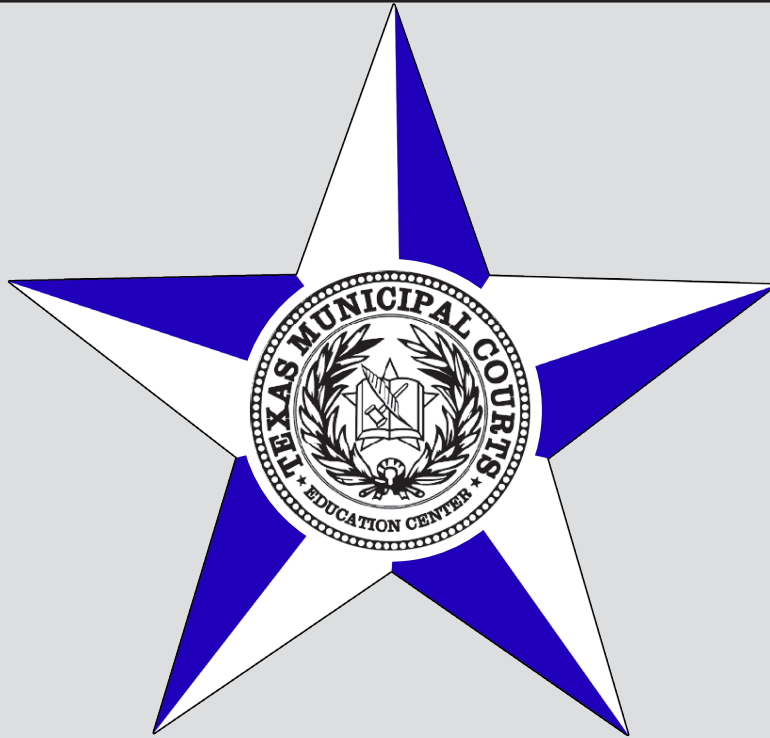


Texas Municipal Courts Education Center

Academic Schedule

2010-2011



Sponsored by the Texas Municipal Courts Association
Funded by a grant from the Texas Court of Criminal Appeals

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Visit us online at www.tmcec.com

Texas Municipal Courts Association
Texas Municipal Courts
Education Center
Officers and Directors
FY 2010-2011

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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
Deadra Stark, Research Assistant
Tessa Madison, Program Coordinator
Jameson Crain, Multimedia Specialist
Pat Ek, Registration Coordinator
Patty Thamez, Program Assistant
Crystal Peiser, Communications Assistant
Rosalind Morris, Administrative Assistant

From the Center

Dear Municipal Judges and Court Support Personnel:

In FY 2010-2011, the Texas Municipal Courts Education Center (TMCEC) is offering a variety of 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-conferences and clerk certification study sessions. At most programs, a pre-conference on *Disaster Preparedness* is planned. Check the TMCEC website, 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 possibly the court security fee, can also be used to fund training.

New judges and chief clerks are reminded that after their election or appointment and before taking office, they must file (1) a Statement of Appointed or Elected Officer and (2) an Oath of Office with the city secretary. Following the receipt of the Statement of Appointed or Elected Officer by the city secretary, the Oath of Office must be sworn to and filed. Copies of these documents are located in this document on pages 20-21 and in the 2009 *Forms Book* on pages 1-3 available at www.tmcec.com. When judges and clerks are reappointed, the Statement and Oath must again be signed.

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, Bill Hill, and Kaylyn Betts 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).

Sincerely,

Hope Lochridge
Executive Director
TMCEC
1609 Shoal Creek Blvd. #302
Austin, TX 78701

August 2010

Rules of Judicial Education

According to the Rules of Judicial Education, all municipal judges (both attorney and non-attorney) must attend one accredited judicial education program every year. Newly appointed or elected attorney judges must attend a TMCEC regional conference within one year from appointment or election and once every school or academic year thereafter. 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 and once every school year thereafter.¹ Two programs are offered for new, non-attorney judges (see page 4).

The TMCEC academic year is September 1, 2010 through August 31, 2011. 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, the court technology conference, and the four-hour orientations. CLE may be purchased from TMCA for \$50-\$100 per seminar.

Municipal judges have an alternative to attending programs offered by TMCEC. The Municipal Courts Education Committee allows municipal judges to obtain mandatory judicial education from alternative providers (see page 18).

Under current rules passed by the Municipal Courts Education Committee, a judge who has completed two years of training from TMCEC may opt to attend courses provided by other approved entities during his/her third year of education. Alternate providers approved by the TMCEC Education Committee include the American Academy of Judicial Education, ABA Traffic Seminar, 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 Law Judges, The National Judicial College, South Texas School of Law, State Bar of Texas Professional Development Programs, 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. The CoLoGo Conference is also eligible as an "opt out" program. 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 12 hours in length. **Video, audio, and online programs are ineligible.** The changes to the rule went into effect for the 1992-1993 academic year and continue in 2010-2011. 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, 2011** so that we can anticipate summer enrollment.

The Waiver Process

If a judge is unable to attend the mandatory 12 hours of judicial education within the academic year (September 1, 2010 - August 31, 2011), 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.² 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 nine regional programs, the ABA Traffic Technology Conference 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.

¹Justices 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 (12 hours). See pages 4-6 for dates and locations of judges programs.

² 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 four programs to satisfy the mandatory hours of education required by the Rules of Judicial Education:

- New, Non-Attorney Conferences (32 hours)
- Regional Conferences (12 hours)
- TMCEC/TxDOT Traffic Safety Conference (14.5 hours)
- ABA/TMCEC Traffic Court Conference (15 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 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 6-10, 2010

Crowne Plaza
6120 North IH-35
Austin, Texas 78752
888.444.0401

Register by: November 5, 2010

July 18-22, 2011

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

Register by: June 17, 2011

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 Schedule

For all attorney judges and non-attorney judges who have previously completed the new judge conference, the regional judges conference is designed to address a broad range of issues which are applicable to courts of all sizes.

The agenda for the regional conference is available online at www.tmcec.com. The registration fee is \$50.

Pre-conference: We are pleased to announce a special pre-conference session, *Disaster Preparedness*, to be held from 2:00-5:00 p.m. on the day before each of the regional conferences. (Note: In South Padre Island it is held on May 10, 2011). The program is designed for both judges and clerks.

October 25-27, 2010 (M-T-W)

Tyler

Register by: 9/24/10

- Instruction geared toward non-attorney judges
- Judges serving as their own clerk may, in addition, attend the Oct. 27-29 regional clerks program at **their own expense**
- Pre-Conference: *Disaster Preparedness*

Holiday Inn Select
5701 South Broadway
Zip Code: 75703
903.561.5800

November 17-19, 2010 (W-Th-F)

Austin

Register by: 10/18/10

- For attorney and non-attorney judges
- Pre-Conference: *Disaster Preparedness*

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

January 10-12, 2011 (M-T-W)

San Antonio

Register by: 12/10/10

- For attorney and non-attorney judges
- Pre-Conference: *Disaster Preparedness*

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

February 7-9, 2011 (M-T-W)

Addison

Register by: 1/7/11

- For attorney and non-attorney judges
- Pre-Conference: *Disaster Preparedness*

Crowne Plaza Addison
14315 Midway Road
Zip Code: 75001
972.980.8877

February 27-March 1, 2011 (S-M-T)

Galveston

Register by: 1/27/11

- For attorney and non-attorney judges
- Pre-Conference: *Disaster Preparedness*

San Luis Resort
5222 Seawall Blvd.
Zip Code: 77551
800.392.5937

Regional Judges Seminar Schedule *continued*

March 6-8, 2011 (S-M-T)

Houston

Register by: 2/4/11

- Co-sponsored by the State Bar of Texas Municipal Judges Section
- For attorney and non-attorney judges
- Pre-Conference: *Disaster Preparedness*

Omni Westside
13210 Katy Freeway
Zip Code: 77079
281.558.8338

April 11-13, 2011 (M-T-W)

Amarillo

Register by: 3/11/11

- Instruction geared toward non-attorney judges
- Pre-Conference: *Disaster Preparedness*

Ambassador Hotel
3100 West Interstate 40
Zip Code: 79102
806.358.6161

May 8-10, 2011 (S-M-T)

S. Padre Island

Register by: 4/8/11

NOTE: For Attorney Judges

- For attorney judges
- Register early: space limited to 100
- Post-Conference: *Disaster Preparedness*

Isla Grand Beach Resort SPI
500 Padre Boulevard
Zip Code: 78597
956.761.6511

May 10-12, 2011 (T-W-Th)

S. Padre Island

Register by: 4/8/11

NOTE: For Non-Attorney Judges

- For non-attorney judges
- Register early: space limited to 100
- Pre-Conference: *Disaster Preparedness*

Isla Grand Beach Resort SPI
500 Padre Boulevard
Zip Code: 78597
956.761.6511

June 13-15, 2011 (M-T-W)

Odessa

Register by: 5/13/11

- For attorney and non-attorney judges
- Final "traditional" regional conference
- Last opportunity of the year to comply with the mandatory judicial education requirements for 12 hours from TMCEC
- Pre-Conference: *Disaster Preparedness*

MCM Elegante
5200 East University Boulevard
Zip Code: 79762
432.368.5885

Additional Seminars for Judges

ABA/TMCEC Traffic Court Conference (est. 15 hours)

Crowne Plaza Addison

14315 Midway Road

Addison, TX 75001

February 16-18, 2011

972.980.8877

Register by: January 14, 2011

Registration Fee: \$50

TMCEC/TxDOT Traffic Safety Conference (14.5 hours)

Omni San Antonio at the Colonnade

9821 Colonnade Blvd.

San Antonio, TX 78230

May 22-24, 2011

210.691.8888

Register by: April 23, 2011

Registration Fee: \$50 (see page 17)

Note: The Disaster Preparedness pre-conference is NOT offered at either of these programs.

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 used for expenditures not allowed by the Texas Court of Criminal Appeals (membership services, salaries, fringe benefits, and refreshments). Both fees apply in FY11 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.

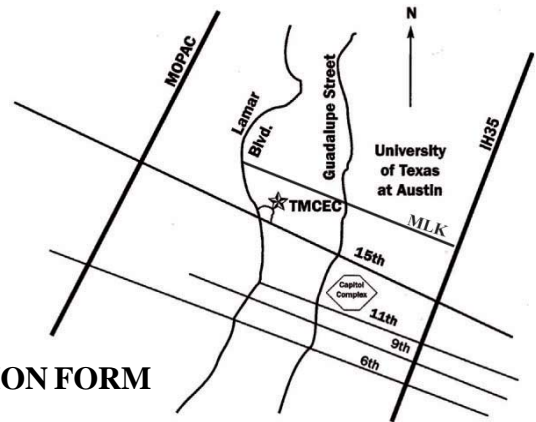
Meet with TMCEC staff members to discuss key concepts and processes for municipal courts in Texas. This orientation carefully examines procedures related to *Driving Safety Courses (DSC)* and *Deferred Disposition*, and will strengthen your understanding of the structure of Texas non-municipal courts.

10:00 a.m. - 3:30 p.m. — Lunch provided at no charge.

Check the Orientation date that you would like to attend:

- Wednesday, October 13, 2010
- Wednesday, February 23, 2011
- Wednesday, May 18, 2011

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

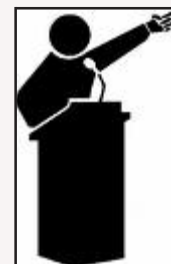
The Texas Municipal Courts Association Public Outreach Committee along with the Texas Municipal Courts Education Center would like to encourage you to go out in your community and address the need for traffic safety.

Please take the time to look at the TMCEC website (www.tmcec.com) 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 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 clerks four programs specifically designed for court clerks.

- New Clerks Conferences (24 hours)
- Regional Conferences (12 hours)
- Court Administrators Conference
- Traffic Safety Conference (14.5 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. Also included in the program are classes on *Role of the Clerk*, *Juveniles*, *Court Costs*, *Financial Management*, *State Reports*, *Trial Processes*, *Warrants*, *Non-contested Cases*, 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.¹

Participants should bring sufficient funds for a dinner meal 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.

September 27-30, 2010

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

Register by: September 3, 2010

Registration Fee: \$200

December 6-9, 2010

Crowne Plaza
6120 North IH-35
Austin, TX 78752
888.444.0401

Register by: November 5, 2010

Registration Fee: \$200

July 18-21, 2011

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

Register by: June 17, 2011

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.

Court Administrators Seminar

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 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. 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 6-8, 2011

The St. Anthony Hotel
300 East Travis Street
San Antonio, TX 78205
210.227.4392

Register by: May 6, 2011

Registration Fee: \$100

¹Depending 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.

For Experienced Clerks - Regional Seminars

The regional conferences for experienced clerks feature both general and breakout sessions addressing a wide range of issues.¹ 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 pre-conference, *Disaster Preparedness*, to be held from 2:00-5:00 p.m. on first day of the regional conferences. The program is designed for both judges and clerks. The seminar registration fee is \$50.

October 27-29, 2010 (W-Th-F) Register by: 9/24/10	Tyler	Holiday Inn Select 5701 South Broadway Zip Code: 75703 903.561.5800
November 17-19, 2010 (W-Th-F) Register by: 10/18/10	Austin	Omni Southpark 4142 Governor's Row Zip Code: 78744 512.448.2222
January 10-12, 2011 (M-T-W) Register by: 12/10/10	San Antonio	Omni San Antonio 9821 Colonnade Blvd. Zip Code: 78230 210.691.8888
February 7-9, 2011 (M-T-W) Register by: 1/7/11	Addison	Crowne Plaza Addison 14315 Midway Rd. Zip Code: 75001 972.980.8877
March 6-8, 2011 (S-M-T) Register by: 2/4/11	Houston	Omni Westside 13210 Katy Freeway Zip Code: 77079 281.558.8338
April 11-13, 2011 (M-T-W) Register by: 3/11/11	Amarillo	Ambassador Hotel 3100 West Interstate 40 Zip Code: 79102 806.358.6161
April 18-20, 2011 (M-T-W) Register by 3/18/11	Corpus Christi	Omni Coprus Christi 900 North Shoreline Blvd. Zip Code: 78401 361.887.1600
May 1-3, 2011 (S-M-T) Register by: 4/1/11	South Padre Island	Isla Grand Beach Resort SPI 500 Padre Boulevard Zip Code: 78597 956.761.6511
May 22-24, 2011 (S-M-T) Register by: 4/22/11	San Antonio Traffic Safety Conference (see page 17)	Omni San Antonio 9821 Colonnade Blvd. Zip Code: 78230 210.691.8888
June 13-15, 2011 (M-T-W) Register by: 5/13/11	Odessa	MCM Elegante 5200 East University Boulevard Zip Code: 79762 432.368.5885

Regional conferences begin at 8 a.m. on the second day and conclude at 12 noon on the third day.

¹ Court clerks may attend one TMCEC regional conference each academic year at grant expense. The academic year runs from September 1, 2010 through August 31, 2011. If space is available court clerks may attend more than one program at their own expense.

18th Annual 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 Annual 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 moneys, 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 used for expenditures not allowed by the Texas Court of Criminal Appeals (membership services, salaries, fringe benefits, and refreshments). 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 \$350 (\$450 with CLE) if housing is requested. Municipal prosecutors who do not need housing at the conference hotel may pay a \$200 registration fee (\$300 with CLE). **Prosecutors who must cancel for any reason will be charged a \$100 cancellation fee if notice of cancellation is not received 10 working days prior to the conference.** A registration fee of \$400 (\$500 with CLE) will be charged for non-municipal prosecutors or attorneys.

Addison

February 16-18, 2011 (W-Th-F)

Crowne Plaza Addison

14315 Midway Rd.

Zip Code: 75001

912.980.8877

Register by: 1/14/11

San Antonio

June 6-8, 2011 (M-T-W)

The St. Anthony Hotel

300 East Travis Street

Zip Code: 78205

210.227.4392

Register by: 5/6/11

Municipal 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 2010-2011, TMCEC is offering one regional conference (12 hours) for municipal bailiffs and warrant officers, accompanied by a four-hour pre-conference. The course will include segments on court security. This may allow for participants' registration fees and travel to be paid for by local court security funds. Credit of 12 TCLEOSE hours will be awarded to participants who complete all 12 conference hours. Four hours of TCLEOSE credit is offered at the pre-conference. Partial credit is **not** given for the pre-conference or conference participation. In FY 11, the registration fee is \$150.

Corpus Christi

April 18-20, 2011 (M-T-W)

Omni Corpus Christi

900 North Shoreline Boulevard

Zip Code: 78401

361.887.1600

Register by: 3/18/11

Pre-Conference

An optional four-hour pre-conference will be held prior to the regional program. Pre-conference topics will be announced at a later date via the TMCEC journal, *The Recorder*, and in conference confirmation letters. Registration forms will be enclosed with conference confirmation letters. An additional four TCLEOSE hours will be awarded to those who choose to attend a pre-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

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 (12 to 15 hours): On-site registration for all regional conferences is held from 1:00-5:00 p.m. on the first day before the conference and continues the next morning from 6:45-8:00 a.m. Classes begin at 8:00 a.m. on the second day and end at 12:00 noon on the third day. 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

New Judges Conferences (32 to 35 hours): On-site registration for new judges conferences are 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 afternoon after 3:00 p.m.

New Clerks Conferences (24 to 27 hours): On-site registration for new clerks conferences are 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 afternoon 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 FY 11, 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 sleeping 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.

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. The 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 working days before the conference starts. After those 10 working 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 10 working days prior to the conference in order to receive a refund of the registration fee.

Transfer Policy: Registration may be transferred between court employees up to 72 hours prior to 1 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 or 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 night rooms will be responsible for paying hotel tax as well as any additional room charges.

General Conference Information continued

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, a tablet, and a pen. For your comfort, a sweater or light jacket is suggested for varying meeting room temperatures.

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 assistant, 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's Board of Directors feels that it is important for judges and court support personnel to dine together, breakfasts and lunches are catered at all 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 moneys 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 or 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 to: Hope Lochridge, TMCEC Executive Director, 1609 Shoal Creek Blvd., Suite 302, Austin, Texas 78701.

CLE Credit: The judges and prosecutors regional programs 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. All 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.

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.

A Change

Note: Effective 9-1-10, in order for TMCEC to allow for representation of all courts in our programs, TMCEC will only be accepting 15 court support personnel (clerks, court administrators, deputy clerks, court managers, etc.) to register for a TMCEC seminar at any one seminar site. This is effective September 1, 2010, per board policy. Additional participants from a city with 15 registered participants will be placed on a wait list and allowed to register after the registration deadline, if room permits.

Additional TMCEC Training

TMCEC has included information on most of its FY11 events in this Academic Schedule. Please watch the TMCEC website (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):

ABA Traffic Court Conference (est. 15 hours) - See page 5 for date and site. This special topic conference is for judges only. A brochure will be mailed in October.

CoLoGo: This is the joint court technology conference for all trial courts in Texas. It will be offered January 25-27, 2011 in San Marcos at the Embassy Suites Hotel. It is an annual event. The registration fee is \$150 (before 1-1-11) and does not include housing. Participants must make their own hotel arrangements - reservations and payment - if they need sleeping rooms. There is a room block at the Embassy Suites Hotel (512.392.6450) with a state rate of \$85 for a single, plus tax. The room block is under the Texas Association of Counties. There are only a limited number of rooms, so make your reservations early. Conference registration will be conducted online via the website of the Texas Association of Counties (TAC). This conference is offered as a collaborative effort by the TMCEC in conjunction with the TAC and the Texas Justice Courts Training Center. In FY11, attendance at this program is eligible for judicial education credit for municipal judges as an approved alternative judicial education program. See page 18 of this catalog.

Legislative Update: TMCEC is planning three regional, six-hour elective programs in August 2011 after the 82nd 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 a.m. to 4:00 p.m. Participants must make their own hotel arrangements - reservations and payment - if they need sleeping rooms. The room block is limited to the \$85 (plus tax) rate and listed under TMCEC.

August 10, 2011

Overton Hotel
2322 Mac Davis Ln
Lubbock, 79401
806.776.7000

Register by: July 14, 2011

August 16, 2011

Omni Riverway
4 Riverway
Houston, 77056
713.871.8181

August 19, 2011

Omni Southpark
4140 Governor's Row
Austin, 78744
512.448.2222

Register by: July 14, 2011

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

- * One-day Clerks Series (6 to 8-hours) in the metroplexes (tentatively planned for Austin, San Antonio, DFW, & Houston)
- * Clinics (4-hour each - 4 planned) at TMCEC offices in Austin
- * Webinars (1-hour each - at least 4 will be offered)

A New Type of Training - CALI: TMCEC has become affiliated with CALI, a computer assisted form of legal instruction. It is an on-line, interactive method of obtaining information on legal topics from ethics to culpable mental states. There is no charge to participants to access or use the lessons. A clerk may use up to four hours of CALI annually towards training requirements for the certification program. Courses may not be repeated for credit towards certification. To access CALI lessons, go to www.tmcec.com and under the Resources page, links are provided that will take you directly to approved courses.

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 January 24th, 25th, and 26th. 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 24-27, 2011 (M-T-W-Th)

Austin

Doubletree Hotel
6505 IH-35 North
Zip Code: 78752
512.454.6915

Register by: 12/22/10

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 10 working days prior to the clinic. Checks must be made payable to TMCEC and mailed with the registration form to TMCEC.

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. This includes online CALI units. See page 12 for more information.

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 2010-2011 test schedule and test application can be found on the TMCEC website: 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. The Level III exam is derived from 15 management books. The Level III study questions are available at www.tmcec.com.

WHAT'S NEW?

Approved Certification Courses

Two new courses have been approved for certification hours: Texas Department of Licensing and Regulation (TDLR) approved training for court interpreters and Teen Court Conference (up to 12 hours).

TMCEC Pre-Conference Preparation Courses

Beginning September 1, 2009 the cost of TMCEC's four hour study session went from \$15 to \$25. A self-study guide will still be given out to each participant registering for the preparation course. Participants earn four hours of education to be used towards their education requirements.

Certification Exam Testing Fee

Payment for the Certification Exam will no longer be made payable to TCCA. All exam registration fees will be made payable to TMCEC and mailed to **1609 Shoal Creek Blvd, Suite 302, Austin, Texas 78701**.

Certified Municipal Court Clerks

The certification program has increased Level III Certified Municipal Court Clerks to 37. 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 Punches, Sanger; Kathryn Wells-Vogel, Odessa; Jeanie Roumell, Keller; Tracie Glaeser, Lewisville; Julie Kubezka, Alvin; Karen Renfrow, Friendswood; Phyllis Mathison, Bastrop; Deborah Jessup, Balch Springs; Rhonda Kuehn, Brenham; Elaine Brown, Katy; Cathy Haney, Missouri City; Pat Riffel, Pearland; Amanda DeGan, Westlake; Helen Wo, Jersey Village; Lei Holder, Weatherford; Pamela Folsom, Lumberton; Bonnie Townsend, Lockhart; Lisa Howard, Hurst; Dianna Faulkenberry, Mansfield; Teri Neal, formerly of Bartonville; Amy Lightfoot, Prosper; Jo Ann Sacharko, formerly of Lancaster; Paralee Norton, Duncanville; Luane Petrash, Webster; Catherine Leloux, Georgetown; Teresa Borcik, Abilene; Rachel Frazier, Keller; Leona Clay, Harker Heights; Fawn Mackey, Sealy; Deryl Corley, Carrollton; and Kimberly Kierce, Richardson.

Continuing Education Requirement

Don't forget to submit your 2010-2011 Renewal Application to TMCEC before September 1, 2011. A Renewal Application can be found on the TMCEC website: 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 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 1:00 p.m. – 5:00 p.m. after the close of most TMCEC regional seminars and at the annual TCCA conference. Times may vary, so please check with TMCEC (800.252.3718). At the traffic safety conference, the test is scheduled the afternoon prior to the conference.

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) or TMCA Annual Membership: \$50 (www.txmca.com).

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)

Optional costs: 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 under Resources.

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 four hours can be obtained through CALI-LAW (see page 12 for more information).

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, 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 courses are usually from 1:00-5:00 p.m. on Day 1 at the site of the TMCEC regional programs. Tentative dates are:

10/27/10 Tyler Holiday Inn Select	4/18/11 Corpus Christi Omni
11/17/10 Austin Omni Southpark	5/1/11 South Padre Island Isla Grand Beach Resort
1/10/11 San Antonio Omni at the Colonnade	5/22/11 San Antonio Omni at the Colonnade
2/7/11 Addison Crowne Plaza	6/6/11 San Antonio St. Anthony Hotel
3/6/11 Houston Omni Westside Hotel	6/13/11 Odessa MCM Elegante Hotel
4/11/11 Amarillo Ambassador Hotel	

A self-study guide prepared specifically for the certification program will be provided at no extra charge to participants registering for the preparation course. The cost of the guide if you are not attending the preparation course is \$25 and may be ordered from TMCEC or printed at no charge from our website: www.tmcec.com under Resources.

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: A non-refundable fee of \$25 per attendee is required. Make checks payable to **TMCEC**. Check must be received no later than five working days prior to the seminar. Advance payment is required for admittance.

Confirmation: Your cleared check will serve as your confirmation of registration and your receipt. No other receipts will be issued.

Class: The classes are usually conducted from 1:00 to 5:00 p.m. the day before, or 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.

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.: _____

A non-refundable, non-transferable fee of \$25 must accompany this registration form. Make checks payable to TMCEC.

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

Applicant's Signature _____

Date _____

Return form to:

TMCEC • 1609 Shoal Creek Blvd., Suite 302 • Austin, TX 78701 • 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 1:00-5:00 p.m. at the site of the TMCEC regional programs. Tentative test sites and dates are:

<p>10/29/10 Tyler Holiday Inn Select 11/19/10 Austin Omni Southpark 1/12/11 San Antonio Omni at the Colonnade 1/27/11 Austin Doubletree Hotel 2/9/11 Dallas Crowne Plaza (Addison) 3/8/11 Houston Omni Westside Hotel</p>	<p>4/13/11 Amarillo Ambassador Hotel 4/20/11 Corpus Christi Omni 5/3/11 South Padre Island Isla Grand Beach Resort 5/24/11 San Antonio Omni at the Colonnade 6/8/11 San Antonio St. Anthony Hotel 6/15/11 Odessa MCM Elegante Hotel</p>
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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, 1609 Shoal Creek Blvd., Suite 302, Austin, Texas 78701. 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 **1609 Shoal Creek Blvd., Suite 302, Austin, Texas 78701**. Cash will not be accepted.

Deadline: The application and fee must be received by TMCEC five working 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.

TMCEC USE ONLY	
RCD _____	Payment # _____
Level I _____	II _____
TCCA _____	

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.

Applicant's Signature

Date

Return form and payment to: TMCEC, 1609 Shoal Creek Blvd., Suite 302, Austin, TX 78701 or send by FAX 512.435.6118

Municipal Traffic Safety Initiatives Conference

In May 2011, 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 *Aggressive Drivers*, *Young Drivers*, *DUI*, *Deferred Disposition*, *Booster Seats/Child Safety Seats*, *Innovative Traffic Technologies*, *Cell Phones and Driving*, *Blood Warrants*, *Grand Drivers*, and much more.

May 22-24, 2011 (S-M-T)
Omni San Antonio at the Colonnade
9821 Colonnade Blvd.
Zip Code: 78230
210.691.8888
Register by: April 22, 2011

Enrollment is limited to 200 eligible participants. Priority will be given to those who did not attend the 2009 or 2010 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 clerks. Attendance at this conference fulfills the mandatory judicial education requirements for judges.

Participants should bring sufficient funds for a dinner meal each evening, for meals while traveling, and for incidental expenses. Those attending will receive two night's accommodations at the Omni San Antonio Hotel; however, the hotel will expect a credit card or cash deposit for telephone calls, meals charged to the room, and movies.

How Can You Get Most All 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 to include airfare or mileage that is within state guidelines, two night's accommodations at the beautiful Omni San Antonio Hotel, and most meals and refreshments. To find out how your court can be selected to receive this honor, go to: www.tmcec.com, Municipal Traffic Safety Initiatives.

As this conference is in the planning stages, there may be changes in the program and agenda. TMCEC will share these changes with you through the various TMCEC communications. You may also look on the TMCEC website at 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).



Alternative Judicial Education

Experienced municipal judges who have completed two years of TMCEC courses may opt to fulfill the 12-hour mandatory judicial education requirements of 2010-2011 by attending a course offered by an approved continuing education provider. The accredited providers are the American Academy of Judicial Education, ABA Traffic Seminar, 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 Law Judges, The National Judicial College, South Texas School of Law, State Bar of Texas Professional Development Programs, 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 12 hours in length. **Video, audio, and on-line programs are ineligible.** Judges may opt out only every other year. Judges are asked to complete an Intent to Opt Out form prior to April 30, 2011. If you have questions, please contact Hope Lochridge at TMCEC (800.252.3718 or hope@tmcec.com).

TEXAS MUNICIPAL COURTS EDUCATION CENTER 2010-2011 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:

Sponsor

Name of Program

Date of Program

of Hours

Date

Signature

Return form to the Texas Municipal Courts Education Center by April 30, 2011

**Return form to:
TMCEC • 1609 Shoal Creek Blvd., Suite 302 • Austin, TX 78701 • or sent by FAX 512.435.6118**

**TEXAS MUNICIPAL COURTS EDUCATION CENTER
FY11 REGISTRATION FORM**

Conference Date: _____
Conference Site: _____

Check one:

- | | | |
|--|---|--|
| <input type="checkbox"/> New, Non-Attorney Judge Program (\$200) | <input type="checkbox"/> Traffic Safety Conference - Judges & Clerks (\$50) | <input type="checkbox"/> Prosecutor not seeking CLE/no room (\$200) |
| <input type="checkbox"/> New Clerk Program (\$200) | <input type="checkbox"/> Clerk/Court Administrator (\$50) | <input type="checkbox"/> Prosecutor seeking CLE/no room (\$300) |
| <input type="checkbox"/> Non-Attorney Judge (\$50) | <input type="checkbox"/> Bailiff/Warrant Officer* (\$150) | <input type="checkbox"/> Prosecutor not seeking CLE credit (\$350) |
| <input type="checkbox"/> Attorney Judge not-seeking CLE credit (\$50) | <input type="checkbox"/> Assessment Clinic (\$100) | <input type="checkbox"/> Prosecutor seeking CLE credit (\$450) |
| <input type="checkbox"/> Attorney Judge seeking CLE credit (\$150) | <input type="checkbox"/> Court Administrator Seminar - June (\$100) | |

By choosing TMCEC as your MCLE provider, attorney-judges and prosecutors help TMCA pay for expenses not covered by the Court of Criminal Appeals grant. Your voluntary support is appreciated.

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 all seminars: four nights at the new judges seminars, three nights at the new clerks seminars and the assessment clinics, and two nights at the regional seminars. 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. [Please indicate roommate by entering seminar participant's name: _____ (Room will have 2 double beds.)]
 I need a private double-occupancy room, but I'll be sharing with a 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: _____ 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"/> Bailiff/Warrant Officer | <input type="checkbox"/> Court Clerk | <input type="checkbox"/> Deputy Court Clerk |
| <input type="checkbox"/> Presiding Judge | | <input type="checkbox"/> Attorney | <input type="checkbox"/> Non-Attorney | <input type="checkbox"/> Prosecutor |
| <input type="checkbox"/> Court Administrator | | <input type="checkbox"/> Associate/Alternate Judge | <input type="checkbox"/> Justice of the Peace | <input type="checkbox"/> Mayor (ex officio Judge) |
| | | | | <input type="checkbox"/> Other _____ |

***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, 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 10 business days prior to the conference. I agree that if I do **not** cancel 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. **Payment is due with the registration form. Registration shall be confirmed only upon receipt of registration form and payment.**

Participant Signature (May only be signed by participant)

Date

PAYMENT INFORMATION:

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

Credit Card Payment:

Credit Card Number

Expiration Date

Credit card type: Amount to Charge: _____

MasterCard \$ _____

Visa Name as it appears on card (print clearly): _____

Authorized Signature: _____

Please return completed form with payment to TMCEC at 1609 Shoal Creek Blvd., Suite 302, Austin, TX 78701, or fax to 512.435.6118.

THE STATE OF TEXAS

Statement of Appointed/Elected Officer

(Please type or print legibly)

“I, _____, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment (for the giving or withholding of a vote at the election at which I was elected) (as a reward to secure my appointment or confirmation thereof), so help me God.”

Affiant

Office to Which Appointed

City

Sworn to and subscribed before me by affiant on this _____ day of _____, 20____.

Signature of Person Administering Oath
(Notary Public, Judge, Court Clerk, or Deputy
Clerk in and for the State of Texas)

(municipal court seal)

Printed Name

Title

File with your city before filing the Oath of Office.

In the name and by the authority of

THE STATE OF TEXAS

OATH OF OFFICE

I, _____, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and the laws of the United States and of this State, so help me God.

Affiant

Sworn to and subscribed before me by affiant on this _____ day of _____, 20____.

Signature of Person Administering Oath
(Notary Public, Judge, Court Clerk, or Deputy
Clerk in and for the State of Texas)

(municipal court seal)

Printed Name

Title

File with the records of your office

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 under Resources.
- **Website** – Make sure to bookmark our website, 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, information specific to a constituent group is easily accessed through each of the main menus around the start 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, and prosecutors. 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 is 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.
- **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 call in on a toll-free 800 line and watch the presentation on their computer monitors. Watch *The Recorder* and the TMCEC website for a schedule of webinars A brochure will also be mailed to all courts with dates and registration information. Also, log onto the TMCEC website to watch past webinars: www.tmcec.com under Resources.

A Change

Note: Effective 9-1-10, in order for TMCEC to allow for representation of all courts in our programs, TMCEC will only be accepting 15 court support personnel (clerks, court administrators, deputy clerks, court managers, etc.) to register for a TMCEC seminar at any one seminar site. This is effective September 1, 2010, per board policy. Additional participants from a city with 15 registered participants will be placed on a wait list and allowed to register after the registration deadline, if room permits.

Helpful Organizations/State Agencies

A practical method of obtaining additional knowledge about the municipal court and judicial process is to seek assistance from experienced courts in neighboring cities. Most municipal courts will be happy to assist others in need of help. An on-site visit to a neighboring court while in session may be particularly beneficial, especially for new judges and other court officials. Various agencies and associations, in addition to TMCEC, are also available to lend assistance to municipal courts. The following is a list of offices, including addresses and telephone numbers, that have an interest in assisting municipal courts.

Attorney General's Office

300 W. 15th
Austin, TX 78701
Municipal Affairs Division
512.475.4683
www.oag.state.tx.us

Commission on Judicial Conduct

300 W. 15th, Suite 415 (78701)
P.O. Box 12265
Austin, TX 78711-2265
512.463.5533
887.228.5750 (toll free)
www.scjc.state.tx.us

Comptroller of Public Accounts

111 E. 17th (78774)
P.O. Box 13528, Capitol Station
Austin, TX 78711-3528
512.463.4276
Quarterly Reports and Court Costs
800.531.5441, Ext. 34276
www.window.state.tx.us

Office of Court Administration

and Texas Judicial Council
205 W. 14th, Suite 600 (78701)
P.O. Box 12066
Austin, TX 78711-2066
General Information
512.463.1625
Monthly Reports
512.463.1640
Case Management Software
Informational Services Help Desk
512.463.1642
Collections
512.936.0991
www.courts.state.tx.us

Secretary of State

P.O. Box 12887
Austin, TX 78711
Statutory Documents Section
512.463.5705
Legal Support Unit
512.475.0775
800.648.9642 (toll free)
www.sos.state.tx.us

State Bar of Texas

1414 Colorado St.
Austin, TX 78701
MCLE Credit
512.427.1893
www.texasbar.com

Texas Court Clerks Association

David Preciado, Treasurer
201 E. Abram
Arlington, TX 76010
817.459.6945
www.texascourtclerks.org

Texas Office for the Deaf and Hard of Hearing Services

4800 N. Lamar
Austin, TX 78756
General Information
800.628.5115
Travis County Services for Deaf and Hard of Hearing
Certified Interpreters
512.854.9205
www.dars.state.tx.us

Department of State Health Services

P.O. Box 149347
Austin, TX 78714
512.458.7111
www.dshs.state.tx.us

Texas Department of Licensing and Regulation

P.O. Box 12157
Austin, TX 78711
512.463.6599
800.803.9202 (toll free)
www.license.state.tx.us
Search for Licensed Court Interpreters
www.license.state.tx.us.licensesearch

Texas Department of Transportation Operations Division.TS

125 E. 11th
Austin, TX 78701-2483
512.416.3200
www.dot.state.tx.us

Texas Department of Public Safety

5805 N. Lamar
Austin, TX 78752
General Information
512.424.2000
Records
512.424.2600
Driver's License Division
512.424.2600
Traffic Reporting
512.424.2028
www.txdps.state.tx.us

Texas Education Agency

1701 N. Congress
Austin, TX 78701
Approved DSC Schools
512.463.9734
www.tea.state.tx.us

Texas Municipal Courts Association

Honorable Robert C. Richter, Treasurer
1350 NASA Pkwy, Suite 200
Houston, TX 77058
281.333.9229
www.txmca.com

Texas Municipal League

1821 Rutherford Lane, Suite 400
Austin, TX 78754-5128
512.231.7400
www.tml.org

Texas State Library and Archives Commission

State and Local Records
1201 Brazos
P.O. Box 12927
Austin, TX 78711-2927
512.463.5455
www.tsl.state.tx.us

Teen Court Association of Texas

Peggy Calliham, President
P.O. Box 9960
College Station, TX 77842
979.764.3499
www.texasteencourt.com

2010 - 2011 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
New Clerks Seminar	September 27-30, 2010	Austin	Omni Southpark
New Judges & Clerks Orientation	October 13, 2010	Austin	TMCEC
Regional Judges Seminar	October 25-27, 2010	Tyler	Holiday Inn Select
Regional Clerks Seminar	October 27-29, 2010	Tyler	Holiday Inn Select
Regional Judges & Clerks Seminar	November 17-19, 2010	Austin	Omni Southpark
New Judges Seminar	December 6-10, 2010	Austin	Crowne Plaza
New Clerks Seminar	December 6-9, 2010	Austin	Crowne Plaza
Regional Judges & Clerks Seminar	January 10-12, 2011	San Antonio	Omni at the Colonnade
Level III Assessment Clinic	January 24-27, 2011	Austin	Doubletree North
Texas Association of Counties: Courts and Local Government Tehnology Conference	January 25-27, 2011	San Marcos	Embassy Suites
Regional Judges & Clerks Seminar	February 7-9, 2011	Addison	Crowne Plaza Addison
ABA Judges Traffic Court Conference	February 16-18, 2011	Addison	Crowne Plaza Addison
Prosecutors Seminar	February 16-18, 2011	Addison	Crowne Plaza Addison
New Judges & Clerks Orientation	February 23, 2011	Austin	TMCEC
Regional Judges Seminar	Feb. 27- March 1, 2011	Galveston	San Luis Resort & Spa
Regional Judges & Clerks Seminar	March 6-8, 2011	Houston	Omni Westside
Regional Judges & Clerks Seminar	April 11-13, 2011	Amarillo	Ambassador
Bailiffs/Warrant Officers & Regional Clerks Seminar	April 18-20, 2011	Corpus Christi	Omni Corpus Christi
Regional Clerks Seminar	May 1-3, 2011	S. Padre Island	Isla Grand Beach Resort
Regional Attorney Judges Seminar	May 8-10, 2011	S. Padre Island	Isla Grand Beach Resort
Regional Non-Attorney Judges Seminar	May 10-12 2011	S. Padre Island	Isla Grand Beach Resort
New Judges & Clerks Orientation	May 18, 2011	Austin	TMCEC
Traffic Safety Conference	May 22-24, 2011	San Antonio	Omni at the Colonnade
Prosecutors & Court Administrators Seminar	June 6-8, 2011	San Antonio	The St. Anthony
Regional Judges & Clerks Seminar	June 13-15, 2011	Odessa	MCM Elegante
New Judges Seminar	July 18-22, 2011	Austin	Omni Southpark
New Clerks Seminar	July 18-21, 2011	Austin	Omni Southpark
Legislative Update	August 10, 2011	Lubbock	Overton
Legislative Update	August 16, 2011	Houston	Omni Riverway
Legislative Update	August 19, 2011	Austin	Omni Southpark

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.