

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 **Regional Clerks Seminar** **San Antonio** **January 7-8, 2013**

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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 Programs*. 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

January 7-8, 2013 • San Antonio

Omni at the Colonnade

Day 1 (Monday)

January 7, 2013

- 12:00 – 5:00 p.m. **Registration**
- 1:00 – 5:00 p.m. **Preparation Courses: Clerk Certification Study Sessions**
Level I: Stephanie Krause, Court Administrator, City of Trophy Club
Level II: Dianna Faulkenberry, Court Administrator, City of Cleburne
- 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 (Tuesday)

January 8, 2013

- 6:45 – 7:50 a.m. **Registration and Breakfast**
- 8:00 – 8:10 a.m. **Announcements**
- 8:10 – 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 – 10:30 a.m. **Fun with Fees**
Katie Tefft, Program Director, TMCEC
- 10:30 – 10:45 a.m. **Break**
- 10:45 – 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* Sara Hartin, Judge, City of New Braunfels	The MVP of Jury Trials Tammy Odom, Deputy Court Clerk, City of Sweeny	Foreign Language Interpreters David Garza, Judge, City of Bee Cave
2:05 – 2:55 p.m.	Juveniles Behind the Wheel: Laws for Young Drivers* Robin Ramsay, Presiding Judge, City of Denton	Dissecting DSC* Luevada Posey, Court Operations Supervisor, City of Cedar Park	Talking to Your Town (DRSR)* Lindsey Mena, Juvenile Case Coordinator, City of San Marcos
3:05 – 3:55 p.m.	Transfer of Juvenile Cases Shelai Mullins, Juvenile Case Manager, City of McKinney	The New Laws of Disqualification and Recusal Cathy Riedel, Senior Associate, Bojorquez Law Firm, PLLC	Understanding 3rd Party Collections Bill Ragsdale, Presiding Judge, City of Ingram
4:05 – 5:00 p.m.	Dealing with JNAs (Juveniles Now Adults) Mark Goodner, Program Attorney & Deputy Counsel, TMCEC	So You Think You Can't Be Sued? A Primer on Immunity for Clerks Fred Garcia, Court Clerk, City of San Antonio	Alive @ 25* Renee Koog, Sergeant, Georgetown Police Department / Training Supervisor

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	Registration: 12:00 – 1:00 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.
Day 2	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.

CONTINUING EDUCATION UNITS

TMCEC will award up to 1.2 CEUs to each participant who successfully completes the Regional Clerks Seminar. The CEU is a nationally recognized unit designed to provide a record of an individual's continuing education accomplishments. Upon written request to TMCEC, a record will be made available as designated by the participant.

The CEU concept provides individuals with recognition for their efforts to update or broaden their knowledge, skills, or attitudes. Records of CEU awarded provide a framework within which individuals can develop and achieve long-range educational goals.

The availability of the CEU records and documentation permits individuals to maintain and transmit to others a record of their lifelong learning experiences. For example, individuals may use personal records of number of CEU earned for:

- Reporting maintenance or improvement of professional competence;
- Documenting continuing qualifications for renewing licensure, recertification, or registration; or
- Presenting evidence of personal and vocational growth and adjustment to meet changing career demands.

Probably the two most common uses of a CEU record by the individual learner are (1) to supply an employer or prospective employer with information on continuing education and training experiences pertinent to an occupational competence, and (2) to provide documentation to registration boards, certification bodies, or professional and occupational societies of continuing education undertaken to maintain or increase professional competence.

There is no relationship between CEU and academic credit. By definition, the CEU relates only to non-credit continuing education experiences. Academic credit applies specifically to degree requirements and CEU are not awarded for that purpose. No institutions of higher education are known to give automatic credit for CEU.

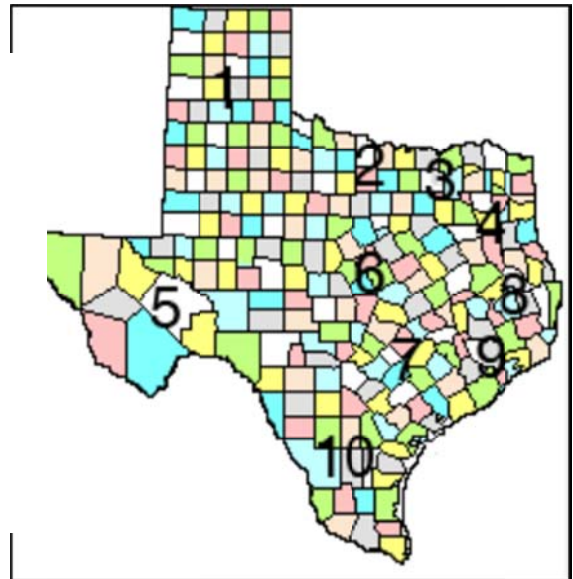
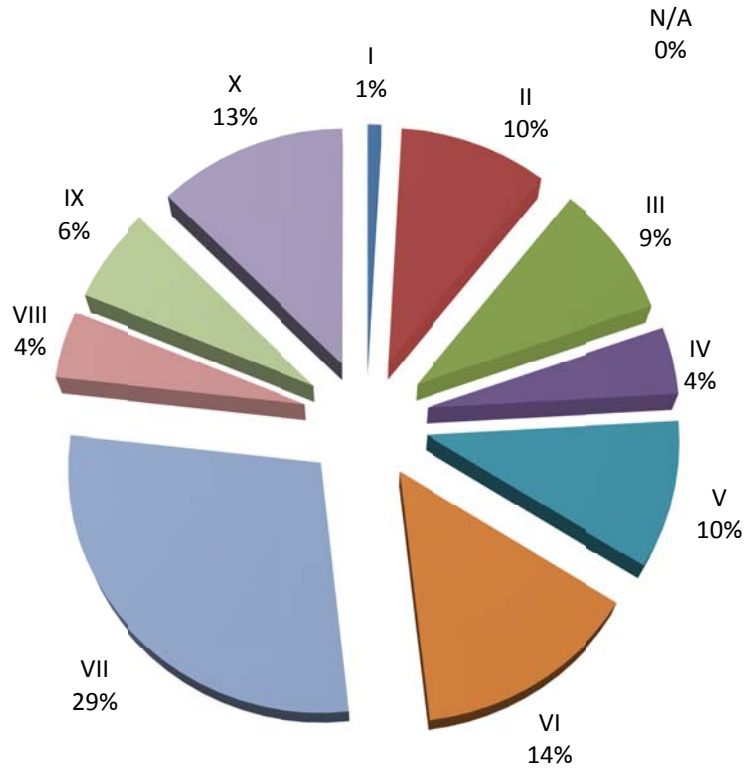
Certificates will not be mailed out. They can be printed out by going to the online registration page at:

<http://register.tmcec.com>

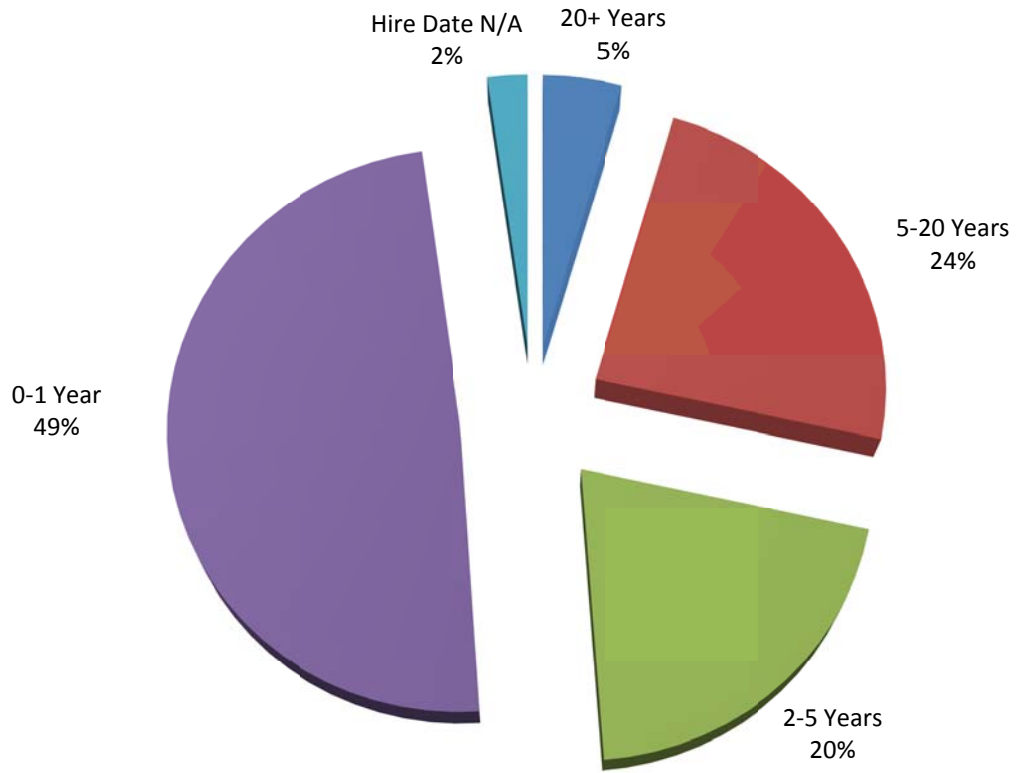
First Name	Last Name	HIRE DATE	CITY REPRESENTED	STREET ADDRESS	CITY	ZIP	COURT PHONE
Shelytha	Alexander-Simmons	03/01/2011	Prairie View	Post Office Box 817	Prairie View	77446	(936) 857-5327
Christina	Alvarez	10/07/2002	San Marcos	630 E Hopkins St	San Marcos	78666-6314	(512) 393-8190
Letitia	Armstrong	05/08/2012	Kirby	112 Bauman St	Kirby	78219-1004	(210) 661-3198
Katie	Bailey	08/16/2010	Webster	101 Pennsylvania St	Webster	77598-5226	(281) 338-6702
John	Bernal	11/26/2007	Pearland	2555 Cullen Boulevard	Pearland	77584	(281) 997-5900
Frances	Bock	08/27/1991	Hallettsville	101 N Main St	Hallettsville	77964-2727	(361) 798-3681
Stephanie	Breckenridge	01/18/2010	Ingram	230 Highway 39	Ingram	78025-3264	(830)-367-5115
Beverly	Burriss	02/17/1998	Blanco	PO Box 750	Blanco	78606-0750	(830) 833-4525
Janice	Carleton	03/20/2001	Hill Country Village	116 Aspen Ln	San Antonio	78232-4302	(210) 494-3671
Angela	Castillo	07/30/2008	Pasadena	1001-A Shaw Avenue	Pasadena	77506	(713) 475-5562
Jennifer	Castillo	09/14/2005	Boerne	124 Old San Antonio Rd.	Boerne	78006	(830) 248-1504
Jorge	Chavez	05/03/2004	McAllen	PO Box 220	McAllen	78505-0220	(956) 681-2900
Sylvia	Cobia	08/24/2009	Sugar Land	PO Box 110	Sugar Land	77487-0110	(281) 275-2560
Michelle	Combs	10/01/2001	Deer Park	PO Box 700	Deer Park	77536-0700	(281) 478-7293
Loretta	Corkran	03/29/2004	Selma	9375 Corporate Dr	Selma	78154-1250	(210) 651-7806
Maria	De La Garza-Pena	03/15/2010	Allen	301 Century Parkway	Allen	75013	(214) 509-4380
Rebecca	Del Toro	04/16/1979	Selma	9375 Corporate Dr	Selma	78154-1250	(210) 651-7825
Edinia	Espinoza	08/02/2006	San Antonio	401 S Frio St	San Antonio	78207-4416	(210) 207-7130
Lisa	Evans	06/01/2002	Eden	PO Box 915	Eden	76837-0915	(325) 869-2211
Anita	Gallardo	03/14/2007	Jacinto City	1301 Mercury Rd	Jacinto City	77029	(713) 674-8424
Janet	Garcia	01/01/2003	Terrell	Post Office Box 310	Terrell	75160	(972) 551-6600
Lisa	Garza	01/21/2005	La Coste	PO Box 112	La Coste	78039-0112	(830) 985-9494
Theresa	Gill	03/07/2006	Granite Shoals	2221 N Phillips Ranch Rd	Granite Shoals	78654-2030	(830) 598-2424 X 311
Victoria	Gonzales	03/01/2006	San Angelo	110 S Emerick St	San Angelo	76903-5510	(325) 657-4366
Franki	Gonzalez	08/29/2011	Uvalde	PO Box 799	Uvalde	78802-0799	(830) 278-3315
Melissa	Gross	04/16/2008	George West	406 Nueces Street	George West	78022	(361) 449-1557
Melissa	Guthrie	06/28/2010	Crowley	201 East Main Street	Crowley	76036	(817) 297-2201, x1200
Felix	Gutierrez	10/01/2010	Mission	1200 E 8th St	Mission	78572-5811	(956) 584-5155
Tina	Heine	10/05/1999	Georgetown	101 E 7th St	Georgetown	78626-5733	(512) 931-7712
Celina	Hemmeter		Eden	Post Office Box 915	Eden	76837	(325) 869-2211
Jennifer	Henry	01/06/2003	Copperas Cove	602 S Main St	Copperas Cove	76522-2917	(254) 547-5030
Reyna	Hill	12/17/2008	Cibolo	Post Office Box 826	Cibolo	78108	(210) 658-9900
Gina	Huddleston	02/01/2003	Alamo Heights	6116 Broadway St	San Antonio	78209-4545	(210) 822-3331
Elizabeth	Jass	01/20/2003	Castroville	1209 Fiorella St	Castroville	78009-4578	(830) 931-4070
Leticia	Knight	02/14/2011	San Angelo	110 S Emerick St	San Angelo	76903-5510	(325) 657-1366
Karissa	Laquay	12/01/2010	Waxahachie	PO Box 757	Waxahachie	75168-0757	(972) 937-7330 x262
Moises	Lara	01/05/2004	McAllen	PO Box 220	McAllen	78505-0220	(956) 681-2900
Loreal	Lee	06/09/2008	George West	406 Nueces Street	George West	78022	(361) 449-1557
Kami	Loftin	02/16/2004	Deer Park	PO Box 700	Deer Park	77536-0700	(281) 478-7287
Michelle	Lord	04/06/2009	Hawley	PO Box 649	Hawley	79525-0649	(325) 537-9528

Rachel	Luna	06/01/2004	New Braunfels	1486 S Seguin Ave	New Braunfels	78130-3853	(830) 221-4180
Taran	Lusk	11/08/2011	Weatherford	Post Office Box 255	Weatherford	76086	(817) 598-4120
Trisha	Lynch	10/16/2006	Allen	301 Century Parkway	Allen	75013	(214) 509-4380
Sonia	Marroquin	09/02/2011	Cottonwood Shores	3808 Cottonwood Dr	Cottonwood Shores	78657-9433	(830) 693-3830
Alejandro	Martinez	06/14/2010	Bee Cave	4000 Galleria Parkway	Austin	78738	(512) 767-6630
Belinda	McCall	01/11/2005	Grey Forest	18502 Scenic Loop Rd	Grey Forest	78023-3210	(210) 695-3261
Karen	McGee	08/15/2011	Mansfield	1305 E Broad St	Mansfield	76063-1804	(817) 276-4716
Billye	McGill	06/04/2004	Pasadena	PO Box 1575	Pasadena	77501-1575	(713) 475-5562
Barbara	Meier	01/02/1992	Selma	9375 Corporate Dr	Selma	78154-1250	(210) 651-7802
Eduardo	Mendoza	03/01/2000	Mission	1200 E 8th St	Mission	78572-5811	(956) 584-5155
Lisa	Merlo	02/21/2012	Balcones Heights	3300 Hillcrest Dr	San Antonio	78201-7044	(210) 735-9148
Susan	Michelson	08/31/1998	Kerrville	301 McFarland Dr.	Kerrville	78028-4429	(830) 257-2388
Tracy	Musch	01/12/2009	Johnson City	PO Box 369	Johnson City	78636-0369	830-868-7111
Yolanda	Narron	06/15/2009	Hemphill	PO Box 788	Hemphill	75948-0788	(409) 787-2251
Joyce	Noble	01/18/2005	Converse	402 South Seguin Road	Converse	78109	210-658-8021
Elena	Padilla	05/01/1987	New Braunfels	1486 S Seguin Ave	New Braunfels	78130-3853	(830) 221-4180
Elizabeth	Pardo	10/01/1994	San Antonio	401 S Frio St	San Antonio	78207-4416	(210) 207-4001
Elvira	Pecina	01/01/2012	Mission	1200 East 8th Street	Mission	78572	(956) 584-5155
Arlene	Perez	08/01/1984	San Antonio	401 S Frio St	San Antonio	78207-4416	(210) 207-2204
Connie	Perez	06/26/1998	Robinson	111 W Lyndale Ave	Robinson	76706-5619	(254) 662-1415
Jennifer	Pineda	11/21/2003	Taft	PO Box 416	Taft	78390-0416	(361) 528-3512, x114
Flor	Ramirez	05/02/2001	Edinburg	100 East Freddy Gonzalez	Edinburg	78539	(956) 289-7797
Raul	Ramos	06/28/2010	Edinburg	100 E Freddy Gonzalez Dr	Edinburg	78539-6302	(956) 289-7797
Ailene	Reid	02/03/2010	Brackettville	PO Box 330	Brackettville	78832	(830) 563-9542
Vicki	Reinhardt	06/14/2010	Cottonwood Shores	3808 Cottonwood Dr	Cottonwood Shores	78657-9433	(830) 693-3830
Amanda	Spooner	01/14/2008	Selma	9375 Corporate Dr	Selma	78154-1250	(210) 651-6661
Glenda	Story	09/17/1986	Sabinal	PO Box 715	Sabinal	78881-0715	(830) 988-2630
Sally	Tatsch	11/09/1998	Fredericksburg	125 W Main St	Fredericksburg	78624-3775	(830) 997-9935
Mayra	Torres	03/11/1989	Olmos Park	120 W El Prado Drive	San Antonio	78212-2025	(210) 824-3281
Maggie	Townsend	02/01/2008	Friendswood	1600 Whitaker Dr	Friendswood	77546	(281) 996-3252
Sheryl	Tumlinson	10/20/2009	Bastrop	104 Grady Tuck Lane	Bastrop	78602-4121	(512) 581-0900
Richelle	Vaughn	11/01/2006	San Marcos	630 Hopkins	San Marcos	78666	512-393-8190
Maribel	Velasquez	12/02/1996	Edinburg	100 E. Freddy Gonzalez Drive	Edinburg	78539	(956) 289-7797
Sabrina	Velasquez	10/01/2004	Dilley	PO Box 230	Dilley	78017-0230	(830) 965-1733
Susan	Villanueva	08/01/2000	Edna	128 W Main St	Edna	77957	(361) 782-8880, x305
Wanda	Whitener		Brenham	PO Box 1059	Brenham	77834-1059	(979) 337-7599
Andrea	Ybanez	10/12/2011	Helotes	PO Box 507	Helotes	78023-0507	(210)-695-5902
Sherri	Zuniga	12/10/2010	Cedar Park	911 Quest Pkwy.	Cedar Park	78613-2216	(512) 260-4334

Clerks Regional Representation



Clerks Appointment / Hire Date



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

President

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Region VI Director

Hon. Kathleen Person
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Hon. Esmeralda Garcia
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Region X Director

VACANT

Past President

Hon. Donna Starkey
Municipal Judge
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TEXAS MUNICIPAL COURTS EDUCATION CENTER

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Staff Roster

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Regan Metteauer Program Attorney Email: metteauer@tmcec.com	Crystal Ferguson Communications Assistant Email: ferguson@tmcec.com
Brenna McGee 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	

TMCEC MERCHANDISE, PUBLICATIONS & VIDEOS

Apparel

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 \$22.00!
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