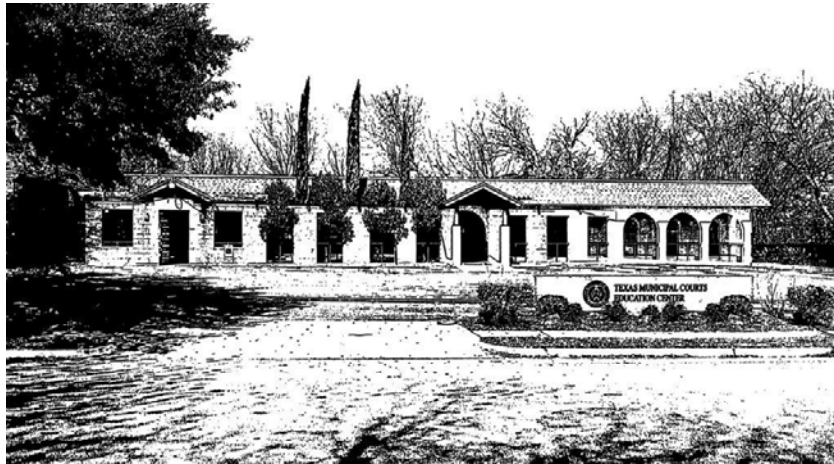


TEXAS MUNICIPAL COURTS EDUCATION CENTER



TMCEC has moved to its new headquarters, located at 2210 Hancock Drive in Austin. The building was purchased in August 2012 by the Texas Municipal Courts Association as a permanent home for the Center.

COURSE MATERIAL **Addison II** **Regional Clerks Seminar** **February 4 & 6, 2013**

2210 Hancock Drive, Austin, TX 78756
Telephone 512.320.8274
1.800.252.3718
Fax 512.435.6118
Email: tmcec@tmcec.com
Web Page: www.tmcec.com

Funded by a grant from the Texas Court of Criminal Appeals

TMCEC IS A PROJECT OF THE TEXAS MUNICIPAL COURTS ASSOCIATION



A Message from the Texas Municipal Courts Association

On behalf of the Texas Municipal Courts Association, let me welcome you to the *TMCEC Regional Clerks Program*. Your participation and input in the program is an indication of your commitment to improve your education and enhance your performance.

The TMCA was created to provide support for municipal court personnel and to improve the fair and impartial administration of justice in the municipal courts of Texas. Since 1974, the Association has been providing that support. In 1983, TMCA was selected by the Texas Supreme Court to receive and administer a grant to provide continuing legal education to municipal court personnel. In that same year, TMCA created the Texas Municipal Court Training Center as an independent educational entity. In 1994, the Training Center changed its name to the Texas Municipal Courts Education Center and continues to provide a wide range of educational programs to our many constituencies.

TMCA sponsors and directs TMCEC programs through policies set by the Board of Directors and the TMCA Education Committee. This oversight and direction ensures that the educational seminars and clerk certification programs comply with state requirements. The distinction between TMCA and TMCEC is intentional and is maintained so as to permit TMCA to actively pursue the legislative interests of our members. As a state grant recipient, TMCEC is prohibited from engaging in legislative activities other than serving as an informational resource. While grant funds are used to pay for the education programs and operating expenses of TMCEC, no grant funds are available for TMCA operating expenses. TMCA is wholly dependant upon its membership dues and fund raising activities for financial support.

If you have not already become a member, I invite you to join TMCA. Your involvement and participation is critical to the continued vitality of the association and the support of municipal court personnel across the State. Membership in TMCA offers a chance to network, a voice in your judicial education and an opportunity to impact the quality of justice in Texas municipal courts. I encourage you to visit our website at www.txmca.com where you can find more information on how to contact your regional representative, download membership lists, and find other resources.

Thank you for coming!

A handwritten signature in cursive script, appearing to read "Brian Johnson".

President, TMCA

REGIONAL CLERKS SEMINAR

February 4 & 6, 2013 • Addison II

Crowne Plaza Hotel

Day 1 (Monday)

February 4, 2013

- 12:00 – 5:00 p.m. **Registration**
- 1:00 – 5:00 p.m. **Preparation Courses: Clerk Certification Study Sessions**
Level I: Constance White, Director of Court Services, City of Burleson
Level II: Sue Kennedy, Court Manager, City of Lewisville
- 1:00 – 5:00 p.m. **Pre-Conference Session: Tools for Effective Court Administration**
Mark Goodner, Program Attorney & Deputy Counsel, TMCEC
Katie Tefft, Program Director, TMCEC
- 5:00 – 6:00 p.m. **Welcome Reception**

Day 2 (Wednesday)

February 6, 2013

- 6:45 – 7:50 a.m. **Registration and Breakfast**
- 8:00 – 8:15 a.m. **Announcements**
- 8:15 – 9:25 a.m. **Sovereign Citizens: Threats to Our Courts?**
Ryan Kellus Turner, General Counsel & Director of Education, TMCEC
- 9:25 – 9:40 a.m. **Break**
- 9:40 – 10:35 a.m. **Fun with Fees**
Katie Tefft, Program Director, TMCEC
- 10:35 – 10:50 a.m. **Break**
- 10:50 – 12:00 p.m. **Internal Controls: Keeping Tabs on the Court's Cash**
Jaime Brew, Clerk of the Court, City of Killeen
- 12:00 – 12:50 p.m. **Lunch**

	Track A – JUVENILES	Track B – PROCEDURES	Track C – SHARED
1:00 – 1:55 p.m.	ABCs in Municipal Court: An Elementary Exploration of the Alcoholic Beverage Code* Sue Kennedy, Court Manager, City of Lewisville	So You Think You Can't Be Sued? A Primer on Immunity for Clerks Fred Garcia, Court Clerk, City of San Antonio	Understanding 3rd Party Collections Glenn Lewis, Judge, City of Forest Hill
2:05 – 2:55 p.m.	Juveniles Behind the Wheel: Laws for Young Drivers* Robin Ramsay, Presiding Judge, City of Denton	Dissecting DSC* Leisa Hardin, Court Administrator, City of Mansfield	Foreign Language Interpreters Carrie Chavez, Attorney at Law, Dallas
3:05 – 3:55 p.m.	Dealing with JNAs (Juveniles Now Adults) Victoria Jaramillo Medley, Court Administrator, City of Amarillo	The MVP of Jury Trials Leah Huff, Court Implementation Consultant, Tyler Technologies	Talking to Your Town (DRSR)* Stella Mata, Deputy Clerk / Juvenile Case Manager, City of Forest Hill
4:05 – 5:00 p.m.	Transfer of Juvenile Cases Shelai Mullins, Juvenile Case Manager, City of McKinney	The New Laws of Disqualification and Recusal Mark Goodner, Program Attorney & Deputy Counsel, TMCEC	Alive @ 25* Renee Koog, Sergeant, Georgetown Police Department Professional Standards Division

5:00 p.m. **Adjourn**

*Denotes Municipal Traffic Safety Initiatives (MTSI) or Driving on the Right Side of the Road (DRSR) curriculum funded by a grant from the Texas Department of Transportation.

SEMINAR INFORMATION SHEET

Welcome to the Regional Clerks Seminar. If you have questions that this information sheet does not answer, the TMCEC staff will be glad to assist you. We hope you enjoy the program.

ATTENDANCE

Please check your address and telephone number listed on the roster and notify the TMCEC staff of any corrections or changes. Corrections are to be written on the provided space located at the bottom of the Request for Certification form that is included in your registration packet and that you will hand in at the end of the program.

The Texas Municipal Courts Association Board of Directors has ruled that attendance records are mandatory. **In order for you to receive a certificate of attendance for this program, you must attend all 8 hours on Day 2 of the seminar.** Roll may be called at any time and failure to attend without first informing a TMCEC staff employee prior to missing can cause you to not receive attendance credit for the program. If you are late entering any session, please inform a staff member prior to entering the room. Your badge is your proof of identification. Please wear it at all times during the seminar. The badge also serves as your ticket to enter the room where the breakfast and lunches are served.

Please note scheduled breaks will be offered during the class. Therefore, out of respect for your colleagues and presenters we ask that you not read the paper or engage in other activities that may be distracting during the class, including texting and instant messaging. Before the class we ask that all electronic devices be muted or turned off. If you must take a call during the presentation, please take the call outside of the room. The amount of education credit you are eligible to receive may be reduced if you are absent during any class sessions.

SMOKING AND ALCOHOL CONSUMPTION

The Texas Municipal Courts Association Board of Directors has adopted the following policy: No one shall smoke in any classroom, dining rooms or any area adjacent to the classrooms during the TMCEC seminars. Smoking will be permitted only outside the hotel or other common areas away from the meeting rooms and break areas. The possession or consumption of alcohol by participants during TMCEC provided classes, breaks, or meals are prohibited.

MEAL INFORMATION

TMCEC provides breakfast and lunch on Day 2 of the seminar to the participants while they are attending the seminar. Guests are not allowed to attend the meal functions with the participant.

CLASS TIMES

Day 1 (MONDAY)

Registration: 12:00 – 5:00 p.m.

Clerk Certification Study Sessions: Level I and II
1:00 p.m. – 5:00 p.m.

Pre-Conference Session 1:00 – 5:00 p.m.

Welcome Reception 5:00 – 6:00 p.m.

Day 2 (WEDNESDAY)

8:00 a.m. – 5:00 p.m.

CHECK OUT

The hotel has a set check out time. It will be announced on the first day during the welcoming announcements. Please insure that you do not go beyond this time. Extra-day charges imposed by the hotel will be your responsibility.

VENDORS

TMCEC and the Texas Municipal Courts Association, as grantee, do not endorse, recommend, or imply approval of any or all vendors represented in person or by materials/displays at or near TMCEC/TMCA sponsored meetings and seminars.

INFORMATION PRESENTED AT THE CONFERENCE

The information presented at this conference reflects the viewpoints of the instructors and does not necessarily express the opinion of TMCEC, its Board, or Committees.

Federal and state statutes prohibit employment discrimination on the basis of disability, age, race, color, religion, sex, or national origin. Sexual harassment is included among the prohibitions. The TMCEC strongly disapproves of any form of discrimination or harassment at its seminars, meetings, or within its work environment. Employees, participants, faculty, and volunteers who have experienced or observed any acts that they believe may be prohibited by federal, state, or common law should report the incident to the TMCEC Executive Director immediately. All such alleged acts will be investigated and consideration given to the appropriate action, if any, to be taken.

CAMPAIGN ACTIVITIES

There shall be no campaigning for the TMCEC/TMCA Board of Directors during TMCEC classes. For the purposes of this section, "campaigning" means activities and communications in any form by or on behalf of a nominee as an Officer or Director of TMCEC/TMCA.

Certificates will not be mailed out. They can be printed out by going to the online registration page at:

<http://register.tmcec.com>

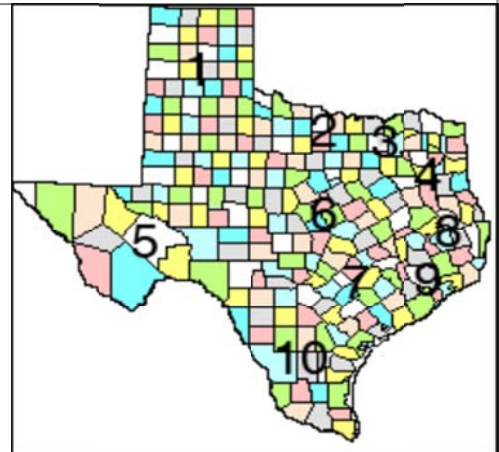
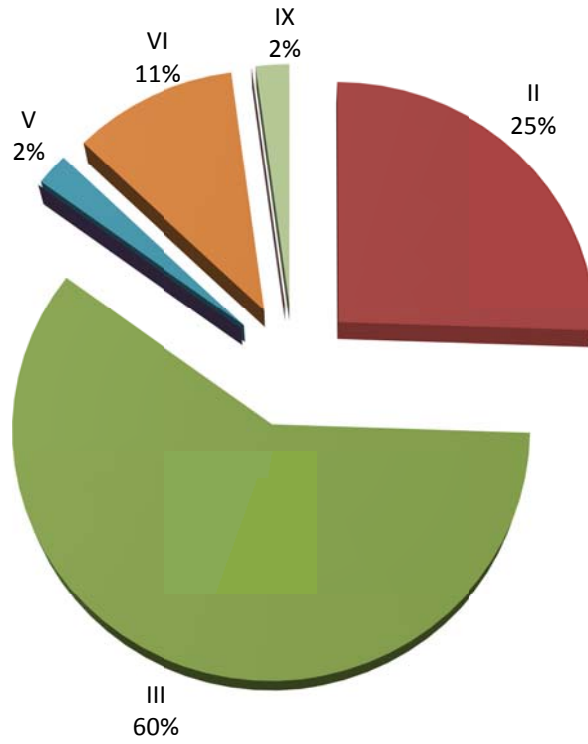
**Regional Clerks Seminar
Addison
February 4 & 6, 2013**

First Names	Last Names	DOH	Court	ADDRESS	City	Zip	PHONE	Region
Lupe	Armijo	07/05/2006	McKinney	130 S Chestnut St	McKinney	75069-4339	(972) 547-7684	III
Tammie	Atchison	02/27/2001	Waxahachie	PO Box 757	Waxahachie	75168-0757	(972) 937-7330 x262	VI
Daniel	Axworth	08/29/2011	Coppell	130 Town Center Blvd	Coppell	75019-2127	(972) 304-3650	III
Safyah	Barakat	05/30/2006	Fort Worth	1000 Throckmorton St	Fort Worth	76102-6312	(817) 392-6871	II
Lidia	Barraza	10/01/2002	Mesquite	PO Box 850137	Mesquite	75185-0137	(972) 216-6601	III
Debbie	Biscarro	04/24/2000	McKinney	130 South Chestnut Street	McKinney	75069	(972) 547-7647	III
Dakisha	Boone	12/06/2010	Fort Worth	1000 Throckmorton St	Fort Worth	76102-6312	(817) 392-6737	II
Guadalupe	Calvillo	2/20/2009	Watauga	7105 Whitley Rd	Watauga	76148-2024	(817) 514-5715	II
Melanie	Canter	01/01/2007	Southlake	600 State Street, Ste 1000	Southlake	76092	(817) 748-8188	II
Donna	Collins	02/01/2009	Keene	100 N Mockingbird Lane	Keene	76059-2323	(817)-645-7822	II
Peggy	Collins	10/01/2003	Red Oak	101 Live Oak Dr.	Red Oak	75154	(469) 218-7700	VI
Amy	Cromer	11/01/2001	Sansom Park	5500 Buchanan	Fort Worth	76114	(817) 626-3791, x100	II
Mary	Dixon	08/01/2007	McKinney	130 South Chestnut Street	Mc Kinney	75069	(972) 547-7677	III
Sharon	Eversole	09/10/1990	Grand Prairie	200 W Main St	Grand Prairie	75050-5619	(972) 237-8600	III
Carol	Feldpausch	07/01/2007	Aubrey	107 S Main St	Aubrey	76227-5519	(940) 440-9343	II
Maria	Fernandez	03/01/2004	Coppell	130 Town Center Blvd	Coppell	75019-2127	(972) 304-3654	III
Monica	Fields	01/29/2009	McKinney	130 South Chestnut Street	Mc Kinney	75069	(972) 547-7641	III
Sandra	Figueroa	10/22/2009	McKinney	130 South Chestnut Street	Mc Kinney	75069	(972) 547-7675	III
Norfe	Garcia	04/21/2005	Anna	101 South Powell Parkway	Anna	75409	(972) 924-3325	III
Thalia	Guaida-Lopez	08/27/2007	Mesquite	PO Box 850137	Mesquite	75185-0137	(972) 216-6606	III
Deborah	Hale	09/21/2010	Collinsville	PO Box 649	Collinsville	76233-0649	(903) 429-6226	III
Marisela	Hernandez	08/29/2001	Missouri City	3845 Cartwright Road	Missouri City	77459	(281) 208-5508	IX
Irma	Jantes	02/06/2012	Ferris	104 S Central Ave.	Ferris	75125-2620	(972) 544-2323	VI
Cathy	Johnson	08/24/1998	Grandview	PO Box 506	Grandview	76050-0506	(817) 866-4825	II
Brenda	Kemp	01/06/1991	Grand Prairie	200 W Main St	Grand Prairie	75050-5619	(972) 237-8624	III
Eileen	Kennedy	08/29/2006	Double Oak	320 Waketon Rd.	Double Oak	75077	(972) 539-9464	II
Katherine	McBride	04/11/2005	Double Oak	320 Waketon Rd	Double Oak	75077-3020	(972) 539-9464	II
Vicki	Middlebrooks	04/01/1999	Grand Prairie	2201 Grattan Drive	Grand Prairie	75050	(972) 237-8630	III
April	Morman	08/16/2004	McKinney	130 S Chestnut St	McKinney	75069-4339	(972) 547-7674	III
Gina	Nash	07/05/2005	McKinney	130 S Chestnut St	McKinney	75069-4339	(972) 547-7679	III
Gloria	Ortiz	10/01/2003	Palmer	PO Box 489	Palmer	75152-0489	(972) 449-3272	VI
Jacqueline	Overstreet	10/1/2008	Coppell	130 Town Center Blvd	Coppell	75019-2127	(972) 304-3694	III
Angela	Pon	02/27/2001	Wilmer	219 E Belt Line Rd	Wilmer	75172-1127	(972) 441-6372	III
Timothy	Rich	12/04/2000	McKinney	130 S Chestnut St	McKinney	75069-4339	(972) 547-7672	III
Cynthia	Ritchie	10/22/2012	Valley View	PO Box 268	Valley View	76272-0268	(940) 726-3957	II
Charla	Robinson-Kiser	07/01/2006	McKinney	130 South Chestnut Street	Mc Kinney	75069		III
Jacque	Rountree	10/15/2007	McKinney	130 S. Chestnut Street	McKinney	75069	(972) 547-7676	III
Becky	Rubenstein	7/20/2011	Plano	PO Box 860828	Plano	75086-0828	(972) 941-2009	III
Uchechi	Saka	10/13/2005	Grand Prairie	200 W Main St	Grand Prairie	75050-5619	(972) 237-8602	III

Brenda	Sanchez	11/01/2001	McKinney	130 South Chestnut Street	Mc Kinney	75069		III
Nancy	Sanford	02/01/1990	Crandall	PO Box 268	Crandall	75114-0268	(469) 447-4098	III
Christy	Schell	02/28/2000	Fate	PO Box 159	Fate	75132	(972) 771-4601	III
Mona	Sears	06/03/1999	Whitewright	PO Box 516	Whitewright	75491-0516	(903)-364-2219	III
Jessica	Tennison	11/01/2008	Roanoke	609 Dallas Dr	Roanoke	76262-6694	(817) 491-0813	II
Elizabeth	Vela	12/13/2012	Royse City	PO Box 638	Royse City	75189-0638	(972) 636-4789	III
Larissa	Ward	02/01/2002	Glenn Heights	550 E Bear Creek Rd	Glenn Heights	75154	(972) 223-2107	VI
Kathryn	Wells-Vogel	07/05/2005	Odessa	201 N. Grant	Odessa	79761	(432) 335-3389	V

Clerks Regional Representation

I	IV	VII	VIII	X	N/A
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Clerks Appointment / Hire Date

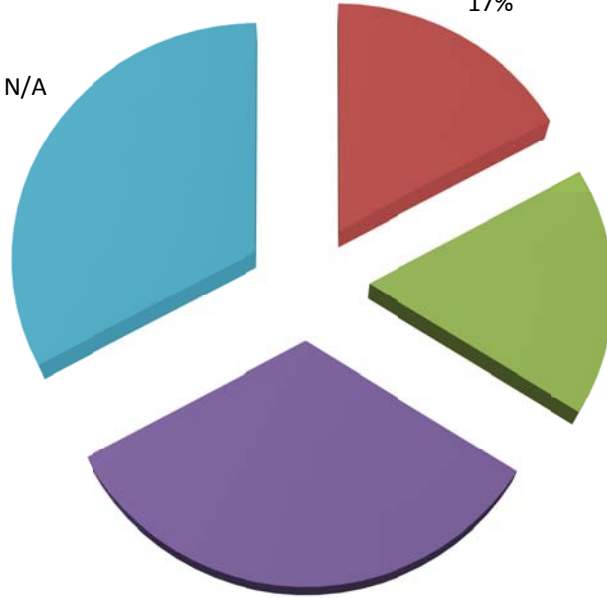
20+ Years
0%

5-20 Years
17%

Hire Date N/A
33%

2-5 Years
17%

0-1 Year
33%



**TEXAS MUNICIPAL COURTS ASSOCIATION
TEXAS MUNICIPAL COURTS EDUCATION CENTER
OFFICERS AND DIRECTORS - FY 2013**

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EMAIL: bgoldstein@blgpclaw.com

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City of College Station
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Region X Director

VACANT

Past President

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Municipal Judge
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TEXAS MUNICIPAL COURTS EDUCATION CENTER

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Katie Tefft Program Director Email: tefft@tmcec.com	Pat Ek Registration Coordinator Email: ek@tmcec.com
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Brenna McGee TxDOT Grant Administrator & Program Attorney Email: mcgee@tmcec.com	Rebecca Wermund Program Assistant II Email: wermund@tmcec.com
Margaret Danforth Administrative Director / Controller Email: danforth@tmcec.com	

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Caps	\$15.00
Golf Shirts	\$25.00
T-Shirts	\$15.00
V-Neck T-Shirts	\$15.00
Youth T-Shirts	\$12.00
Denim Shirts	\$40.00
Ties	\$15.00
Shoe Mittens	\$10.00 \$7.00!
Baby Onesies	\$12.00

Miscellaneous

Stress Ball	\$3.00
Gavel Pin	\$5.00
Teddy Bears	\$12.00

Food /Beverage Items

Pocket Koozies	\$3.00
Ceramic Mugs	\$10.00
Travel Mugs (Metal)	\$10.00
Travel Mugs (Got Warrants/Got Evidence)	\$15.00

Office Supplies

Gavel Sets	\$41.00
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Publications

Code Book (Texas Criminal and Traffic Law Manual: Judicial Edition)	\$41.00 \$5.00!
TMCEC 2011 Bench Book	\$25.00 \$10.00!
TMCEC 2011 Forms Book	\$25.00 \$10.00!
The Municipal Judges Book	\$25.00
TMCEC 2011 Bench Book & Forms Book DVD	\$5.00
Clerks Study Guides I & II	\$25.00 \$10.00! each
Clerks Study Questions III	\$10.00
Quick Reference Trial Handbook	\$10.00
Rules of Evidence Handbook	\$10.00
The Recorder	\$35.00 annual subscription rate
Class C Handbook	\$10.00
Essential Spanish for the Municipal Courts	\$10.00
Child's Lonestar Book	\$10.00
A Day in Municipal Court (Coloring Book)	N/C (Spanish & English Versions) No Charge

Videos

	<u>VHSs</u>	<u>DVDs</u>
I Object Video	\$10.00	N/A
Authority and Duties Video	\$10.00	\$20.00
Role of M.C.	\$10.00	\$20.00
Pro Se Defendant	\$10.00	\$20.00
IDEA		\$20.00