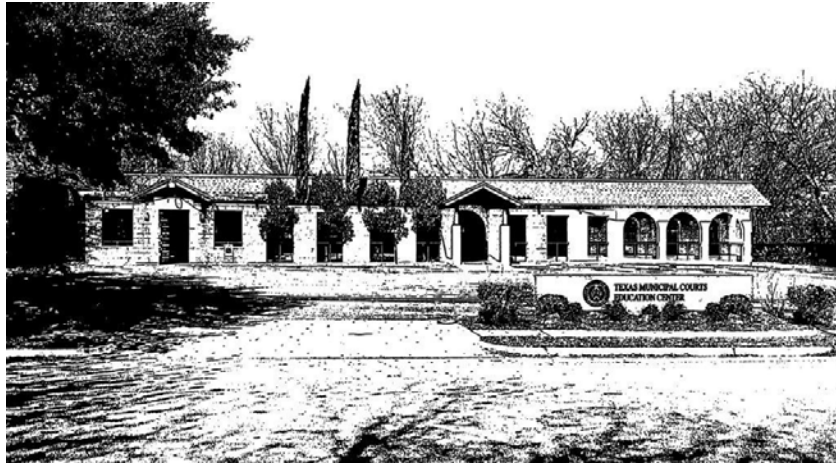


# TEXAS MUNICIPAL COURTS EDUCATION CENTER



TMCEC has moved to its new headquarters, located at 2210 Hancock Drive in Austin. The building was purchased in August 2012 by the Texas Municipal Courts Association as a permanent home for the Center.

## **COURSE MATERIAL** **Regional Clerks Seminar** **Amarillo** **April 8 – 9, 2013**

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**2210 Hancock Drive, Austin, TX 78756**  
**Telephone 512.320.8274**  
**1.800.252.3718**  
**Fax 512.435.6118**  
**Email: [tmcec@tmcec.com](mailto:tmcec@tmcec.com)**  
**Website: [www.tmcec.com](http://www.tmcec.com)**

**Funded by a grant from the Texas Court of Criminal Appeals**

TMCEC IS A PROJECT OF THE TEXAS MUNICIPAL COURTS ASSOCIATION



## A Message from the Texas Municipal Courts Association

On behalf of the Texas Municipal Courts Association, let me welcome you to the *TMCEC Regional Clerks Program*. Your participation and input in the program is an indication of your commitment to improve your education and enhance your performance.

The TMCA was created to provide support for municipal court personnel and to improve the fair and impartial administration of justice in the municipal courts of Texas. Since 1974, the Association has been providing that support. In 1983, TMCA was selected by the Texas Supreme Court to receive and administer a grant to provide continuing legal education to municipal court personnel. In that same year, TMCA created the Texas Municipal Court Training Center as an independent educational entity. In 1994, the Training Center changed its name to the Texas Municipal Courts Education Center and continues to provide a wide range of educational programs to our many constituencies.

TMCA sponsors and directs TMCEC programs through policies set by the Board of Directors and the TMCA Education Committee. This oversight and direction ensures that the educational seminars and clerk certification programs comply with state requirements. The distinction between TMCA and TMCEC is intentional and is maintained so as to permit TMCA to actively pursue the legislative interests of our members. As a state grant recipient, TMCEC is prohibited from engaging in legislative activities other than serving as an informational resource. While grant funds are used to pay for the education programs and operating expenses of TMCEC, no grant funds are available for TMCA operating expenses. TMCA is wholly dependant upon its membership dues and fund raising activities for financial support.

If you have not already become a member, I invite you to join TMCA. Your involvement and participation is critical to the continued vitality of the association and the support of municipal court personnel across the State. Membership in TMCA offers a chance to network, a voice in your judicial education and an opportunity to impact the quality of justice in Texas municipal courts. I encourage you to visit our website at [www.txmca.com](http://www.txmca.com) where you can find more information on how to contact your regional representative, download membership lists, and find other resources.

Thank you for coming!

A handwritten signature in cursive script, appearing to read "Brian Johnson".

President, TMCA

# REGIONAL CLERKS SEMINAR

April 8-9, 2013

Ambassador Hotel

3100 Interstate 40 West • Amarillo, TX 79102 • 806.358.6161

## Day 1 (Monday)

April 8, 2013

- 12:00 – 5:00 p.m.      **Registration**
- 1:00 – 5:00 p.m.      **Preparation Courses: Clerk Certification Study Sessions**  
**Level I:** Dianna Faulkenberry, Court Clerk, City of Cleburne  
**Level II:** Pat Riffel, Court Administrator, City of Pearland
- 1:00 – 5:00 p.m.      **Pre-Conference Session: Tools for Effective Court Administration**  
Mark Goodner, Program Attorney & Deputy Counsel, TMCEC  
Katie Tefft, Program Director, TMCEC
- 5:00 – 6:00 p.m.      **Welcome Reception**

## Day 2 (Tuesday)

April 9, 2013

- 6:45 – 7:50 a.m.      **Registration and Breakfast**
- 8:00 – 8:10 a.m.      **Announcements**
- 8:10 – 9:25 a.m.      **Sovereign Citizens: Threats to Our Courts?**  
Ryan Kellus Turner, General Counsel & Director of Education, TMCEC
- 9:25 – 9:40 a.m.      **Break**
- 9:40 – 10:35 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**  
Pat Riffel, Court Administrator, City of Pearland
- 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> Pat Riffel, Court Administrator, City of Pearland	<b>The MVP of Jury Trials</b> Katie Tefft, Program Director, TMCEC	<b>Understanding 3<sup>rd</sup> Party Collections</b> Glenn Lewis, Judge, City of Forest Hill
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> Luevada Posey, Court Operations Supervisor, City of Cedar Park	<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>Dealing with JNAs (Juveniles Now Adults)</b> Victoria Jaramillo Medley, Court Administrator, City of Amarillo	<b>So You Think You Can't Be Sued? A Primer on Immunity for Clerks</b> Fred Garcia, Court Clerk, City of San Antonio	<b>Foreign Language Interpreters</b> David Garza, Presiding Judge, City of Bee Cave
4:05 – 5:00 p.m.	<b>Transfer of Juvenile Cases</b> Ryan Kellus Turner, General Counsel & Director of Education, TMCEC	<b>The New Laws of Disqualification and Recusal</b> Mark Goodner, Program Attorney & Deputy Counsel, TMCEC	<b>Alive @ 25*</b> Renee Koog and Erik Grasse, Sergeants, Georgetown Police Department Professional Standards Division

5:00 p.m.      **Adjourn**

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

# SEMINAR INFORMATION SHEET

Welcome to the Regional Clerks Seminar. If you have questions that this information sheet does not answer, the TMCEC staff will be glad to assist you. We hope you enjoy the program.

## ATTENDANCE

**Please check your address and telephone number listed on the roster and notify the TMCEC staff of any corrections or changes. Corrections are to be written on the provided space located at the bottom of the Request for Certification form that is included in your registration packet and that you will hand in at the end of the program.**

The Texas Municipal Courts Association Board of Directors has ruled that attendance records are mandatory. **In order for you to receive a certificate of attendance for this program, you must attend all 8 hours on Day 2 of the seminar.** Roll may be called at any time and failure to attend without first informing a TMCEC staff employee prior to missing can cause you to not receive attendance credit for the program. If you are late entering any session, please inform a staff member prior to entering the room. Your badge is your proof of identification. Please wear it at all times during the seminar. The badge also serves as your ticket to enter the room where the breakfast and lunches are served.

*Please note scheduled breaks will be offered during the class. Therefore, out of respect for your colleagues and presenters we ask that you not read the paper or engage in other activities that may be distracting during the class, including texting and instant messaging. Before the class we ask that all electronic devices be muted or turned off. If you must take a call during the presentation, please take the call outside of the room. The amount of education credit you are eligible to receive may be reduced if you are absent during any class sessions.*

## SMOKING AND ALCOHOL CONSUMPTION

The Texas Municipal Courts Association Board of Directors has adopted the following policy: No one shall smoke in any classroom, dining rooms or any area adjacent to the classrooms during the TMCEC seminars. Smoking will be permitted only outside the hotel or other common areas away from the meeting rooms and break areas. The possession or consumption of alcohol by participants during TMCEC provided classes, breaks, or meals are prohibited.

## MEAL INFORMATION

TMCEC provides breakfast and lunch on Day 2 of the seminar to the participants while they are attending the seminar. Guests are not allowed to attend the meal functions with the participant.

## CLASS TIMES

Day 1

Registration: 12:00 – 5:00 p.m.

Clerk Certification Prep Courses: Level I and II  
1:00 p.m. – 5:00 p.m.

Pre-Conference Session 1:00 – 5:00 p.m.

Welcome Reception 5:00 – 6:00 p.m.

Day 2

8:00 a.m. – 5:00 p.m.

## CHECK OUT

The hotel has a set check out time. It will be announced on the first day during the welcoming announcements. Please insure that you do not go beyond this time. Extra-day charges imposed by the hotel will be your responsibility.

## **VENDORS**

TMCEC and the Texas Municipal Courts Association, as grantee, do not endorse, recommend, or imply approval of any or all vendors represented in person or by materials/displays at or near TMCEC/TMCA sponsored meetings and seminars.

## **INFORMATION PRESENTED AT THE CONFERENCE**

The information presented at this conference reflects the viewpoints of the instructors and does not necessarily express the opinion of TMCEC, its Board, or Committees.

Federal and state statutes prohibit employment discrimination on the basis of disability, age, race, color, religion, sex, or national origin. Sexual harassment is included among the prohibitions. The TMCEC strongly disapproves of any form of discrimination or harassment at its seminars, meetings, or within its work environment. Employees, participants, faculty, and volunteers who have experienced or observed any acts that they believe may be prohibited by federal, state, or common law should report the incident to the TMCEC Executive Director immediately. All such alleged acts will be investigated and consideration given to the appropriate action, if any, to be taken.

## **CAMPAIGN ACTIVITIES**

There shall be no campaigning for the TMCEC/TMCA Board of Directors during TMCEC classes. For the purposes of this section, "campaigning" means activities and communications in any form by or on behalf of a nominee as an Officer or Director of TMCEC/TMCA.

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

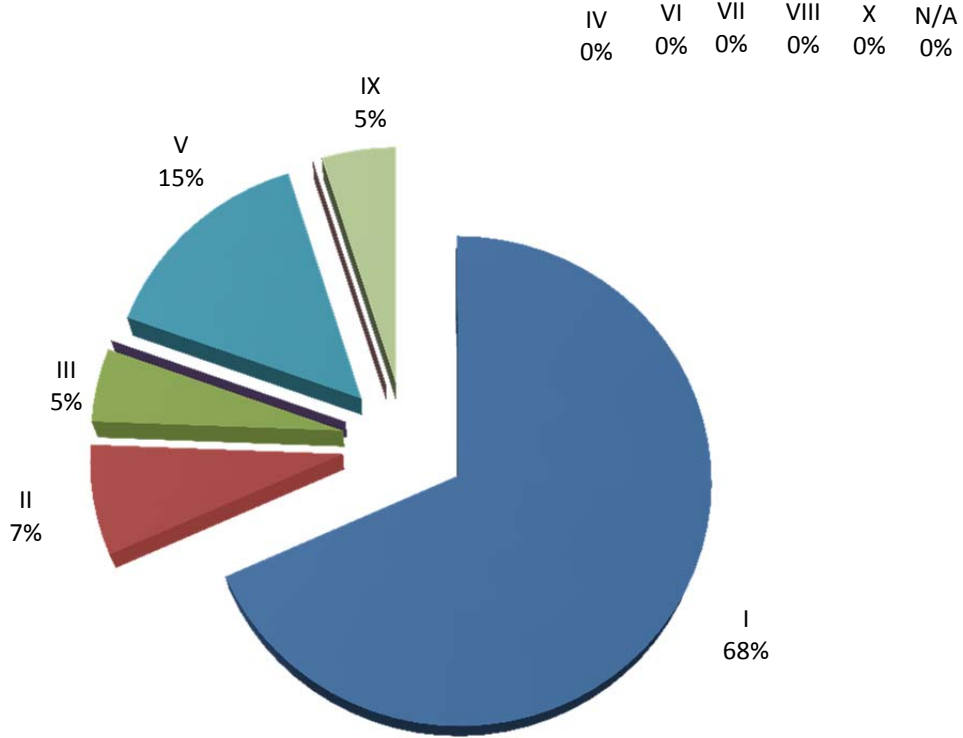
**<http://register.tmcec.com>**

**Regional Clerks Seminar  
Amarillo  
April 8-9, 2013**

<u>First Names</u>	<u>Last Names</u>	<u>DOH</u>	<u>Court</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>Phone</u>	<u>Region</u>
Anna	Abila	04/29/2008	Monahans	301 South Allen Ave.	Monahans	79756	(432) 943-6361	05
Krista	Adames	12/05/2004	Abernathy	PO Box 310	Abernathy	79311-0310	(806) 298-2546	01
Terri	Autrey	10/07/1996	Kermit	110 S Tornillo St	Kermit	79745-2612	(432) 586-2577	05
Cynthia	Bernstein	03/01/2004	Burkburnett	501 Sheppard Rd	Burkburnett	76354-2716	(940) 569-7331	02
Deborah	Blevins	11/02/2002	Cedar Hill	285 Uptown Blvd., Bldg #100	Cedar Hill	75104	(972) 291-5100	03
Emily	Boman	07/28/2006	Idalou	PO Box 1277	Idalou	79329-1277	(806) 892-2531	01
Jennifer	Chavez	06/05/2006	Tulia	PO Box 847	Tulia	79088-0847	(806) 995-3547	01
Denise	Chumley	06/06/2011	Idalou	Post Office Box 1277	Idalou	79329	(806) 892-2531	01
Julia	Contreras	01/03/2008	Slaton	130 South 9th	Slaton	79364	(806) 828-2004	01
Jackie	Corbin	04/17/2008	Amarillo	PO Box 1366	Amarillo	79105-1366	(806) 378-6233	01
Viridiana	Delgado	07/18/2011	Cactus	PO Box 365	Cactus	79013	(806) 966-5458	01
Tiffany	Durant	02/01/2010	Tye	PO Box 369	Tye	79563-0369	(325) 692-8588	05
Mary	Escovedo	04/01/2001	Andrews	111 Logsdon St	Andrews	79714-6515	(432) 523-4820	05
Yolanda	Gaitan	06/29/2009	Hale Center	PO Box 532	Hale Center	79041-0532	(806) 839-4451	01
Veronica	Gamboa	02/01/2010	Edgecliff Village	1605 Edgecliff Rd	Fort Worth	76134-1121	(817) 293-4313	02
Laurie	Garcia	3/14/2012	Lockney	PO Box 387	Lockney	79241-0302	(806) 652-2355	01
Dora	Garcia-Ruiz	7/1/2007	Plainview	901 Broadway	Plainview	79072	(806) 296-1177	01
Sheila	Gillilan	11/01/1999	Borger	PO Box 5250	Borger	79008-5250	(806) 273-0975	01
Jady	Glosson	10/01/2011	Fritch	PO Box 758	Fritch	79036-0758	(806) 857-3143	01
Lisa	Gonzalez	10/21/2002	Pasadena	PO Box 1575	Pasadena	77501-1575	(713) 475-5562	09

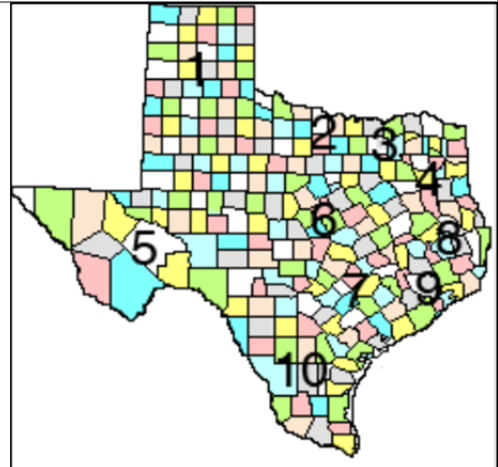
Linda	Guthrie	11/23/2009	Texline	PO Box 150	Texline	79087-0150	(806) 362-4849	01
Laycee	Johnson	07/05/2010	Pampa	PO Box 2499	Pampa	79066-2499	(806) 669-5785	01
Kimberly	Kelley	02/15/2010	Stamford	P.O. Drawer 191	Stamford	79553	(325) 773-2591	01
Deedra	King	11/01/2006	Amarillo	PO Box 1366	Amarillo	79105	(806) 378-3072	01
Pamela	King	11/01/2007	Slaton	130 South 9th	Slaton	79364	(806) 828-2000	01
Karin	Lacy	12/16/1994	Amarillo	PO Box 1366	Amarillo	79105-1366	(806) 378-6231	01
Christie	Landrum	07/19/2006	Odessa	201 N Grant Ave	Odessa	79761-5115	(432) 335-4914	05
Jacqueline	Lopez	11/16/1999	Plainview	901 Broadway St	Plainview	79072-7317	(806) 296-1177	01
Dwayne	Luck	05/23/2008	Denver City	PO Box 1539	Denver City	79323-1539	(806) 592-3516	01
Britt	Marquez	01/30/2008	Sunray	PO Box 834	Sunray	79086-0834	806-948-5362	01
Jake	Medrano	09/03/2009	Amarillo	PO Box 1366	Amarillo	79105-1366	(806) 378-6280	01
Leticia	Navarro	01/01/2012	Canadian	PO Box 455	Canadian	79014-0455	(806) 323-5123	01
Karla	Neal	02/10/2003	Iowa Park	PO Box 190	Iowa Park	76367-0190	(940) 592-2131	02
Preston	Parks	10/01/2004	Garland	1791 W Avenue B	Garland	75042-8728	(972) 487-7386	03
Esmeralda	Rowand	01/02/2001	Levelland	PO Box 1010	Levelland	79336-1010	(806) 894-7975	01
Lisa	Sanchez	06/19/1995	Pasadena	1001-A Shaw Avenue	Pasadena	77501-1575	(713) 475-5562	09
Sheila	Seymore	08/26/2010	Canyon	301 16th St	Canyon	79015-2833	(806) 655-5005	01
Cindy	Silva	01/01/2005	Pampa	PO Box 2499	Pampa	79066-2499	(806) 699-5785	01
Tonya	Todd	07/16/2001	Wink	PO Box 397	Wink	79789-0397	(432) 527-3441	05
Dianne	Wilhelm	11/01/1999	Nazareth	PO Box 7	Nazareth	79063-0007	(806) 945-2285	01
Heather	Wingert	01/03/2011	Amarillo	PO Box 1366	Amarillo	79105-1366	(806) 378-9342	01

## Clerks Regional Representation



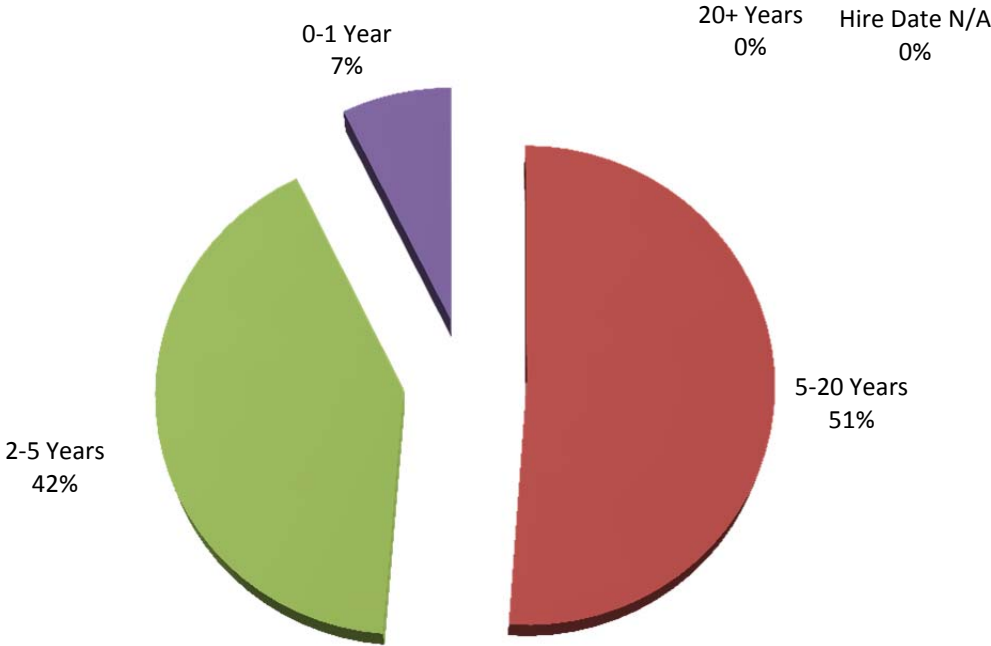
### TMCA Regional Directors:

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





### Clerks Appointment / Hire Date



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

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**President-Elect**

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Dallas, TX 75246  
214/321-3668  
FAX: 214/321-8429  
EMAIL: bgoldstein@blgpclaw.com

**Region IV Director**

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Presiding Judge  
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Sulphur Springs, TX 75482-2794  
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FAX: (903) 438-9548  
EMAIL: plrogers3@yahoo.com

**Region V Director**

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Municipal Judge  
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El Paso, Texas 79901  
915/546.2977  
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EMAIL: rick@olivolaw.com

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Presiding Judge  
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Temple, TX 76502  
254/298-5687  
FAX: 254/773-4301  
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**Region VII Director**

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Presiding Judge  
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979/764-3850  
FAX: 979/764-3894  
EMAIL: espillane@cstx.gov

**Region VIII Director**

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FAX: 409/643-5716  
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**Region IX Director**

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

**Region X Director**

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

**Past President**

Hon. Donna Starkey  
Municipal Judge  
City of Alvin  
216 W. Sealy  
Alvin, TX 77511  
281/388-4251  
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# TEXAS MUNICIPAL COURTS EDUCATION CENTER

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Austin, TX 78756

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(800) 252-3718

(512) 435-6118 FAX

[www.tmcec.com](http://www.tmcec.com)

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## Staff Roster

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<b>Hope Lochridge</b> Executive Director Email: <a href="mailto:lochridge@tmcec.com">lochridge@tmcec.com</a>	<b>Deadra Stark</b> Administrative Director / Controller Email: <a href="mailto:stark@tmcec.com">stark@tmcec.com</a>
<b>Ryan Turner</b> General Counsel & Director of Education Email: <a href="mailto:turner@tmcec.com">turner@tmcec.com</a>	<b>Jameson Crain</b> Multimedia Specialist Email: <a href="mailto:crain@tmcec.com">crain@tmcec.com</a>
<b>Mark Goodner</b> Program Attorney / Deputy Counsel Email: <a href="mailto:goodner@tmcec.com">goodner@tmcec.com</a>	<b>Tessa Madison</b> Program Coordinator Email: <a href="mailto:madison@tmcec.com">madison@tmcec.com</a>
<b>Katie Tefft</b> Program Director Email: <a href="mailto:tefft@tmcec.com">tefft@tmcec.com</a>	<b>Pat Ek</b> Registration Coordinator Email: <a href="mailto:ek@tmcec.com">ek@tmcec.com</a>
<b>Regan Metteauer</b> Program Attorney Email: <a href="mailto:metteauer@tmcec.com">metteauer@tmcec.com</a>	<b>Crystal Ferguson</b> Communications Assistant Email: <a href="mailto:ferguson@tmcec.com">ferguson@tmcec.com</a>
<b>Brenna McGee</b> Grant Administrator & Program Attorney Email: <a href="mailto:mcgee@tmcec.com">mcgee@tmcec.com</a>	<b>Rebecca Wermund</b> Program Assistant II Email: <a href="mailto:wermund@tmcec.com">wermund@tmcec.com</a>

## TMCEC MERCHANDISE, PUBLICATIONS & VIDEOS

### Apparel

Caps	\$15.00
Golf Shirts	\$25.00
T-Shirts	\$15.00
V-Neck T-Shirts	\$15.00
Youth T-Shirts	\$12.00
Denim Shirts	\$40.00
Ties	\$15.00
Shoe Mittens	<del>\$10.00</del> <b>\$7.00!</b>
Baby Onesies	\$12.00

### Miscellaneous

Stress Ball	\$3.00
Gavel Pin	\$5.00
Teddy Bears	\$12.00

### Food /Beverage Items

Pocket Koozies	\$3.00
Ceramic Mugs	\$10.00
Travel Mugs (Metal)	\$10.00
Travel Mugs (Got Warrants/Got Evidence)	\$15.00

### Office Supplies

Gavel Sets	\$41.00
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### Publications

Code Book (Texas Criminal and Traffic Law Manual: Judicial Edition)	<del>\$41.00</del> <b>\$5.00!</b>
TMCEC 2011 Bench Book	<del>\$25.00</del> <b>\$10.00!</b>
TMCEC 2011 Forms Book	<del>\$25.00</del> <b>\$10.00!</b>
The Municipal Judges Book	\$25.00
TMCEC 2011 Bench Book & Forms Book DVD	\$5.00
Clerks Study Guides I & II	<del>\$25.00</del> <b>\$10.00!</b> each
Clerks Study Questions III	\$10.00
Quick Reference Trial Handbook	\$10.00
Rules of Evidence Handbook	\$10.00
The Recorder	\$35.00 annual subscription rate
Class C Handbook	\$10.00
Essential Spanish for the Municipal Courts	\$10.00
Child's Lonestar Book	\$10.00
A Day in Municipal Court (Coloring Book)	N/C (Spanish & English Versions) No Charge

### Videos

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