/TxDOT Traffic Safety Conference (up to 16 hours); and
- Regional Conferences (up to 16 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 attorneys and 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-lawyer 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 \$200.

December 10-14, 2012  
Omni Southpark  
4140 Governor's Row  
Austin, Texas 78744  
512.448.2222

Register by: November 9, 2012

July 15-19, 2013  
Omni Southpark  
4140 Governor's Row  
Austin, Texas 78744  
512.448.2222

Register by: June 14, 2013

Mayors are only eligible to attend this program in limited instances where a general-law municipality has activated its court, but has not created the position of municipal judge (including presiding, associate, alternate, or substitute judge). Mayors serving as the *ex officio* judge must request an affidavit from TMCEC and submit it prior to registration.

## Regional Judges Seminar

For all attorney judges and non-attorney judges who have previously completed the new judge conference, the regional judges conference 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 2 years of required judicial education through TMCEC, municipal judges must complete at least 8 hours of continuous live presentation but may complete the remaining 8 hours through live presentation, approved online education, or any combination of approved live events and online education. Judges who choose to complete the minimum of eight hours must complete all 8 hours on Day Two of the program from 8:00-5:00. 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 live education at the seminar by attending Day Two and either Day One or Day Three.

The agenda for the regional conference is available online at [www.tmcec.com](http://www.tmcec.com). The registration fee is \$50, or \$100 for registration and single housing for one night or \$150 for registration and single housing for two nights.

**Pre-conference:** We are pleased to announce a special pre-conference session on *Tools for Effective Court Administration* to be held usually from 1:00-5:00 p.m. on the day before each of the regional conferences. The session will include information on Authorities and Duties, Standing Orders, and Warrants. (Note: In Tyler it will be held on October 24, 2012, and in South Padre Island it is held on May 7, 2013). The pre-conference program is designed for both judges and clerks.

### October 22-24, 2012 (M-T-W)

Tyler

Register by: 9/21/12

- For attorney and non-attorney judges
- Post-Conference: *Tools for Effective Court Administration*

Holiday Inn Select  
5701 South Broadway  
Zip Code: 75703  
903.561.5800

### November 27-29, 2012 (T-W-Th)

Austin

Register by: 10/26/12

- For attorney and non-attorney judges
- Pre-Conference: *Tools for Effective Court Administration*

Omni Southpark  
4140 Governor's Row  
Zip Code: 78744  
512.448.2222

### January 7-9, 2013 (M-T-W)

San Antonio

Register by: 12/6/12

- For attorney and non-attorney judges
- Pre-Conference: *Tools for Effective Court Administration*

Omni San Antonio  
9821 Colonnade Blvd.  
Zip Code: 78230  
210.691.8888

## Regional Judges Seminar Schedule *continued*

<b>February 4-6, 2013 (M-T-W)</b> Addison <b>Register by: 1/3/13</b>	<ul style="list-style-type: none"><li>• For attorney and non-attorney judges</li><li>• Pre-Conference: <i>Tools for Effective Court Administration</i></li></ul>	Crowne Plaza Addison 14315 Midway Road Zip Code: 75001 972.980.8877
<b>February 24-26, 2013 (S-M-T)</b> Galveston <b>Register by: 1/23/13</b>	<ul style="list-style-type: none"><li>• For attorney and non-attorney judges</li><li>• Pre-Conference: <i>Tools for Effective Court Administration</i></li></ul>	San Luis Resort 5222 Seawall Blvd. Zip Code: 77551 800.392.5937
<b>March 24-26, 2013 (S-M-T)</b> Houston <b>Register by: 2/23/13</b>	<ul style="list-style-type: none"><li>• For attorney and non-attorney judges</li><li>• Pre-Conference: <i>Tools for Effective Court Administration</i></li></ul>	Omni Westside 13210 Katy Freeway Zip Code: 77079 281.558.8338
<b>April 8-10, 2013 (M-T-W)</b> Amarillo <b>Register by: 3/7/13</b>	<ul style="list-style-type: none"><li>• For attorney and non-attorney judges</li><li>• Pre-Conference: <i>Tools for Effective Court Administration</i></li></ul>	Ambassador Hotel 3100 Interstate 40 W Zip Code: 79102 800.230.4134
<b>May 5-7, 2013 (S-M-T)</b> S. Padre Island <b>Register by: 4/4/13</b> <i>NOTE: For Attorney Judges</i>	<ul style="list-style-type: none"><li>• For attorney judges</li><li>• Post-conference: <i>Tools for Effective Court Administration</i></li></ul>	Isla Grand Beach Resort 500 Padre Boulevard Zip Code: 78597 956.761.6511
<b>May 7-9, 2013 (T-W-Th)</b> S. Padre Island <b>Register by: 4/4/13</b> <i>NOTE: For Non-Attorney Judges</i>	<ul style="list-style-type: none"><li>• For non-attorney judges</li><li>• Pre-Conference: <i>Tools for Effective Court Administration</i></li></ul>	Isla Grand Beach Resort 500 Padre Boulevard Zip Code: 78597 956.761.6511
<b>June 10-12, 2013 (M-T-W)</b> Waco <b>Register by: 5/9/13</b>	<ul style="list-style-type: none"><li>• For attorney and non-attorney judges</li><li>• Pre-Conference: <i>Tools for Effective Court Administration</i></li></ul>	Hilton Waco 113 South University Parks Zip Code: 76701 254.754.8484

## Registration and CLE Fees

As announced in the December 2005 *Municipal Court Recorder*, the TMCA/TMCEC Board of Directors adopted a policy to charge a mandatory \$50 registration fee to program participants (including attorney and non-attorney judges and clerks) for programs not offered at the TMCEC office in Austin. This fee became effective September 1, 2006. 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 Texas Court of Criminal Appeals (compensation, membership services, and building fund). Both fees apply in FY13 as well. If you do not wish to seek CLE credit from TMCA, you can obtain it from another provider or claim the judicial exemption.

### **I am an Attorney Judge, must I pay the fee?**

There are notable exemptions 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. Further, any member of the State Bar of Texas who is 70 years of age or older is exempt from MCLE requirements. If they 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.

# Orientation for New Judges and Clerks

*Not mandatory for judicial education credit.*

Meet with TMCEC staff members to discuss key concepts and processes for municipal courts in Texas. This orientation carefully examines the role of the judge and the clerk, discusses procedures related to processing cases in municipal court (*Driving Safety Courses (DSC)* 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:

- Wednesday, November 14, 2012
- Wednesday, March 6, 2013
- Wednesday, June 5, 2013

**Orientations to be held at the  
TMCEC office:  
2210 Hancock Drive  
Austin, Texas 78756**

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: \_\_\_\_\_

Call to enroll: 800.252.3718 or 512.320.8274; or fax registration form: 512.435.6118



## Stop and Take Notice: Speakers Bureau

The Texas Municipal Courts Association Public Outreach Committee along with the Texas Municipal Courts Education Center would like to encourage you to go out in your community and address the need for traffic safety.

Please take the time to look at the TMCEC website ([www.tmcec.com](http://www.tmcec.com)) and use the materials provided to help your community understand the importance of safe driving. The TMCA Public Outreach Committee CHALLENGES each and every municipal judge and their support personnel to speak at schools, senior centers, and civic groups to help promote the court and the importance of traffic safety.

We also encourage you to sign up for the speaker's bureau, which will help us locate speakers from areas that are requesting this type of outreach. Please fax your information to TMCEC at 512.435.6118.

### Add Me to the Traffic Safety Speaker's Bureau

Name: \_\_\_\_\_  
Court: \_\_\_\_\_  
Tel.#: \_\_\_\_\_  
Email: \_\_\_\_\_



# Education for Court Support Personnel

Although annual education of municipal court clerks is not required, the Texas Legislature, the Court of Criminal Appeals, and the Texas Municipal Courts Association recognize the importance of training and allocating funds for that purpose. TMCEC offers four programs specifically designed for court clerks.

- New Clerks Conferences (24-27 hours)
- Regional Conferences (8-12 hours)
- Court Administrators Conference (12-16 hours)
- Traffic Safety Conference (12-16 hours)

## New Clerks Seminar (24 hours)

### 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 classes on court procedures—from filing a complaint to final disposition of a case. Also included in the program are classes on *Authorities and Duties*, *Juveniles*, *Court Costs*, *Collections*, *State Reports*, *Trial Processes*, *Warrants*, *Appeals*, and *Ethics*. 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, most 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.<sup>1</sup>

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 charged to the room and movies.

#### **December 10-13, 2012**

Omni Southpark  
4140 Governor's Row  
Austin, TX 78744  
512.448.2222

**Register by: November 9, 2012**

**Registration Fee: \$200**

#### **July 15-18, 2013**

Omni Southpark  
4140 Governor's Row  
Austin, TX 78744  
512.448.2222

**Register by: June 14, 2013**

**Registration Fee: \$200**

*Note: New clerks conferences are four days in length and begin at 1:00 p.m. on Monday and conclude at 12:00 noon on Thursday. TMCEC will pay for hotel rooms for the nights of Monday through Wednesday. If you want to stay any additional night before or after the conference, you must contact the hotel and make those arrangements. Clerks at these programs are offered a single room at no additional charge.*

## Court Administrators Seminar

The conference focuses on developing the court administrator as a manager and supervisor and helps to provide an overall picture of Texas municipal courts and their administration. This conference is designed for and integrated into Level III of the Court Clerks Certification Program. Level III emphasizes building the leadership skills of the court administrator. 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.

#### **June 17-19, 2013**

Omni Corpus Christi Hotel  
Bayfront Tower  
900 N. Shoreline Blvd.  
Corpus Christi, TX 78401  
361.887.1600

**Register by: May 17, 2013**

**Registration Fee: \$100<sup>2</sup>**

<sup>1</sup>Depending on the popularity of a location, a conference may be closed to participants before the registration or housing deadline date. If this occurs, late registrants will be added to a waiting list and/or referred to a neighboring hotel. Please do not purchase non-refundable airline tickets until you receive a confirmation letter from TMCEC. Confirmation letters will be sent out to participants' courts three weeks prior to the conference.

<sup>2</sup>\$50 per night single room fee applies.

## For Experienced Clerks - Regional Seminars

The regional conferences for experienced clerks feature both general and breakout sessions addressing a wide range of issues.<sup>1</sup> The conferences help to provide a foundation for building clerks' knowledge of their authority and duties by familiarizing them with judicial ethics, statutes, legal processes, statutory reporting requirements, and management. These programs help to promote a better understanding of the justice system and the laws that municipal courts must uphold.

Pre-conference: We are pleased to announce a special optional pre-conference, *Tools for Effective Court Administration*, to be held from 1:00-5:00 p.m. on Day 1 of the regional conferences. The pre-conference program is designed for both judges and clerks. The seminar registration fee is \$50. A \$50 a night single room fee applies as well.

<b>October 24-25, 2012</b> (W-Th) Register by: 9/23/12	Tyler	Holiday Inn Select 5701 South Broadway Zip Code: 75703 903.561.5800
<b>November 27-28, 2012</b> (M-T) Register by: 10/26/12	Austin	Omni Southpark 4140 Governor's Row Zip Code: 78744 512.448.2222
<b>January 7-8, 2013</b> (M-T) Register by: 12/9/12	San Antonio	Omni San Antonio 9821 Colonnade Blvd. Zip Code: 78230 210.691.8888
<b>January 14-15, 2013</b> (M-T) Register by: 12/14/12	Galveston	San Luis Resort 5222 Seawall Blvd. Zip Code: 77551 800.392.5937
<b>February 4-5, 2013</b> (M-T) Register by: 1/3/13	Addison	Crowne Plaza Addison 14315 Midway Rd. Zip Code: 75001 972.980.8877
<b>March 24-25, 2013</b> (S-M) Register by: 2/23/13	Houston	Omni Westside 13210 Katy Freeway Zip Code: 77079 281.558.8338
<b>April 8-9, 2013</b> (M-T) Register by: 3/7/13	Amarillo	Ambassador Hotel Amarillo 3100 Interstate 40 W Zip Code: 79102 800.230.4134
<b>April 29 - May 1, 2013</b> (S-M) Register by: 3/27/13	South Padre Island	Pearl South Padre 310 Padre Blvd. Zip Code: 78597 956.761.6511
<b>June 10-11, 2013</b> (M-T) Register by: 5/9/13	Waco	Hilton Waco 113 South University Parks Dr. Zip Code: 78401 361.887.1600

**Please note:** Effective September 1, 2012, the Regional Clerks Program will be 8 hours in length. TMCEC will cover the room expense for qualified participants on the night before the seminar.<sup>2</sup> Participants interested in obtaining 12 hours may attend the pre-conference.

**Regional conferences begin at 8:00 a.m. and conclude at 5:00 p.m. on the same day.**

<sup>1</sup> Court clerks may attend one TMCEC regional conference each academic year at grant expense. The academic year runs from September 1, 2012 through August 31, 2013. If space is available, court clerks may attend more than one program at their own expense.

<sup>2</sup> Participant's courts must be at least 30 miles from the conference to have his or her room paid for by TMCEC. Single room rates apply.

## Municipal Prosecutors Conference

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. In light of specific dilemmas that are unique to municipal courts, ethical and educated prosecutors are essential to the successful administration of justice in our communities. The TMCEC Municipal Prosecutors Conferences are the only programs in the state designed to specifically assist such attorneys in obtaining and maintaining professional competence. Presentations will focus on 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. We plan to provide for at least one hour of ethics at each school. The pre-conference offers an additional three hours of CLE credit. The 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**, and is deposited in the TMCA private fund account, and is used for expenditures not allowed by the Texas Court of Criminal Appeals (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 may register for either of the prosecutors conferences. Housing, two breakfasts, and one lunch are included with the fee. The registration fee is \$250 (\$350 with CLE) if housing is requested. Municipal prosecutors who do not need housing at the conference hotel may pay a \$100 registration fee (\$200 with CLE). **Prosecutors who must 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 \$300 (\$400 with CLE) will be charged for non-municipal prosecutors or attorneys.

### Dallas

**February 10-12, 2013 (S-M-T)**

Omni Dallas Hotel at Park West

1590 LBJ Freeway

Zip Code: 75234

972.869.4300

**Register by: 1/9/13**

### Corpus Christi

**June 17-19, 2013 (M-T-W)**

Omni Corpus Christi

900 N. Shoreline Blvd.

Zip Code: 78401

361.887.1600

**Register by: 5/16/13**

## Municipal Court Bailiffs & Warrant Officers Conference

Bailiffs and warrant officers are essential resources for judges and clerks in maintaining courtroom security, serving process for the court, and assisting in fine collection and enforcement. In FY 12-13, TMCEC is offering one conference for bailiffs and warrant officers who work in Texas municipal courts. The course will offer 12 hours of training, including segments on court security. Participants may also attend an optional 4-hour training prior to the start of the conference. Credit of 12 hours of TCLEOSE credit will be awarded to those attending the 12-hour training, and an additional four hours may be awarded for attendance at the optional pre-conference session. Partial credit will not be given. In FY 13, the registration fee is \$100 for participants receiving two nights housing in a double room, or \$200 for participants wishing to receive a single room. The registration fee also includes two breakfasts, one lunch, and printed course materials.

### Galveston

**May 22-24, 2013 (W-Th-F)**

The San Luis Resort Spa

5222 Seawall Boulevard

Zip Code: 77551

409.744.1500

**Register by: 4/21/13**

### Optional Pre-Conferences

Two concurrent four-hour pre-conferences will be held prior to the program. Pre-conference topics will be announced in January 2013. Registration forms will be enclosed with conference confirmation letters, which will be emailed to registered participants prior to the conference.

### 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.

### TCLEOSE

Questions about TCLEOSE and status of credit should be addressed to: TCLEOSE, 6330 U.S. Highway 290, Austin, Texas, 78723. Telephone: 512.936.7700. Website: [www.tcleose.state.tx.us](http://www.tcleose.state.tx.us)

# General Conference Information

**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 12 hours):** On-site check-in for all regional conferences is usually held 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. Classes begin at 8:00 a.m. on the second day and end at 5:00 pm on the second day for clerks or 12:00 noon on the third day for judges. Please be sure to check the dates and times for each conference you choose. For an agenda of topics offered, visit the TMCEC website at [www.tmcec.com](http://www.tmcec.com).

**New Judges Conferences (32 to 35 hours):** On-site check-in for new judges conferences is held on Monday from 10:00 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.

**New Clerks Conferences (24 to 27 hours):** On-site check-in for new clerks conferences is held on Monday from 10:00 a.m.-1:00 p.m. Classes begin at 1:00 p.m. on Monday and conclude at noon on Thursday. 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. In the past, this rule was extended to mean a 30-minute drive (during rush hour) to the conference site from your office or home. **The 30-minute rule no longer applies (effective September 1, 2008).**

**Hotel Registration:** In FY13, TMCEC will continue to make all hotel 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 pays 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 usually 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. 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 course. When demand is very high for a conference, some participants will have rooms at neighboring hotels. Please register early.

TMCEC will no longer be able to help you make arrangements for early arrival or extended stay. Please contact the hotel directly. The hotel may or may not be willing to give you the government rate. The earlier you contact them, the greater chance you will have of negotiating a discounted 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:** Due to decreased funding, participants attending the Regional Judges and Clerks Seminars, Court Administrators Seminar, Assessment Clinic, Traffic Safety Conference, and Bailiff/Warrant Officers Conference will be required to share sleeping rooms with another participant. Those not wishing to share a room can choose to pay an additional \$50 a night to have a private room. Participants sharing a room will not be charged any additional fee outside of the regular registration fee.

Private rooms will be provided without an additional charge for the New Judges and Clerks Seminars and Prosecutors Seminars. This is because these groups already pay 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. We are limited by the state per diem and the budget approved by the TMCEC Board of Directors and Texas Court of Criminal Appeals. A bid process is used to secure the hotel.

**Cancellation Policy:** If you have registered for any of the TMCEC programs 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 your city will be billed for meal expenses, course materials, and housing (\$85 - \$145 plus tax per night). Cancel by calling TMCEC. 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. Participants must cancel at least 10 business days prior to the conference in order to receive a refund of the registration fee.

## General Conference Information continued

**Transfer Policy:** Registration may be transferred between court employees up to 72 hours prior to the 1:00 p.m. start of registration.

**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 (\$85 - \$145 plus tax per night). Some hotels have a 72-hour cancellation policy. If you cancel after that time, you may be billed.

**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, an applicant is to provide written documentation explaining the financial hardship to the Board of Directors for consideration 60 days prior to the TMCEC event. The scholarship 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 are asked to download course materials from the TMCEC website ([www.tmcec.com](http://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. Guests are, however, invited to the TMCA hospitality hour. Guests include family members, staff assistants, and security personnel.

**Hospitality:** At many of the TMCEC conferences, hospitality get-togethers are offered to participants by the Texas Municipal Courts Association or other groups. Participation in these events is strictly voluntary. Neither grant funds nor registration fees are used to sponsor these events. Guests are invited.

**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. We strive to provide participants with the highest quality of 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 Association 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 to \$550 per program. Most conferences will conclude promptly at 12:00 noon; 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 pre-conference, via an online lesson, or by audio or videotape. Your request should be addressed in writing, prior to the start of the seminar, to: Hope Lochridge, TMCEC Executive Director, 2210 Hancock Drive, Austin, Texas 78756.

**CLE Credit:** The judges regional seminars, annual prosecutors programs, 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 Legal 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 towards the conclusion of the conference. Attorneys will be charged a \$100 fee if they seek CLE credit and will be offered a 5:05-6:30 p.m. optional session to obtain the full 12 hours of MCLE credit (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 not allowed by the Texas Court of Criminal Appeals (compensation, membership services, and building funds).

*Please register for conferences early this academic year. If you wait, the conferences may be overcrowded and you may not receive the individual attention that you need from the faculty or staff.*

## Additional TMCEC Training

TMCEC has included information on most of its FY13 events in this Academic Schedule. Please watch the TMCEC website ([www.tmcec.com](http://www.tmcec.com)) for additional programming. Dates and sites are subject to change.

The following have been scheduled but not yet detailed in this Academic Schedule (brochures will be sent out to all courts):

**Legislative Update:** TMCEC is planning three regional, six-hour elective programs in August 2013 after the 83rd Legislative Session. The registration fee is \$100. For attorneys desiring CLE, there is a voluntary \$50 CLE fee. The one-day sessions will be held from 9:00 am - 5:00 pm.

### August 15, 2013

Overton Hotel & Conference Center  
2322 Mac Davis Lane  
Lubbock, 79401  
806.776.7000

**Register by: July 14, 2013**

### August 20, 2013

Omni Riverway  
4 Riverway  
Houston, 77056  
713.871.8181

**Register by: July 19, 2013**

### August 23, 2013

Omni Southpark  
4140 Governor's Row  
Austin, 78744  
512.448.2222

**Register by: July 22, 2013**

**More TMCEC Programs:** (The following have not yet been scheduled)

- Clinics (4 hours each - 4 planned) at TMCEC offices in Austin (dates tentative/topics TBD)
- Webinars (1-hour each - at least 15 will be offered)

**Online Learning Center (OLC):** TMCEC now offers an Online Training 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. See page 19 for more on the OLC.

## Level III Assessment Clinic

To be certified at Level III, clerks and court administrators must attend a three-day Assessment Clinic sponsored by TMCEC. The Clinic is a workshop emphasizing the development and practice of court management and human resource skills. The purpose of the Clinic is to help clerks gain confidence in their management skills and to become better prepared to provide efficient and effective oversight of court operations. The program usually has 20 or fewer registered participants and interaction is emphasized. Participants are encouraged to make self-assessments of their own management and human resources skills. This program is contingent upon at least 12 participants enrolling 30 days prior to the program. Housing is provided, if requested, on the nights of the 28th, 29th, and 30th. There **will be** an exam offered for **ALL THREE PARTS OF LEVEL III** at the end of the program for those participants wishing to sit for the exam(s).

*The program will begin at 9:00 a.m. on Day 2 and conclude at 4:00 p.m. on Day 4. Night sessions are planned.*

### January 28 - 31, 2013

#### Crowne Plaza Austin

6121 IH 35 North  
Zip Code: 78752  
512.323.5466

**Register by: 12/20/12**

**Registration Fee: \$100**

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 and to have completed the majority of recommended readings. The **\$100 program fee** is refundable if the Center 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.

**Payment of registration fees and housing fees (if applicable) are required prior to enrollment in class.**

# Municipal Court Clerk Certification Program

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-San Marcos. 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.

## ELIGIBILITY REQUIREMENTS

All participants must be employed by a municipal court in order to participate in the program.

**Education:** The applicant must provide proof that within three years preceding application, the applicant has successfully completed 40 hours of training sponsored by the TCCA, TMCA, TMCEC, or 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 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. The 2012-2013 test schedule and test application can be found on the TMCEC website: [www.tmcec.com](http://www.tmcec.com). 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 printed from the TMCEC website: [www.tmcec.com](http://www.tmcec.com). The Level III exam is derived from 16 management books. The Level III study questions are available at [www.tmcec.com](http://www.tmcec.com).

## WHAT'S NEW?

**Level III Reading List:** Effective September 1, 2012, two books will be added to the Level III Reading List: *Manager's Toolkit: The 13 Skills Managers Need to Succeed* and *Skills for New Managers*. These books will replace *Management of Organizational Behavior* for Part C of the Level III exam. Testers will have until December 31, 2012 to decide which book to test on.

**Webinars:** TMCEC Archived and Live Webinars can now be used for Clerk Certification Credit (up to seven hours). NCSC webinars, live or archived, can also be used for Clerk Certification Credit (up to seven hours). **Note:** A total of only seven hours of online training hours can be used towards the clerk certification program.

**TMCEC Pre-Conference Preparation Courses:** TMCEC's four-hour study session is free of charge to attend. A self-study guide can be downloaded for free from the TMCEC website or purchased for \$25. Study guides are not mandatory. Participants earn four hours of education to be used towards their education requirements.

**In-Office Testing:** Testing at the TMCEC office is open to first-time testers as well as retakes. Call TMCEC to set up an appointment.

## Certified Municipal Court Clerks

The number of Level III Certified Municipal Court Clerks has increased to 44. Congratulations to Jennifer Sullivan, Sealy; Connie Crenshaw, Luling; Luevada Posey, Cedar Park; Alicia St. Cyr, Richland Hills; Susie Garcia, San Marcos; Carol Gauntt, formerly of Richland Hills; Christi Panches, Sanger; Kathryn Wells-Vogel, Odessa; Jeanie Roumell, Keller; Tracie Glaeser, formerly of Lewisville; Julie Kubezka-Day, Alvin; Karen Renfrow, Friendswood; Phyllis Mathison, Bastrop; Cynthia Wells, Lewisville; Deborah Jessup, Balch Springs; Rhonda Kuehn, Brenham; Elaine Brown, Katy; Cathy Haney, Missouri City; Pat Riffel, Pearland; Amanda DeGan, Westlake; Lei Holder, Weatherford; Pamela Folsom, Lumberton; Bonnie Townsend, Lockhart; Lisa Howard, Hurst; Dianna Faulkenberry, Decatur; Teri Neal, formerly of Bartonville; Amy Bockes, Oak Point; Jo Ann Sacharko, formerly of Lancaster; Paralee Norton, Duncanville; Luane Petrash, Webster; Catherine Leloux, Georgetown; Teresa Borcik, formerly of Abilene; Rachel Frazier, Keller; Leona Clay, Harker Heights; Renee Moses, Midlothian; Fawn Mackey, Sealy; Deryl Corley, Carrollton; Kimberly Kierce, Richardson; Lesa Frausto, Justin; Delena Franklin, Allen; April Christiansen, Cedar Park; Jennifer Bozorgnia, Kennedale; and Mary Jane Grubb, McKinney.

## Continuing Education Requirement

Don't forget to submit your 2012-2013 Renewal Application to TMCEC before September 1, 2013. A Renewal Application can be found on the TMCEC website: [www.tmcec.com](http://www.tmcec.com) (select "Renewals" from the clerks menu).

**TMCEC now offers optional online registration. Personal login information was mailed to each municipal judge and court support employee. If you did not receive your login information, please contact TMCEC.**



# Frequently Asked Court Clerk Certification Questions

## **How do I become certified?**

In order to become certified at a particular level, a clerk must:

- 1) Pass the test for the level desired;
- 2) Fulfill the educational requirements; and
- 3) Mail a completed application with the required documentation to TMCEC.

## **When do I need to provide proof of my educational attendance?**

Only after passing the test does completion of educational requirements become an issue. At that time, the clerk will put together the application packet to be certified to include:

- 1) A completed application for certification;
- 2) Proof of passing the exam (within three years for Level I and II and five years for Level III) preceding the application for certification; and
- 3) Proof of completion of educational requirements within the three years prior to applying (which may include any or all of the following: certificates of completion from TMCEC court support personnel training seminars; certificates of completion from TMCA or TCCA training seminars; and/or proof of attendance at annual conferences of the TCCA or TMCA).

## **When are the tests?**

The TCCA administers exams usually from 8:00 a.m. – 12:00 p.m. on the day after TMCEC regional clerks seminars and at the annual TCCA conference. Times may vary, so please check with TMCEC (800.252.3718).

## **How much will it cost to achieve Level I certification? My city wants to know so they can include it in the budget.**

### **Optional Costs:**

\* TCCA Annual Membership: \$40 ([www.texasclerk.org](http://www.texasclerk.org)) or TMCA Annual Membership: \$50 ([www.txmca.com](http://www.txmca.com)).

\* Most people feel that in order to pass the test, they will need to use the study guides. Study guides may be downloaded at no charge from the TMCEC website: [www.tmcec.com](http://www.tmcec.com), under Resources, or purchased for \$25 per level.

### **Mandatory Costs:**

#### **Test Registration Fees:**

Level I: \$50 for TCCA or TMCA members; \$90 for non-members

Level II: \$50 for TCCA or TMCA members; \$90 for non-members; or \$25 per part for re-tests for members

Level III: \$50 for TCCA or TMCA members; \$90 for non-members; or \$25 per part for members

**Assessment Clinic:** \$100 registration fee (required for Level III certification)

These are estimates only and subject to change based on costs of materials and grant restrictions for any given year.

## **What are the continuing education requirements?**

Each academic year (September-August), Level I and Level II certified court clerks must attend 12 hours of continuing education.

CMCC, Level III certified court clerks, must attend 20 hours of continuing education.

## **Which agencies are approved providers for continuing education?**

TCCA, TMCA, TMCEC, Institute for Court Management, National Center for State Courts, National Association of Court Managers, TDLR Approved Training for Court Interpreters, and Teen Court Conference (up to 12 hours) are all approved providers. An additional seven hours can be obtained through the TMCEC Online Learning Center (see page 19).

## **What happens if I do not meet my continuing education requirements?**

If you do not meet the continuing education requirements for one academic year (including submitting the renewal application and documentation to TMCEC), you have one year to make up the requirements before losing your certification. In order to maintain certification, Level I and Level II certified clerks will be required to attend 24 hours of education the following year and Certified Municipal Court Clerks will be required to attend 40 hours of education the following year. If you do not meet the continuing education requirements for two or more academic years (including submitting the renewal application and documentation to TMCEC) and you wish to rejoin the certification program, you will be required to re-take and pass the exam, and then re-apply for certification at Level I, regardless of prior certification.

## Pre-Conference Preparation Courses Levels I and II

The Texas Municipal Courts Education Center, in cooperation with the Texas Court Clerks Association, Texas Municipal Courts Association, and Texas State University-San Marcos, sponsors the Municipal Court Clerks Certification Program. This optional program is designed with three levels of certification. In order to advance through the different levels, clerks must pass a standardized written exam at each level and satisfy certain other requirements.

The pre-conference prep sessions are usually from 1:00 pm - 5:00 p.m. on Day 1 at the site of the TMCEC regional programs.

10/24/12 Tyler Holiday Inn South Broadway	4/2/13 Austin Omni Southpark
11/27/12 Austin Omni Southpark	4/8/13 Amarillo Ambassador Hotel
1/7/13 San Antonio Omni at the Colonnade	4/29/13 South Padre Island Pearl Hotel
1/14/13 Galveston San Luis Resort	6/10/13 Waco Hilton Hotel
2/4/13 Addison Crowne Plaza	6/17/13 Corpus Christi Omni Hotel
3/24/13 Houston Omni Westside Hotel	

All materials necessary will be provided. The cost of the guide is \$25 and may be ordered from TMCEC or printed at no charge from our website: [www.tmcec.com](http://www.tmcec.com), under the Resources tab.

Clerks may attend the preparation course regardless of whether they are registered for the regional conference. However, TMCEC will provide housing only for registrants to the regional conference.

**To Register:** Mail or fax the registration form attached at the bottom of this notice.

**Costs:** Free of charge.

**Class:** The classes are usually conducted from 1:00 p.m. - 5:00 p.m. on Day 1 of each regional program, usually at the seminar site. Please pick up the course material from TMCEC staff at the hotel. Attendees will receive four hours of credit towards the educational requirements of the certification program. No partial credit will be awarded.

**Note:** All clerks are welcome at the prep-sessions. They offer excellent reviews of essential information for working as a municipal court clerk.

### PRE-CONFERENCE PREPARATION COURSE REGISTRATION FORM

Site: \_\_\_\_\_

Date of Preparation Course: \_\_\_\_\_ Level I \_\_\_\_\_ Level II \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

City Served: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Status:  Full-Time  Part-Time  
 Court Administrator  Court Clerk  Deputy Clerk  Other (specify) \_\_\_\_\_

Court Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Court Telephone No.: \_\_\_\_\_ Court Fax No.: \_\_\_\_\_

I would like to purchase a study guide, to be provided at the prep-session, for \$25. Please check here: \_\_\_\_\_

*I certify that I am currently serving as municipal court support personnel in the State of Texas.*

Applicant's Signature

Date

**Return form to:**

**TMCEC • 2210 Hancock Drive • Austin, TX 78756 • or send by Fax 512.435.6118**

# APPLICATION FOR CLERKS CERTIFICATION TEST LEVELS I, II, & III

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

The tests are usually from 8:00 a.m. - 12:00 p.m. the day after each TMCEC Regional Clerks programs. The exception to this is at the Assessment Clinic where testing will take place on the last day of the seminar from 3:30 p.m. - 7:30 p.m. Tentative test sites and dates are:

10/26/12	Tyler Holiday Inn South Broadway	3/26/13	Houston Omni Westside Hotel
11/29/12	Austin Omni Southpark	4/4/13	Austin Omni Southpark
1/9/13	San Antonio Omni at the Colonnade	4/10/13	Amarillo Ambassador Hotel
1/16/13	Galveston San Luis Resort	5/1/13	South Padre Island Pearl Hotel
1/31/13	Crowne Plaza Austin	6/12/13	Waco Hilton Hotel
2/6/13	Addison Crowne Plaza	6/19/13	Corpus Christi Omni Hotel

**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.

**Registration:** Mail the application for testing and a copy of your TCCA membership card (for discounted exam registration fee), along with your payment to TMCEC, 2210 Hancock Drive, Austin, Texas 78756. If you are registering for the Level II or Level III test, include a copy of the prior level certificate.

**Payment:** A non-refundable, non-transferable registration fee of \$50 for TCCA members per test, or \$90 for non-TCCA members per test is required. If taking Level III in parts, \$25 per part is required. If **retesting** in parts for Levels II & III, \$25 per part is required. Make check or money order **payable to TMCEC** and mail payment to **2210 Hancock Drive, Austin, Texas 78756**. Cash will not be accepted.

**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 check so that it is received by the deadline. Advance payment is required for admission to the test.

**Confirmation:** Your cleared check will serve as your confirmation of registration and your receipt.

**Bring along:** Pencil, photo ID, and current TCCA membership card. A photo ID is required to take the examination.

## TEST REGISTRATION FORM

Site: \_\_\_\_\_ Date of Test: \_\_\_\_\_

Level of Test:  Level I  Level II (*all three parts*)  Level III (*all three parts*)  
Retest Level and Part(s):  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: \_\_\_\_\_ E-mail: \_\_\_\_\_

City Served: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Status:  Full-Time  Part-Time  Court Administrator  Court Clerk  Deputy Court Clerk  Other (specify) \_\_\_\_\_

Court Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Court Telephone No.: \_\_\_\_\_ Court Fax No.: \_\_\_\_\_

*I certify that I have read the eligibility requirements to participate in the Municipal Court Clerks Certification Program. I further 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.*

# Municipal Traffic Safety Initiatives Conference

In April 2013, TMCEC will be offering a three-day Municipal Traffic Safety Initiatives Conference with funding from the Texas Department of Transportation (TxDOT). Municipal judges, clerks, and city officials are invited to attend. The preliminary agenda includes topics such as *Young Drivers*, *Deferred Disposition*, *Older Drivers*, *Distracted Driving*, *Speed Limit Laws*, *Insurance Laws*, *Creative Sentencing* and much more.

**April 2-4, 2013 (T-W-Th)**

Omni Southpark Austin

4140 Governor's Row

Zip Code: 78744

512.448.2222

**Register by: March 1, 2013**

**Enrollment is limited** to 200 eligible participants. Priority will be given to those who did not attend the 2011 or 2012 Municipal Traffic Initiatives Conference. Please register early to guarantee your place in the program. Space is limited. Participants who have already attended or plan to attend a TMCEC regional conference, may also attend this program at their own expense. TMCEC is seeking representation from all areas of the state. A limited number of city officials (mayor, council person, or city manager), 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 \$50 for municipal judges and court personnel. Attendance at this conference fulfills the mandatory judicial education requirements for judges and attorney judges can receive free CLE credit.

Participants should bring sufficient funds for dinner each evening, for meals while traveling, and for incidental expenses. Those attending will receive two night's accommodations (double) at the Omni Southpark Hotel; however, the hotel will expect a credit card or cash deposit for telephone calls, meals charged to the room, and movies. A single 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 night's accommodations at the beautiful Omni Southpark Hotel, and most meals and refreshments. To find out how your court can be selected to receive this honor, go to: [www.tmcec.com](http://www.tmcec.com), Municipal Traffic Safety Initiatives.

The conference agenda will be released in December 2012. You may also look on the TMCEC website at [www.tmcec.com](http://www.tmcec.com) and click on the Municipal Traffic Safety Initiatives graphic for more information.

For additional information, contact TMCEC (800.252.3718 or [tmcec@tmcec.com](mailto:tmcec@tmcec.com)).



*This conference is funded in part by a TxDOT grant.*

# 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 of 2012-2013 by attending a course offered by an approved continuing education provider. The accredited providers are the American Academy of Judicial Education, ABA Traffic Seminar, The Center for American and International Law, CoLoGo Conference, Harvard Law School, Houston Law School and Foundation, Juvenile Law Section of the State Bar of Texas, National College of District Attorneys, National Council of Juvenile and Family Court Judges, The National Judicial College, South Texas School of Law, State Bar of Texas Professional Development Programs, Texas Court of Criminal Appeals, Texas Defense Lawyers Project, Texas Council on Family Violence, Texas District and County Attorneys Association, Texas Justice Courts Training Center, Texas Juvenile Probation Commission, and Texas Municipal Courts Association. Please contact TMCEC for the most up-to-date list of approved alternative providers. The course must relate to the jurisdiction of the municipal courts and be at least 16 hours in length. Judges may opt out only every other year. Judges are asked to complete an Intent to Opt Out form prior to April 30, 2013. If you have questions, please contact Hope Lochridge at TMCEC (800.252.3718 or hope@tmcec.com).

## TEXAS MUNICIPAL COURTS EDUCATION CENTER 2012-2013 INTENT TO ATTEND AN ALTERNATIVE PROGRAM CONTINUING JUDICIAL EDUCATION FOR MUNICIPAL JUDGES

### 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, a letter of approval will be sent to the judge. Upon completion of the approved course, the judge must send an affidavit or certificate documenting attendance.

Full Name: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

Court Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Name of Program

\_\_\_\_\_  
Date of Program

\_\_\_\_\_  
# of Hours

\_\_\_\_\_  
Date

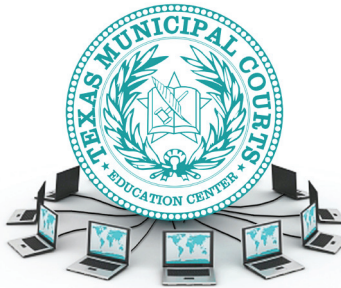
\_\_\_\_\_  
Signature

**Return form to the Texas Municipal Courts Education Center by April 30, 2013**

**Return form to:  
TMCEC • 2210 Hancock Drive • Austin, TX 78756 • or send by Fax 512.435.6118**

*Now Showing ....*

## The TMCEC Online Learning Center (OLC)



### **What is the OLC?**

It is the TMCEC's new Online Learning Center. 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, mailed to all constituents, and click Login in the upper left-hand corner. If you cannot locate your username or password, call TMCEC at 800.252.3718 and a staff member can look it up for you.

### **Why go to the OLC?**

- The OLC now hosts all TMCEC webinars! View archived webinars under the *Webinars on Demand* tab and browse upcoming webinars under the *Upcoming Webinars* tab.
- Need to make up any missed time from a conference? Get your make-up work under the *FTA Docket* tab.
- New to the municipal court world? TMCEC has orientation materials for municipal judges, clerks, prosecutors, bailiffs, and warrant officers under the *Welcome to TMCEC* tab.
- Want more resources on court security? Visit the *Working as a Bailiff, Warrant Officer, or Marshal* page under the *Welcome to TMCEC* tab/link.

**Remember:** Clerks can receive up to seven (7) hours of certification credit from online courses and webinars, and attorneys can get free CLE credit for watching TMCEC webinars. Bailiffs and warrant officers can also access their course materials on the OLC.

### **Coming Soon!**

Specialized courses on evidence, warrants, and much more! Join TMCEC in the OLC!

**at <http://online.tmcec.com>**

**TEXAS MUNICIPAL COURTS EDUCATION CENTER  
FY13 REGISTRATION FORM:**

**Regional Clerks Seminars**

**Note: Please use other registration forms for Level III Assessment Clinic and Court Administrators Conference**

Conference Date: \_\_\_\_\_ Conference Site: \_\_\_\_\_

Clerk/Court Administrator (\$50) for Regional Seminar

Name (please print legibly): Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Names you prefer to be called (if different): \_\_\_\_\_ Female/Male: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Date Hired: \_\_\_\_\_ Years experience: \_\_\_\_\_  
Emergency contact and phone number: \_\_\_\_\_

**HOUSING INFORMATION - Note: \$50 a night single room fee**

**TMCEC will make all hotel reservations** from the information you provide on this form. **TMCEC will pay for a double occupancy room at all regional clerks seminars.** To share with a specific seminar participant, you must indicate that person's name on this form.

- I request a private, single-occupancy room (\$50 for one night only).
- I request a room shared with a seminar participant. Room will have 2 double beds. TMCEC will assign roommate **or** you may request a roommate by entering seminar participant's name here: \_\_\_\_\_.
- I request a private double-occupancy room, but I'll be sharing with a non-participating guest. I will pay additional cost. (\$50 for one night only). I will require:  1 king bed  2 double beds
- I do not need a room at the seminar.

**Hotel Arrival Date** (this **must** be filled out in order to reserve a room): \_\_\_\_\_  Smoker  Non-Smoker

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):

- Full Time  Part Time  Court Clerk/Deputy Clerk  Juvenile Case Manager
- Court Administrator  Other \_\_\_\_\_

I certify that I am currently serving as municipal court support personnel in the State of Texas. I agree that I will be responsible for any costs incurred if I do not cancel at least 10 business days prior to the conference. I agree that if I do **not** cancel at least 10 business days prior to the event then 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 the 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. **Full payment is due with the registration form. Registration shall be confirmed only upon receipt of the registration form and full payment of both the registration fee and the hotel room.**

\_\_\_\_\_  
*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.

**Amount Enclosed:** \$ 50      **Registration Fee + \$** \_\_\_\_\_      **Housing Fee = \$** \_\_\_\_\_

- Check Enclosed (Make checks payable to TMCEC.)
- 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: \_\_\_\_\_

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  
FY13 REGISTRATION FORM:**

**Regional Judges, Court Administrators, Bailiffs & Warrant Officers, Level III Assessment Clinic, and Traffic Safety Conferences**

Conference Date: \_\_\_\_\_ Conference Site: \_\_\_\_\_

Check one:

- Non-Attorney Judge (\$50)
- Attorney Judge not-seeking CLE credit (\$50)
- Attorney Judge seeking CLE credit (\$150)

- Traffic Safety Conference - Judges & Clerks (\$50)
- Level III Assessment Clinic (\$100)
- Court Administrators Seminar (\$100)
- Bailiff/Warrant Officer\* (\$100)

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: \_\_\_\_\_ Years experience: \_\_\_\_\_  
 Emergency contact: \_\_\_\_\_

**HOUSING INFORMATION - Note: \$50 a night single room fee**

TMCEC will make all hotel reservations from the information you provide on this form. TMCEC will pay for a **double occupancy room at all regional judges, Bailiff/Warrant Officer seminar, Level III Assessment Clinic, the Court Administrators conference and the Traffic Safety Conference.** To share with a specific seminar participant, you must indicate that person's name on this form.

- I request a private, single-occupancy room (\$50 per night : \_\_\_\_ # of nights x \$50 = \$\_\_\_\_\_ )
- I request a room shared with a seminar participant. Room will have 2 double beds. TMCEC will assign roommate **or** you may request roommate by entering seminar participant's name here: \_\_\_\_\_
- I request a private double-occupancy room, but I'll be sharing with a non-participating guest. I will pay additional cost. (\$50 per night : \_\_\_\_ # of nights x \$50 = \$\_\_\_\_\_ ). I will require:  1 king bed  2 double beds
- I do not need a room at the seminar.

**Hotel Arrival Date** (this **must** be filled out in order to reserve a room): \_\_\_\_\_  Smoker  Non-Smoker

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):**

- Full Time  Part Time  Attorney  Non-Attorney  Bailiff/Warrant Officer
- Presiding Judge  Justice of the Peace  Other \_\_\_\_\_
- Associate/Alternate Judge  Mayor (ex officio Judge)

**\*Bailiffs/Warrant Officers:** Municipal judge's signature required to attend Bailiffs/Warrant Officers' program.

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

I certify that I am currently serving as a municipal judge 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 at least 10 business days prior to the conference. I agree that if I do **not** cancel at least 10 business days prior to the event then 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. **Full payment is due with the registration form. Registration shall be confirmed only upon receipt of the registration form and full payment of both the registration fee and the hotel room.**

\_\_\_\_\_  
*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.

**Amount Enclosed: \$** \_\_\_\_\_ **Registration/CLE Fee + \$** \_\_\_\_\_ **Housing Fee = \$** \_\_\_\_\_

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

Credit Card Payment:

*Amount to Charge:* \_\_\_\_\_ *Credit Card Number* \_\_\_\_\_ *Expiration Date* \_\_\_\_\_

*Credit card type:* \$ \_\_\_\_\_

- MasterCard
- Visa

*Name as it appears on card (print clearly):* \_\_\_\_\_

*Authorized signature:* \_\_\_\_\_

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  
FY13 REGISTRATION FORM:  
New Judges and New Clerks, and Prosecutors Conferences**

Conference Date: \_\_\_\_\_ Conference Site: \_\_\_\_\_

**Check one:**

- |  |  |
|--|--|
| <input type="checkbox"/> New, Non-Attorney Judge Program (\$200)<br><input type="checkbox"/> New Clerk Program (\$200)<br><input type="checkbox"/> Non-municipal prosecutor seeking CLE credit (\$400)<br><input type="checkbox"/> Non-municipal prosecutor not seeking CLE credit (\$300) | <input type="checkbox"/> Prosecutor not seeking CLE/no room (\$100)<br><input type="checkbox"/> Prosecutor seeking CLE/no room (\$200)<br><input type="checkbox"/> Prosecutor not seeking CLE/with room (\$250)<br><input type="checkbox"/> Prosecutor seeking CLE/with room (\$350) |
|--|--|

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.

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 the following seminars:** four nights at the new judges seminars, three 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.  
 I need a room shared with a seminar participant. TMCEC will assign you a roommate or you may request a roommate by entering seminar participant's name here here: \_\_\_\_\_ (Room will have 2 double beds.)]  
 I need a private double-occupancy room, but I'll be sharing with a non-participating guest. I will pay additional cost, if any, per night.  
 I will require:  1 king bed  2 double beds  
 I do not need a room at the seminar.

**Hotel Arrival Date** (this **must** be filled out in order to reserve a room): \_\_\_\_\_  Smoker  Non-Smoker

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

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 at least 10 business days prior to the conference. I agree that if I do **not** cancel at least 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. **Full payment is due with the registration form. Registration shall be confirmed only upon receipt of registration form and full payment of both the registration fee and the hotel room.**

\_\_\_\_\_  
*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:

*Amount to Charge:* \_\_\_\_\_ *Credit Card Number* \_\_\_\_\_ *Expiration Date* \_\_\_\_\_

*Credit card type:* \$ \_\_\_\_\_

MasterCard

Visa

*Name as it appears on card (print clearly):* \_\_\_\_\_

*Authorized signature:* \_\_\_\_\_

**Please return completed form with payment to TMCEC at 2210 Hancock Drive, Austin, TX 78756, or fax to 512.435.6118.**

## Staying Informed

As expressed in our mission statement, TMCEC is committed to providing high-quality judicial education, technical assistance, and the necessary resource materials to assist municipal judges, court support personnel, and prosecutors in obtaining and maintaining professional competence.

Ultimately, however, maintaining professional competence is an individual responsibility. With the flux of legal issues and related matters, judges, court support personnel, and prosecutors must personally be committed to staying informed of recent developments affecting municipal courts.

### TMCEC offers the following ways for you to stay informed:

- **The Recorder** – Our official publication, published quarterly, contains legal articles, updates, helpful charts, checklists, and other notices of interest to the courts. Current and past issues may be accessed on our website at [www.tmcec.com](http://www.tmcec.com), under Resources.
- **Website** – Make sure to bookmark our website, [www.tmcec.com](http://www.tmcec.com). On our website, you will find links to the most recent Texas Attorney General Opinions impacting municipal courts, additional last-minute seminar information, all issues of *The Recorder*, and informative charts for municipal courts. Our website is organized by constituency, with information specific to a constituent group is easily accessed through each of the main menus around the star on the home page. Many of TMCEC's publications, such as our *Forms Book* and *Bench Book*, are available for viewing and printing and are easily accessed through the Resources link. Looking for a federal, state, or local agency website? The *Links* menu has links to many agencies, as well as most municipal court websites.
- **Listservs** – TMCEC sponsors separate listservs for municipal judges, court administrators, court interpreters, prosecutors, and bailiffs/warrant officers/marshals. Only persons employed in municipal courts in these capacities may participate. To ensure compliance with the Code of Judicial Conduct, judges, prior to access, must agree to specific terms of use. There is no charge to subscribe, as the listserv is sponsored by Yahoo and contains a small amount of commercial advertising. The purposes of the listserv are to: (1) provide participants with up-to-date information on laws and procedures that affect the operations of Texas municipal courts; (2) allow participants to network, problem solve, and share with others what problems arise in your court; and (3) distribute information relevant to municipal courts, such as information on publications and seminars. With a listserv, you can send an inquiry that will go to everyone's mailbox on the listserv and they can respond with a click of a button. Accordingly, users must be careful not to send irrelevant messages, as they will be blocked from participation. To join a listserv, please send your name, title, court name, telephone number, and email address to Hope Lochridge at [hope@tmcec.com](mailto:hope@tmcec.com).
- **800 Number** – TMCEC offers a toll free 800 line, 800.252.3718, where participants may call for assistance when they are unable to locate information or laws pertaining to the cases they are processing. Again, only municipal judges, clerks, courts administrators, and prosecutors may call for assistance.
- **Webinars** – TMCEC offers online continuing education via webinars. Participants log into the TMCEC Online Learning Center (OLC) and watch the presentation on their computer monitors. Watch *The Recorder* and the TMCEC website for a schedule of webinars. Also, logon to the OLC to watch past webinars. Up to seven hours of webinar credit count towards clerk certification requirements.

**TMCEC no longer issues seminar certificates by mail. To obtain your certificate, please visit the TMCEC website and click on the link that says "Online Registration." You will be required to log in using the password information mailed to you. If you do not have your log in information, please contact TMCEC. Certificates will be available to print 2-3 weeks after the seminar.**

## 2012 - 2013 TMCEC Academic Schedule At-A-Glance

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**www.tmcec.com**  
**512.320.8274**  
**512.435.6118 (f)**  
**800.252.3718**

Seminar	Date(s)	City	Hotel
Regional Judges Seminar	October 22-24, 2012	Tyler	Holiday Inn S. Broadway
Regional Clerks Seminar	October 24-25, 2012	Tyler	Holiday Inn S. Broadway
New Judges & Clerks Orientation	November 14, 2012	Austin	TMCEC
Regional Clerks Seminar	November 27-28, 2012	Austin	Omni Southpark
Regional Judges Seminar	November 27-29, 2012	Austin	Omni Southpark
New Clerks Seminar	December 10-13, 2012	Austin	Omni Southpark
New Judges Seminar	December 10-14, 2012	Austin	Omni Southpark
Regional Clerks Seminar	January 7-8, 2013	San Antonio	Omni at the Colonnade
Regional Judges Seminar	January 7-9, 2013	San Antonio	Omni at the Colonnade
Regional Clerks Seminar	January 14-15, 2013	Galveston	San Luis Resort
Level III Assessment Clinic	January 28-31, 2013	Austin	Crowne Plaza
Regional Clerks Seminar	February 4-5, 2013	Addison	Crowne Plaza
Regional Judges Seminar	February 4-6, 2013	Addison	Crowne Plaza
Prosecutors Seminar	February 10-12, 2013	Dallas	Omni Park West
Regional Judges Seminar	February 24-26, 2013	Galveston	San Luis Resort Spa
New Judges & Clerks Orientation	March 6, 2013	Austin	TMCEC
Regional Clerks Seminar	March 24-25, 2013	Houston	Omni Westside
Regional Judges Seminar	March 24-26, 2013	Houston	Omni Westside
Traffic Safety Seminar	April 2-4, 2013	Austin	Omni Southpark
Regional Clerks Seminar	April 8-9, 2013	Amarillo	Ambassador Hotel
Regional Judges Seminar	April 8-10, 2013	Amarillo	Ambassador Hotel
Regional Clerks Seminar	April 29-May 1, 2013*	S. Padre Island	Pearl South Padre
Regional Attorney Judges Seminar	May 5-7, 2013	S. Padre Island	Isla Grand Beach Resort
Regional Non-Attorney Judges Seminar	May 7-9, 2013	S. Padre Island	Isla Grand Beach Resort
Bailiff & Warrant Officer Seminar	May 22-24, 2013	Galveston	San Luis Resort
New Judges & Clerks Orientation	June 5, 2013	Austin	TMCEC
Regional Clerks Seminar	June 10-11, 2013	Waco	Hilton
Regional Judges Seminar	June 10-12, 2013	Waco	Hilton
Prosecutors & Court Administrator Seminar	June 17-19, 2013	Corpus Christi	Omni Bayfront Tower
New Clerks Seminar	July 15-18, 2013	Austin	Omni Southpark
New Judges Seminar	July 15-19, 2013	Austin	Omni Southpark
Legislative Update - Lubbock	August 15, 2013	Lubbock	Overton Hotel
Legislative Update - Houston	August 20, 2013	Houston	Omni Riverway
Legislative Update - Austin	August 23, 2013	Austin	Omni Southpark

\* There is an optional Traffic Safety four-hour program on May 1, 2013.

#### IMPORTANT NOTICE:

This catalog contains information about the TMCEC educational programs. Please read it carefully – especially the General Conference Information on pages 10-11. While every effort is made to ensure the correctness of the information, there are sometimes changes. Please read your confirmation letter carefully in case there are changes. TMCEC reserves the right to modify course offerings, hotel sites, and its rules and procedures. Please note the change to the housing policy – there is now a \$50 per night charge for a single room at regional judges and clerks programs, as well as the Assessment Clinic, Court Administrators Seminar, Bailiff & Warrant Officers Conference, and Traffic Safety Conference.