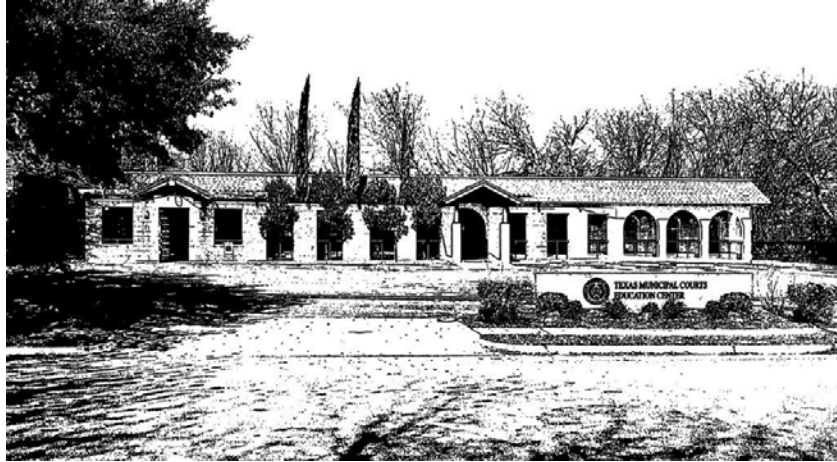


TEXAS MUNICIPAL COURTS EDUCATION CENTER



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 Waco II June 10 & 12, 2013

2210 Hancock Drive, Austin, TX 78756

Telephone 512.320.8274

1.800.252.3718

Fax 512.435.6118

Email: tmcec@tmcec.com

Website: 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

Hilton Waco

113 South University Parks Drive • 254-754-8484

June 10 & 12, 2013

Day 1 (Monday)

June 10, 2013

- 12:00 – 5:00 p.m. **Registration**
- 1:00 – 5:00 p.m. **Preparation Courses: Clerk Certification Study Sessions**
Level I: Lynda Kilgore, Retired Court Administrator, Baytown
Level II: Elaine Brown, Court Administrator, City of Katy
- 1:00 – 5:00 p.m. **Pre-Conference Session: Tools for Effective Court Administration**
Mark Goodner, Program Attorney & Deputy Counsel, TMCEC and
Katie Tefft, Program Director, TMCEC
- 5:00 – 6:00 p.m. **Welcome Reception**

Day 2 (Wednesday)

June 12, 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?**
David Hamilton, Prosecutor, City of Reno – Lamar County
- 9:40 – 10:35 a.m. **Internal Controls: Keeping Tabs on the Court's Cash**
Leah Huff, Former Municipal Court Administrator and Court Implementation Consultant,
Keller
- 10:50 – 12:00 p.m. **Fun with Fees**
Katie Tefft, Program Director, TMCEC
- 12:00 – 12:50 p.m. **Lunch**

	JUVENILES	PROCEDURES
1:00 – 1:55 p.m.	ABCs in Municipal Court: An Elementary Exploration of the Alcoholic Beverage Code* Pat Riffel, Court Administrator, City of Pearland	The MVP of Jury Trials Tammy Odom, Deputy Court Clerk, City of Sweeny
2:05 – 2:55 p.m.	Dealing with JNAs (Juveniles Now Adults) Mark Goodner, Program Attorney & Deputy Counsel, TMCEC	Dissecting DSC* Leisa Hardin, Court Administrator, City of Mansfield
3:05 – 3:55 p.m.	Transfer of Juvenile Cases Shelai Mullins, Juvenile Case Manager, City of McKinney	So You Think You Can't Be Sued? A Primer on Immunity for Clerks Katie Tefft, Program Director, TMCEC
4:05 – 5:00 p.m.	Talking to Your Town (DRSR)* Brenna McGee, TxDOT Grant Administrator & Program Attorney, TMCEC	Alive @ 25* Renee Koog and Erik Grasse, Sergeants, 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 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 on Day 1 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 Prep Courses: 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 SEMINAR

The information presented at this seminar 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:

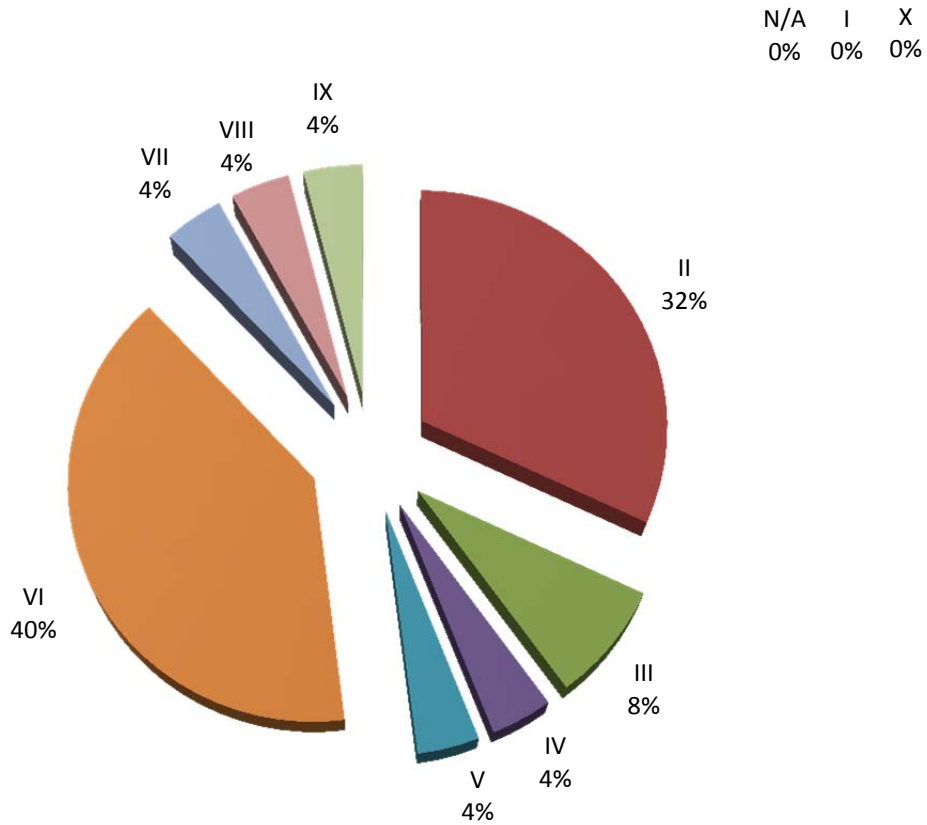
<http://register.tmcec.com>

Please give us 4-6 weeks to process.

**Regional Clerks Seminar
Waco
June 10 & 12, 2013**

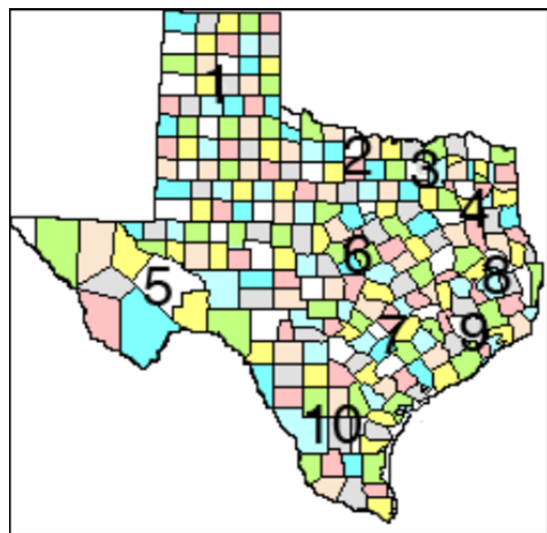
First Names	Last Names	DOH	Court	Address	City	Zip	Phone	Region
Amparo	Aleman	09/17/2007	Waxahachie	PO Box 757	Waxahachie	75168-0757	(972) 937-7330	06
Lyndsey	Barrett	08/01/2009	Salado	PO Box 219	Salado	76571-0218	(254) 947-5060	06
Sandra	Bradley	09/01/2009	Katy	5432 Franz Road	Katy	77492	(281) 391-4835	09
Sherry	Carter	01/01/2007	Fort Worth	1000 Throckmorton St	Fort Worth	76102-6312	(817) 999-1639	02
Trudy	Davis	09/17/2007	Kempner	Po Box 660	Kempner	76539	(512) 932-2180	06
Malia	Elkins	05/03/2006	Woodway	920 Estates Dr	Woodway	76712-3432	(254) 772-4489	06
Cindy	Eteaki	12/05/2005	Grapevine	PO Box 2413	Grapevine	76099-2413	(817)-410-3293	02
Donna	Eyrse	11/13/2000	Tye	PO Box 369	Tye	79563-0369	(325) 692-8588	05
Kristen	Fleming	05/12/2012	Longview	302 W. Cotton St.	Longview	75606	(903) 237-1183	04
Erasmus	Garcia	04/07/2008	University Park	3800 University Blvd	Dallas	75205-1711	(214) 987-5330	03
Michelle	Goodwin	07/24/2005	White Settlement	214 Meadow Park Dr	White Settlement	76108-2424	(817) 246-4971	02
Sheila	Heugel	09/01/1983	Plano	PO Box 860828	Plano	75086-0828	(972) 941-2171	03
Molly	Hopson	02/18/2013	Malone	PO Box 6	Malone	76660-0006	(254) 533-2261	06
Belinda	Kneblick	05/14/2012	Lago Vista	PO Box 4727	Lago Vista	78645-0008	(512)-267-9419	06
Yolanda	Martinez	08/02/2006	Castle Hills	209 Lemonwood Dr	Castle Hills	78213-2410	(210) 342-2341	07
Jennifer	Mathews	04/15/2009	Woodway	924 Estates Drive	Woodway	76712-3432	(254) 772-4489	06
Veronica	Mendez	03/30/2009	Fort Worth	1000 Throckmorton St	Fort Worth	76102-6312	(817) 392-8681	02
Shannon	Nicholson	12/01/2009	Oakwood	Post Office Box 96	Oakwood	75855	(903) 545-2131	08
Juan	Paredes	10/01/2008	Fort Worth	1000 Throckmorton St	Fort Worth	76102-6312	(817) 392-6733	02
Jill	Prater	06/29/2009	Thrall	PO Box 346	Thrall	76578-0346	(512) 898-5395	06
Rebecca	Ross	12/28/2009	Cross Roads	1401 Fm 424	Crossroads	76227-7284	(940) 365-9693	02
Veronica	Salinas	11/14/2011	Marlin	101 Fortune St.	Marlin	76661	(254) 883-1458	06
Jennifer	Smith	09/03/2008	Dalworthington Gardens	2600 Roosevelt Drive	Dalworthington Gardens	76016	(817) 274-7662	02
Shannon	Story	02/20/2011	Pantego	2600 Miller Ln	Pantego	76013-3258	(817) 274-3869	02
Kristina	Taylor	05/01/2005	Meridian	PO Box 306	Meridian	76665	(254) 435-2381	06
Susan	Thornhill	03/12/2008	Spring Valley Village	1025 Campbell Road	Houston	77055	(713) 465-8328	09
Patricia	Veliz	05/01/2002	Schertz	1400 Schertz Pkwy	Schertz	78154-1634	(210) 619-1501	07
Terri	Watson	8/26/2009	Cedar Hill	285 Uptown Blvd., Bldg #100	Cedar Hill	75104	(469) 272-3930	03
Sherri	Zuniga	12/10/2010	Cedar Park	911 Quest Pkwy.	Cedar Park	78613-2216	(512) 260-4334	06

Clerks Regional Representation

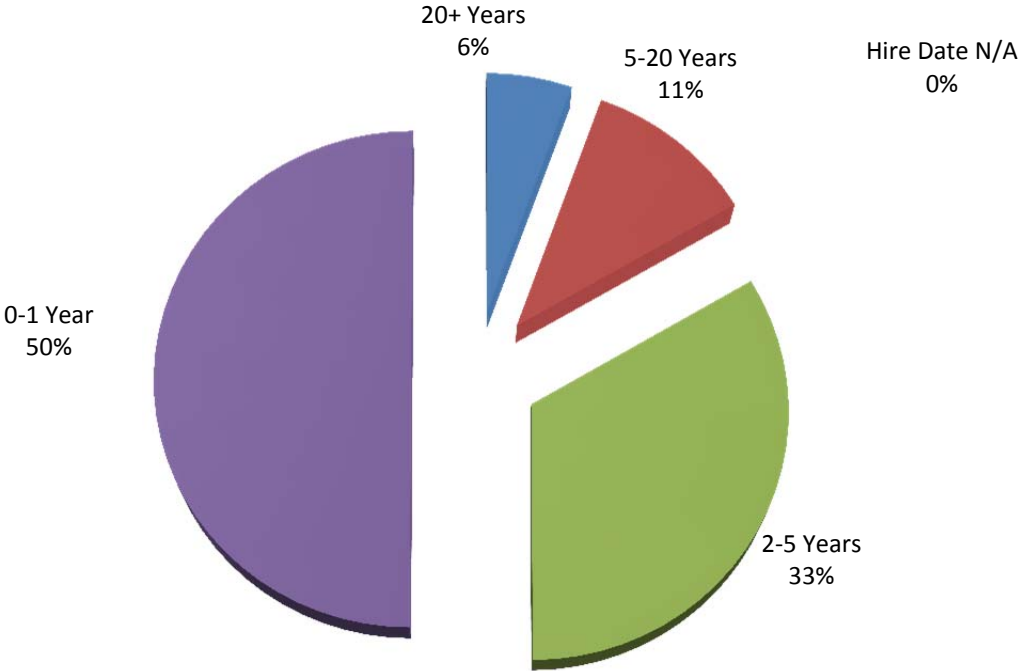


TMCA Regional Directors:

- Region I: Hon. Jan Matthews - 806.775.2462 (o)
- Region II: Hon. Ninfa Mares - 817.392.6715(o)
- Region III: Hon. Bonnie Goldstein - 214.321.3668 (o)
- Region IV: Hon. Phyllis Rogers- 903.885.7454 (o)
- Region V: Hon. Richard A. Olivo - 915.546.2977 (o)
- Region VI: Hon. Kathleen Person - 254.298.5687 (o)
- Region VII: Hon. Edward Spillane- 979.764.3850 (o)
- Region VIII: Ellen Guarrant - 409.643.5800 (o)
- Region IX: Hon. Esmeralda Garcia- 713.247.5464 (o)
- Region X: Hon. Kate Henley - 281.388.4251 (o)



Clerks Appointment / Hire Date



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

President

Hon. Brian Holman
Presiding Judge
City of Lewisville
P.O. Box 299002
Lewisville, TX 75029-9002
972/219-3419
FAX: 972/219-3708
EMAIL: bholman@cityoflewisville.com

President-Elect

Hon. Julie Escalante
Presiding Judge
City of Baytown
3120 N. Main St.
Baytown, TX 77521
281/627-1978
FAX: 281/420-5810
EMAIL: julie.escalante@baytown.org

First Vice-President

Hon. Sharon Hatten
Municipal Judge
City of Midland
406 East Illinois
Midland, TX 79702-1152
432/685-7300
FAX: 432/685-7319
EMAIL: shatten2018@yahoo.com

Second Vice-President

Hon. Robin A. Ramsay
Presiding Judge
City of Denton
601 E. Hickory, Suite D
Denton, TX 76205
940/349-8139
FAX: 940/349-9924
EMAIL: raramsay@cityofdenton.com

Secretary

Ms. Hilda P. Cuthbertson
Municipal Court Administrator
City of Bryan
P.O. Box 1000
Bryan, TX 77805
979/209-5424
FAX: 979/731-1760
EMAIL: hcuthbertson@bryantx.gov

Treasurer

Hon. Robert C. Richter, Jr.
Presiding Judge
City of Missouri City
1350 NASA Parkway, Ste. 200
Houston, TX 77058
281/333-9229
FAX: 281/333-1814
EMAIL: richter333@juno.com

Region I Director

Hon. Jan Matthews
Municipal Judge
City of Wilson
P.O. Box 22
Wilson, TX 79381-0022
806/470-5474
FAX: 806/628-6223
EMAIL: lubbock7@gmail.com

Region II Director

Hon. Ninfa Mares
Presiding Judge
City of Fort Worth
1000 Throckmorton
Fort Worth, TX 76102
817/392-6715
FAX: 817/392-8670
EMAIL: Ninfa.Mares@fortworthtexas.gov

Region III Director

Hon. Bonnie Goldstein
Presiding Judge
City of Royse City
P.O. Box 140940
Dallas, TX 75246
214/321-3668
FAX: 214/321-8429
EMAIL: bgoldstein@blgpclaw.com

Region IV Director

Hon. Phyllis Rogers
Presiding Judge
City of Sulphur Springs
312 South David St., Ste A
Sulphur Springs, TX 75482-2794
903/ 885-7454
FAX: (903) 438-9548
EMAIL: plrogers3@yahoo.com

Region V Director

Hon. Richard A. Olivo
Municipal Judge
City of El Paso
810 E. Overland Ave.
El Paso, Texas 79901
915/546.2977
FAX: 915/546.2939
EMAIL: rick@olivolaw.com

Region VI Director

Hon. Kathleen Person
Presiding Judge
City of Temple
401 North Third Street
Temple, TX 76502
254/298-5687
FAX: 254/773-4301
EMAIL: kperson@templetx.gov

Region VII Director

Hon. Edward Spillane
Presiding Judge
City of College Station
P.O. Box 9960
College Station, TX 77842-7960
979/764-3850
FAX: 979/764-3894
EMAIL: espillane@cstx.gov

Region VIII Director

Ms. Ellen Guerrant
Court Administrator
City of Texas City
1004 9th Ave. N.
Texas City, TX 77590
409/643-5800
FAX: 409/643-5716
EMAIL: eguerrant@texas-city-tx.org

Region IX Director

Hon. Esmeralda Peña Garcia
Judge
City of Houston
1400 Lubbock St.
Houston, TX 77002-1526
713/247-5464
FAX: 713/247-8747
EMAIL: esmeralda.garcia@houstontx.gov

Region X Director

Hon. Kate Henley
Presiding Judge
City of McAllen
P.O. Box 220
McAllen, TX 78505-0220
956/681-2900
FAX: 956/681-2901
EMAIL: khenley@mcallen.net

Past President

Hon. Donna Starkey
Municipal Judge
City of Alvin
216 W. Sealy
Alvin, TX 77511
281/388-4251
FAX: 281/331-6646
EMAIL: dfstargate@aol.com

TEXAS MUNICIPAL COURTS EDUCATION CENTER

2210 Hancock Drive

Austin, TX 78756

(512) 320-8274

(800) 252-3718

(512) 435-6118 FAX

www.tmcec.com

Staff Roster

Hope Lochridge Executive Director Email: lochridge@tmcec.com	Deadra Stark Administrative Director / Controller Email: stark@tmcec.com
Ryan Turner General Counsel & Director of Education Email: rturner@tmcec.com	Jameson Crain Multimedia Specialist Email: crain@tmcec.com
Mark Goodner Program Attorney / Deputy Counsel Email: goodner@tmcec.com	Tessa Madison Program Coordinator Email: madison@tmcec.com
Katie Tefft Program Director Email: tefft@tmcec.com	Patty Thamez Program Assistant II Email: thamez@tmcec.com
Regan Metteauer Program Attorney Email: metteauer@tmcec.com	Pat Ek Registration Coordinator Email: ek@tmcec.com
Brenna McGee TxDOT Grant Administrator & Program Attorney Email: mcgee@tmcec.com	Crystal Ferguson Research Assistant Email: ferguson@tmcec.com

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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
Texas Class C and Fine-Only Misdemeanors (2011)	\$10.00
Best Practices in Court Security	\$10.00
Texas Magistrates' Reference Guide	\$10.00
Quick Reference Trial Handbook	\$10.00
Rules of Evidence Handbook	\$10.00
Essential Spanish for the Municipal Courts	\$10.00
Child's Lonestar Book	\$10.00
The Recorder	\$35.00 annual subscription rate
A Day in Municipal Court (Coloring Book)	N/C (Spanish & English Versions) No Charge

Videos

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