

# REGIONAL CLERKS SEMINAR

February 4 – 5, 2013 • Addison I

Crowne Plaza Hotel

## Day 1 (Monday)

February 4, 2013

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

## Day 2 (Tuesday)

February 5, 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**  
Jaime Brew, Clerk of the Court, City of Killeen
- 12:00 – 12:50 p.m.      **Lunch**

	Track A – JUVENILES	Track B – PROCEDURES	Track C – SHARED
1:00 – 1:55 p.m.	<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.	<b>Foreign Language Interpreters</b> Carrie Chavez, Attorney at Law, Dallas
2:05 – 2:55 p.m.	<b>Juveniles Behind the Wheel: Laws for Young Drivers*</b> Robin Ramsay, Presiding Judge, City of Denton	<b>Dissecting DSC*</b> Leisa Hardin, Court Administrator, City of Mansfield	<b>Talking to Your Town (DRSR)*</b> Stella Mata, Deputy Clerk / Juvenile Case Manager, City of Forest Hill
3:05 – 3:55 p.m.	<b>Transfer of Juvenile Cases</b> Jan Blacklock Matthews, Judge, City of Wilson	<b>The MVP of Jury Trials</b> Leah Huff, Court Implementation Consultant, Tyler Technologies	<b>Understanding 3<sup>rd</sup> Party Collections</b> Glenn Lewis, Judge, City of Forest Hill
4:05 – 5:00 p.m.	<b>Dealing with JNAs (Juveniles Now Adults)</b> Mark Goodner, Program Attorney & Deputy Counsel TMCEC	<b>The New Laws of Disqualification and Recusal</b> Ryan Turner, General Counsel & Director of Education, TMCEC	<b>Alive @ 25*</b> Renee Koog, Sergeant, Georgetown Police Department Professional Standards Division

5:00 p.m.      **Adjourn**

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

**TEXAS MUNICIPAL COURTS EDUCATION CENTER**  
**FACULTY ROSTER: ADDISON I**  
**Regional Clerks Seminar**  
**February 4-5, 2013**

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## FACULTY BIOGRAPHIES

### JAIME BREW

Jaime Brew is the Clerk of the Court for the Killeen Municipal Court of Record. She has worked in the municipal court for almost five years. Prior to becoming the Clerk of the Court, Ms. Brew was the Compliance/Collections Manager for the municipal court. Ms. Brew has a very diverse work history; she has previously worked in the areas of mortgage lending, finance, and banking.

Ms. Brew received her Bachelor of Business Administration degree from Texas A&M University in College Station, Texas. She also received her Master of Business Administration degree from the University of Mary Hardin-Baylor in Belton, Texas. Ms. Brew is participating in the Clerk Certification Program and she is a Level II Certified Court Clerk (CCCII). Ms. Brew is a member of the Texas Court Clerks Association and serves on the Publication Committee. She recently completed Leadership Killeen, the Greater Killeen Chamber of Commerce's Leadership Development Program.

### 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.

### 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."

### **LEISA HARDIN**

Leisa Hardin joined the City of Mansfield in 2011 and serves as court administrator. She retired from the City of Crowley after 26 years in the municipal court. Ms. Hardin is the Past President of the Texas Court Clerks Association, she served as the Education Chairperson for four years, and was instrumental in the development of the Certification Program. She has served as Secretary of the Texas Municipal Courts Association and on numerous committees through the TCCA and the TMCA.

Ms. Hardin was honored with the highest award given by the Texas Court Clerks Association -- in 1998 she received the Award of Excellence. The Texas Municipal Courts Association presented her with the Clerk of the Year Award in 2000.

### **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 is an Implementation Consultant with the Court Division of Tyler Technologies. In her previous life, she served as the Court Administrator for the Southlake Municipal Court for six years and as a legal assistant and law office administrator with Taylor, Olson, Adkins, Sralla and Elam, L.L.P. Prior to her court and legal employment, she spent 11 years in the corporate world in office administration and financial accounting.

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.

## **RENEE KOOG**

Renee Koog is a 10 year veteran of law enforcement and began her career with the Phoenix Police Department in Phoenix, Arizona in April 2002. During her career there, she was assigned to Patrol Operations in the Cactus Park and Desert Horizon Precincts. While on patrol, she assisted the Vice Units with prostitution stings and the Neighborhood Enforcement Teams (NET) with Community Policing concepts-CPTED and Crime Free Multi-Housing. She was a certified AZPOST Instructor, certified Detective, and instructed the Charlie Check First Child Safety Program.

Sergeant Koog began working for the Georgetown Police Department, in Georgetown, Texas in March 2007. She is currently assigned to the Professional Standards Division and Training Unit. She holds multiple certifications to include: Master Peace Officer, TCLEOSE Instructor, NASRO Advance School Resource Officer, and Attorney General's Gang Investigator. Sergeant Koog was recognized as an Honor Graduate at the Alive at 25 Instructor Program, graduated with honors from the Austin Police Department's Intermediate Leadership Academy, and was named Officer of the Year in 2010.

Sergeant Koog instructs on numerous topics to include: Gang Investigation, Alive at 25, School Safety, Traffic Safety, Career's in Law Enforcement, Nationwide Train the Trainer Alive at 25, and was requested to instruct at the APD Leadership Academy.

## **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.

## **STELLA MATA**

Stella Mata came to the court with a strong background in financial banking. She began her career as a Municipal Court Clerk in 2009 with the City of Mansfield and currently holds the position of Juvenile Case Manager with the City of Forest Hill, where she has developed the program and a strong rapport with the educational community providing a variety of on campus classes. She is has obtained her Level I certification in November of 2011, and is currently working on her Level II.

## **JAN BLACKLOCK MATTHEWS**

Jan Matthews is municipal judge for the city of Wilson (appointed 2011). She is an attorney and trained mediator in civil, criminal, and USDA matters. She served as a Municipal Court Judge for the City of Lubbock (elected 1994 and 1998, appointed 1998-2011). Judge Matthews has a Bachelor of Business Administration degree from Sul Ross State University and her Juris Doctorate from Texas Tech University School of Law. Prior to becoming judge, she held the position of Assistant District Attorney and Misdemeanor Chief for the Lubbock County District Attorney's Office. Judge Matthews is the Region I director for the Texas Municipal Courts Education Center and the Texas Municipal Courts Association.

## **ROBIN RAMSAY**

Robin Ramsay is currently a licensed attorney and the Presiding Municipal Judge for the City of Denton. Judge Ramsay received his undergraduate degree from Southern Methodist University in Dallas and his law degree from Texas Tech University in Lubbock.

Prior to becoming a judge, Judge Ramsay served as Students' Attorney for the University of North Texas and as an Adjunct Professor of Business Law. After leaving the University of North Texas and prior to his current appointment, Judge Ramsay practiced law with the Hammerle Law Firm with offices in Lewisville and Denton.

Judge Ramsay has received his accreditation for the American Academy of Attorney Mediators and currently acts as a Mediator for both pre-litigation and litigated matters by assignment of court and at the request of the parties or their attorneys. Judge Ramsay also serves as alternate Mental Health Magistrate for Denton County at the assignment of the Denton County Probate Court.

Judge Ramsay is a past-president of the Texas Municipal Courts Association and currently serves as the 2<sup>nd</sup> Vice President.

## **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.

## **RYAN TURNER**

Ryan Turner is General Counsel and Director of Education for the TMCEC. Prior to joining the Center, he served as Briefing Attorney for Judge Sharon Keller at the Texas Court of Criminal Appeals. Mr. Turner obtained his juris doctorate from Southern Methodist University School of Law. He received his Bachelor's Degree in Psychology with highest honors from St. Edward's University, Austin, Texas, where he now teaches as an adjunct faculty member in the School of Behavioral and Social Sciences. In 2004 he received the School's Adjunct Teaching Excellence Award.

Mr. Turner is currently Deputy City Attorney for the City of Dripping Springs and previously served as a Special Assistant County Attorney for Kendall County.

A native Texan, Mr. Turner was raised in the north Texas town of Vernon. He is the co-author of the books *Lone Star Justice: A Comprehensive Overview of the Texas Criminal Justice System* and *The Municipal Judges Book*.

He is currently an advisory committee member on the Texas Judicial Council's Juvenile Justice Committee which is charged with assessing the impact of school discipline and school-based policing on referrals to the municipal, justice, and juvenile courts and identifying judicial policies or initiatives that work to reduce referrals without having a negative impact on school safety; limit recidivism; and preserve judicial resources.

### **CONSTANCE WHITE**

Constance White is the Director of Court Services at the City of Burleson. Previously she was a Court Administrator in McKinney, Court Supervisor in Plano, Case Manager at CASA of Collin County, and Legal Secretary at the Collin County District Attorney Office. Ms. White is a member of the Texas Court Clerks Association; North Texas Chapter.