

# REGIONAL CLERKS SEMINAR

**April 29-May 1, 2013**

Pearl South Padre Hotel

310 Padre Boulevard | South Padre Island, TX 78597 | 956.761.6551

## Day 1 (Monday)

**April 29, 2013**

- 12:00 – 5:00 p.m.      **Registration**
- 1:00 – 5:00 p.m.      **Preparation Courses: Clerk Certification Study Sessions**  
**Level I:** Sandra Ma, Clerk, City of Dalworthington Gardens  
**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 (Tuesday)

**April 30, 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
- 9:25 – 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**  
Leah Huff, Former Municipal Court Administrator and Court Software Implementation Consultant,  
Keller
- 12:00 – 12:50 p.m.    **Lunch**

	Track A – JUVENILES	Track B – PROCEDURES	Track C – SERVICES
1:00 – 1:55 p.m.	<b>ABCs in Municipal Court: An Elementary Exploration of the Alcoholic Beverage Code*</b> Sue Kennedy, Court Manager, City of Lewisville	<b>So You Think You Can’t Be Sued? A Primer on Immunity for Clerks</b> Erin Higginbotham, Attorney, Denton, Navarro, Rocha & Bernal, P.C., Austin	<b>Foreign Language Interpreters</b> Carrie Chavez, Attorney, Dallas
2:05 – 2:55 p.m.	<b>Juveniles Behind the Wheel: Laws for Young Drivers*</b> Mara Dudley, Court Administrator, City of Llano	<b>Dissecting DSC*</b> Luevada Posey, Court Operations Supervisor, City of Cedar Park	<b>Talking to Your Town: DRSR*</b> Lindsey Mena, Juvenile Case Coordinator, City of San Marcos
3:05 – 3:55 p.m.	<b>Dealing with JNAs (Juveniles Now Adults)</b> Victoria Jaramillo Medley, Court Administrator, City of Amarillo	<b>The MVP of Jury Trials</b> Leah Huff, Former Municipal Court Administrator and Court Software Implementation Consultant, Keller	<b>Understanding 3<sup>rd</sup> Party Collections</b> Glenn Lewis, Judge, City of Forest Hill
4:05 – 5:00 p.m.	<b>Transfer of Juvenile Cases</b> Shelai Mullins, Juvenile Case Manager, City of McKinney	<b>The New Laws of Disqualification and Recusal</b> Cathy Riedel, Senior Associate, Bojorquez Law Firm, PLLC	<b>Understanding OmniBase and Scofflaw*</b> Brenna McGee, TxDOT Grant Administrator & Program Attorney, TMCEC

8:00 – 12:00 p.m.

**Testing**



**Class**

6:45 – 7:50 a.m.

**Breakfast**

8:00 – 9:10 a.m.

**Distracted Driving: Federal, State, and Local Response\***

Katie Tefft, Program Director, TMCEC

9:10 – 9:25 a.m.

**Break**

9:25 – 10:35 a.m.

**Intoxicated Driving\***

Ray Dittrich, SFST Program Manager, Texas Municipal Police Association

10:35 – 10:50 a.m.

**Break**

10:50 – 12:00 p.m.

**Alive @ 25\***

John Brady, Executive Director, Texas Alive Team

12:00 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.

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Funded by grants from the Texas Court of Criminal Appeals and Texas Department of Transportation



**TEXAS MUNICIPAL COURTS EDUCATION CENTER**  
**FACULTY ROSTER: South Padre Island**  
**Regional Clerks Seminar**  
April 29 – May 1, 2013

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## FACULTY BIOGRAPHIES

### JOHN BRADY

John Brady is currently the Senior Safety Specialist for Travis County, Texas and the Director of the Texas Alive Team, a non-profit multi-agency team of law enforcement professionals. A graduate of the LeTourneau University, Mr. Brady worked as a trauma nurse and flight paramedic for nearly 20 years. In response to the unique experience of witnessing on a daily basis the epidemic of teen injuries and deaths associated with driving, Mr. Brady and the Texas Alive Team are committed to impacting the young drivers of Texas through education. The Texas Alive Team began offering the National Safety Council's "Alive at 25" program in 2008 in an attempt to emulate the program's success in other states. He hopes that the "Alive at 25" program elements can be used as a tool in Texas communities to make the roadways safer for all.

### CARRIE CHAVEZ

Carrie Chavez is an attorney in private practice in Dallas, specializing in juvenile delinquency and child welfare cases. Ms. Chavez attended the University of Texas at Austin, receiving a B.A. in Government in 1990. She received her Juris Doctorate in 1993 and was licensed to practice law that same year. Her areas of practice have included criminal prosecution, criminal defense, and family law. In addition to having her own law practice, she previously worked for the Dallas County District Attorney's Office and the Collin County District Attorney's Office. Ms. Chavez served as a Municipal Court Judge for the City of Dallas from 2004 to 2012.

### RAY DITTRICH

Ray Dittrich is a LEADRS (Law Enforcement Advanced DWI Reporting System) Project Coordinator for the Texas Municipal Police Association. He also acts as a liaison between the Texas Department of Transportation and the many law enforcement agencies in the state with traffic enforcement grants.

Mr. Dittrich started his law enforcement career in 2001 serving as a constable's deputy and then a municipal police officer. He started his career with the Hunt County Constable's Office prior to joining the Commerce Police Department. He served as a Patrol FTO, Warrant Officer, and Community Resource Officer before joining the TMPA grants staff.

Mr. Dittrich is an experienced TCLEOSE and defense tactics instructor and is a certified Hostage Negotiator. He holds an Advanced Police Officer Certification from TCLEOSE and is currently a reserve officer for the Commerce Police Department.

Mr. Dittrich is married to Jennifer, and they have three children, Brandon, Ethan, and Lauren.

## **MARA DUDLEY**

Mara Dudley has been the Court Administrator for the City of Llano for the last three years and has worked in the Llano Municipal Court since 2005. She is a Level II Municipal Court Clerk and is currently working toward her Level III certification.

## **MARK GOODNER**

Mark Goodner serves as the Presiding Judge for the City of Woodcreek and is the Program Attorney and Deputy Counsel for the Texas Municipal Courts Education Center. Prior to joining the Center, he worked in civil litigation in Austin. Mr. Goodner graduated from the University of Texas, School of Law with a juris doctorate and certification in the Graduate Portfolio Program in Dispute Resolution in May of 2007. While in law school, he worked in the mediation clinic, was a finalist in the Thad T. Hutcheson Moot Court Competition, and served on the executive board of Assault & Flattery.

## **DAVID HAMILTON**

David Hamilton has been a licensed lawyer in Texas for over 30 years, spending most of that time in private practice. For the last 10 years, Mr. Hamilton has served as City Attorney for City of Reno, Lamar County. Mr. Hamilton began his career as a law enforcement officer, while attending undergraduate and law school at Texas Tech University. He holds the Advanced Law Enforcement License, as well as the Instructor's Certification from the Texas Commission on Law Enforcement Officer Standards and Education. After law school, Mr. Hamilton served as a briefing attorney for the Court of Criminal Appeals in Austin, then began his legal career, which has included five years as a felony prosecutor. A member of the National Order of Barristers, Mr. Hamilton has participated in every type of criminal case, from traffic tickets to capital murder. In addition to his faculty duties with TMCEC, Mr. Hamilton is a member of the State Bar Committee on Child Abuse and Neglect.

Born in Lubbock, Mr. Hamilton's published articles include "Multiple Personality Disorder: Competency and the Insanity Defense" and "Expert Witness Testimony."

## **ERIN HIGGINBOTHAM**

Erin Higginbotham is an Associate in the firm of Denton, Navarro, Rocha & Bernal, P.C. Ms. Higginbotham is a 2008 graduate from St. Mary's University School of Law, and a 2004 graduate of the University of Texas at Austin where she received a Bachelor of Arts in Sociology. While in law school, she served as Editor in Chief of the *St. Mary's Law Journal*. After law school, Ms. Higginbotham served as briefing attorney to the Honorable Sandee Bryan Marion and law clerk to Federal District Court Judge Royal Furgeson. Today, she handles municipal prosecutions for the Cities of Buda, Copperas Cove, and Pflugerville, as well as assists with litigation for the firm's city attorneys practice.

## **LEAH HUFF**

Leah Huff has spent the past seven and a half years working in courts in and around Texas. She spent the past year and a half as an implementation consultant for a court software company and the six years before that as the Court Administrator for the Southlake Municipal Court. Prior to her court experience, she worked as a legal assistant and law office administrator with Taylor, Olson, Adkins, Sralla and Elam, L.L.P. and spent 11 years in the corporate world in office administration and financial accounting.

She is a Level II Municipal Court Clerk and is currently working on her international court management certification.

In her free time, Ms. Huff enjoys spending time with her family and friends, volunteering, and baking.

### **SUE KENNEDY**

Sue Kennedy is the Court Manager for the City of Lewisville and has over 18 years of work experience in local government. Ms. Kennedy has attained her Level II certification and is currently working on Level III.

She serves on the North Texas Chapter of the Texas Court Clerks Association as Vice-President and has previously served as Treasurer. For the past five years, she has instructed the Level I, Level II Prep Courses, and other court related topics.

### **GLENN LEWIS**

Glenn Lewis is currently a partner in the law firm of Linebarger Goggan Blair & Sampson, LLP. Prior to joining the firm, he practiced law with his brother, Judge Terry Lewis, in the Fort Worth firm of Lewis and Lewis. In addition to his duties at Linebarger Goggan Blair & Sampson, he serves as the Presiding Municipal Judge in the Tarrant County City of Forest Hill, Texas.

Judge Lewis concluded 10 years of Service in the Texas House of Representatives when the 79<sup>th</sup> Session of the Texas Legislature commenced on January 11, 2005.

After graduating from Paul Laurence Dunbar High School in Fort Worth, he enrolled at Prairie View A&M University. Prior to graduation, he returned home to Fort Worth where he completed his undergraduate work. He earned an A.A. degree from Tarrant County College and a B.A. from Texas Wesleyan University. He went on to earn a Doctor of Jurisprudence degree from The University of Texas School of Law in Austin, Texas.

Judge Lewis was recently appointed to the Texas State Advisory Committee to the United States Commission on Civil Rights. In 2010, he was chosen by the Fort Worth Business Press as one of 12 "Power Attorneys" in Tarrant County. He is also Vice Chairman of the Board of Directors of United Way of Tarrant County.

### **SANDRA MA**

Sandra Ma has been a Municipal Court Clerk for the City of Dalworthington Gardens since December of 2002. She grew up in Arlington, Texas and attended the University of Texas at Arlington where she received a Bachelor of Art in Criminology and Criminal Justice in December 2002. She went on and attended the Police Academy at Tarrant County College where she graduated in May 2003. In February 2005 she was sworn in as a Public Safety Officer for the City of Dalworthington Gardens, Texas.

Sandra has been a member of the Texas Court Clerk's Association since 2004. She achieved a Level 1 certification in 2004 and her Level II certification in 2005. In February 2010 the Institute for Court Management recognized Sandra as a Certified Court Manager.

## **BRENNA McGEE**

Brenna McGee is the TxDOT Grant Administrator for the Texas Municipal Courts Education Center. Ms. McGee received her Bachelor's Degree with honors in Government from Georgetown University in Washington, D.C., and her Juris Doctorate in May of 2012 from The University of Texas School of Law. While in law school, Ms. McGee was the Managing Editor of the American Journal of Criminal Law, a student attorney in the National Security and Actual Innocence Clinics, and an appellate law clerk at the Travis County Attorney's Office. She has also interned with Texas Advocacy Project, Southwest Key Programs, U.S. Senator Mark Pryor of Arkansas, Texas State Senator Leticia Van de Putte of San Antonio, and U.S. District Court Judges George P. Kazen in Laredo and Kathleen Cardone in El Paso.

## **VICTORIA JARAMILLO MEDLEY**

Victoria Jaramillo Medley is currently the Court Administrator for the City of Amarillo. Ms. Medley received her Bachelor of Science degree from Northern Arizona University and has been in her current position as the Court Administrator since 2002. She recently completed her Masters degree in Public Administration!

Prior to becoming the Court Administrator for the City of Amarillo, Ms. Medley worked for Bernalillo County Juvenile Probation in Albuquerque, New Mexico and Randall County Juvenile Probation in Amarillo, Texas. She was an officer specializing in serious offenders. Ms. Medley was originally hired by the City of Amarillo in 1990 to serve as the first Teen Court Coordinator for the City of Amarillo and was responsible for designing and implementing one of the first Teen Court Programs in Texas.

Ms. Medley has completed Level II of the Clerk Certification program and is a Certified Court Manager through the Institute of Court Management. Ms. Medley is also a certified Challenge Course Facilitator having worked with several corporate as well as community groups in the Amarillo area.

## **LINDSEY MENA**

Lindsey Mena attended Texas State University in San Marcos, where she studied Applied Sociology with an emphasis in Deviance and Social Control. She graduated in May of 2010 and began working as a Juvenile Case Coordinator for the City of San Marcos in July of 2010. She is beginning her third straight year with the outreach program throughout the city and has enjoyed watching it expand each year. She has been married for two years and she and her husband had their first child, a little boy, this past summer.

## **SHELAI MULLINS**

Shelai Mullins grew up in Sacramento, California. She started college in Sacramento after high school and then went to BYU to finish her degree in Elementary Education. She moved to Texas in late 2000 with the intent of teaching, but applied for a court clerk position in 2002. She absolutely loved the work, and especially loved working the juvenile dockets. In 2003 she left the court to pursue other interests, traveling to New York and other states. In 2007 the JCM position became available, and she immediately applied, feeling that it combined her interests of teaching and law perfectly. Luckily, she was hired as McKinney's first Juvenile Case Manager.

Since 2007, Ms. Mullins has been able to assist with the formation of the Juvenile Case Manager Association of Texas and it's first ever conference. She was excited to write a piece of legislation in 2011



(SB 209) with her prosecutor and testify in front of the corrections committee. She has started a court community service program and is currently working with McKinney's community development group to fund a juvenile program that would combine resources of many community organizations to assist at-risk youth and their families.

She is also currently training McKinney clerks, SRO's, and juvenile probation officers to understand the role of juvenile case managers and juvenile statutes. The most important thing to know about Ms. Mullins is that she loves her job, but mostly loves being a mommy to two beautiful little girls.

### **LUEVADA POSEY**

Luevada Posey is the court operations supervisor for the City of Cedar Park. Ms. Posey has previously spent 11 years with the Copperas Cove Municipal Court, one year with the court system in Killeen, and four years with the U.S. Army's Provost Marshal's Office in Dormstadt, Germany. She started working on her court clerk certification in 1999 and obtained Level III certification in June 2002. She expresses particular excitement in being able to assist clerks endeavoring to obtain their certification.

### **CATHY RIEDEL**

Cathy Riedel is the Senior Associate attorney for the Bojorquez Law Firm in Austin, Texas. She joined the firm after four years as the Program Director at the TMCEC. Most of her 34-year legal career has been spent practicing in municipal law. She has worked as Acting City Attorney or Assistant City Attorney for the cities of Georgetown, Round Rock, and Topeka, Kansas, and has represented numerous municipalities through other law firms. She has also served as Municipal Court Judge in the cities of College Station and Liberty Hill.

Earlier in her career, Ms. Riedel worked at the Court of Criminal Appeals as a briefing attorney and research assistant for Judge W.C. Davis. After leaving the Court, she joined the Office of the State Prosecuting Attorney (Texas).

Ms. Riedel received her undergraduate degree from Texas A&M University and her law degree from St. Mary's University. She served as an adjunct professor at Washburn Law School, teaching Trial Advocacy and supervising third-year law students in the Legal Clinic. She has published many articles on municipal law issues and speaks regularly at conferences around the state on a variety of municipal law topics.

### **KATIE TEFFT**

Katie Tefft is the Program Director for the TMCEC. Prior to joining the Center, she worked as Project Attorney on the 7th edition of Dawson's Texas Juvenile Law under contract with the former Texas Juvenile Probation Commission (TJPC) and as a Drafting Attorney in the Attorney General's Open Records Division. Ms. Tefft received her Bachelor's degree with honors in Sociology and Economics from Southwestern University in Georgetown, Texas, and her Juris Doctorate with honors in May of 2007 from Mercer University School of Law in Macon, Georgia. She also received a certificate in Legal Writing and Research from Mercer. While in law school, Ms. Tefft clerked in the Narcotics Division of the Bibb County District Attorney's Office.