

REGIONAL CLERKS SEMINAR

January 14-15, 2013 • Galveston

San Luis Resort

Day 1 (Monday)

January 14, 2013

- 12:00 – 5:00 p.m. **Registration**
- 1:00 – 5:00 p.m. **Preparation Courses: Clerk Certification Study Sessions**
Level I: Fawn Mackey, Court Administrator, City of Sealy
Level II: Tracie Glaeser, Client Service Coordinator, McCreary, Veselka, Bragg & Allen, PC
- 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

Day 2 (Tuesday)

January 15, 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 – 10:30 a.m. **Fun with Fees**
Katie Tefft, Program Director, TMCEC
- 10:30 – 10:45 a.m. **Break**
- 10:45 – 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
1:00 – 1:55 p.m.	ABCs in Municipal Court: An Elementary Exploration of the Alcoholic Beverage Code* Pat Riffel, Court Administrator, City of Pearland	The MVP of Jury Trials Tammy Odom, Deputy Court Clerk, City of Sweeny	Foreign Language Interpreters Carrie Chavez, Attorney at Law, Dallas
2:05 – 2:55 p.m.	Juveniles Behind the Wheel: Laws for Young Drivers* Robin Ramsay, Presiding Judge, City of Denton	Dissecting DSC* Luevada Posey, Court Operations Supervisor, City of Cedar Park	Talking to Your Town (DRSR)* Lindsey Mena, Juvenile Case Coordinator, City of San Marcos
3:05 – 3:55 p.m.	Dealing with JNAs (Juveniles Now Adults) Victoria Jaramillo Medley, Court Administrator, City of Amarillo	So You Think You Can't Be Sued? A Primer on Immunity for Clerks Fred Garcia, Court Clerk, City of San Antonio	Understanding 3rd Party Collections Glenn Lewis, Presiding Judge, City of Forest Hill
4:05 – 5:00 p.m.	Transfer of Juvenile Cases Shelai Mullins, Juvenile Case Manager, City of McKinney	Dissecting DSC (repeat)* Luevada Posey, Court Operations Supervisor, City of Cedar Park	Alive @ 25* John Brady, Executive Director, Texas Alive Team and Risk & Safety Specialist, Travis County

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: GALVESTON**

Regional Clerks Seminar

January 14 – 15, 2013

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FACULTY BIOGRAPHIES

JOHN BRADY

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

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 has participated in the Texas Court Clerk Certification Program and she is a Level II Certified Court Clerk (CCCII). Ms. Brew is a member of the Texas Court Clerk 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.

FRED GARCIA

Fred Garcia is currently the Municipal Court Clerk for the City of San Antonio. Mr. Garcia graduated from St. Mary's University with a degree in business administration and later Texas Tech University with his Juris Doctorate degree.

Mr. Garcia has previously worked as a municipal court prosecutor, and bank auditor, and he has also served as an attorney in a private practice that concentrated on criminal defense and family law.

TRACIE GLAESER

Tracie Glaeser began her career in municipal court at the City of Round Rock and remained there as Court Administrator for 21 years. In 2007, she moved to the Dallas area and joined the Municipal Court team at the City of Lewisville as the Court Manager. Tracie retired from Lewisville in March 2012 to move back to the Austin area to be closer to her family.

Ms. Glaeser completed her Certified Court Manager's certificate with the National Center for State Courts, Institute for Court Management in February 2010 and was the 11th clerk in the state of Texas to become a Certified Municipal Court Clerk. Ms. Glaeser achieved her level I certification in 1998, level II certification in 2002 and achieved Level III certification (CMCC) in 2003. Additionally, she completed Leading, Educating and Developing (LEAD), a 40 hour program sponsored by Weldon Cooper and held at the University of Virginia Leadership Institute in Charlottesville, Virginia.

During her career, Ms. Glaeser has been active in the Texas Court Clerk's Association and the Texas Municipal Courts Association serving in a variety of positions ranging from Chapter President to serving the membership on the Board of Directors as Vice President. She has served the Texas Municipal Courts Association (TMCA) as a member of the TMCEC Education Committee and Texas Court Clerks Association (TCCA) as the Chair of the Certification Program Education Committee from 2006 to 2011.

Ms. Glaeser is a certified instructor for the Texas Municipal Courts Education Center for more than 15 years and has continued to serve as faculty for the New Judges and Clerks, Court Administrators, and Level III Assessment Clinic. Additionally, she has been active as an instructor for Citizens Police Academy, a variety of leadership and management classes and has been a regular panel member for software and imaging instruction with MCCI-Laserfiche. Ms. Glaeser is an approved instructor for the Clerk Certification Program for continuing education hours provided by the TCCA chapters and regularly facilitates the Level I & II study sessions.

After her retirement from municipal court administration, Ms. Glaeser joined the Client Services Team at the law firm of McCreary, Veselka, Bragg and Allen, Attorneys at Law, P.C., training on court procedures and facilitating court collection practices with municipal court clients of the law firm.

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."

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 79th 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.

FAWN MACKEY

Fawn Mackey is the Court Administrator for the City of Sealy and has been employed there since 2004. She has recently taken on the role of facilitator for TMCEC. Ms. Mackey has been a member of the Texas Court Clerks Association for eight years and has been an active member of the Gulf Coast Chapter. She has served as Secretary for the chapter periodically since 2006 and is currently the Secretary and Historian.

Ms. Mackey received the *Distinguished Service Award* from the Texas Municipal Courts Association in 2006 and the *Extraordinary Achievement Award* in 2009. She also received the *Excellence in Service* award from the City of Sealy in 2005 and the *Employee Choice* award in 2006.

Ms. Mackey became a Certified Municipal Court Clerk in May of 2010. She has been married 12 years to husband, Jason. They have three beautiful children, daughter Devin and son's Jarren and Jason Jr.

VICTORIA JARAMILLO MEDLEY

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

Prior to becoming the Court Administrator for the City of Amarillo, Ms. Medley worked for Bernalillo County Juvenile Probation in Albuquerque, New Mexico and Randall County Juvenile Probation in

Amarillo, Texas. She was an officer specializing in serious offenders. Ms. Medley was originally hired by the City of Amarillo in 1990 to serve as the first Teen Court Coordinator for the City of Amarillo and was responsible for designing and implementing one of the first Teen Court Programs in Texas.

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

LINDSEY MENA

Lindsey Mena attended Texas State University - San Marcos, where she studied Applied Sociology with an emphasis in Deviance and Social Control. She graduated in May 2010 and began working as a Juvenile Case Coordinator for the City of San Marcos in July 2010. She is beginning the 3rd straight year with the outreach program throughout the city and has enjoyed watching it expand each year. She has been married for two years and just recently had her first child, a little boy, this past summer.

SHELAI MULLINS

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

Since 2007, Ms. Mullins has been able to assist with the formation of the Juvenile Case Manager Association of Texas and it's first ever conference. She was excited to write a piece of legislation in 2011 (SB 209) with her prosecutor and testify in front of the corrections committee. She has started a court community service program and is currently working with McKinney's community development group to fund a juvenile program that would combine resources of many community organizations to assist at-risk youth and their families.

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

TAMMY ODOM

Tammy Odom has served as the Deputy Court Clerk and City Clerk for the City of Sweeny since July 2000. She is currently a member of the Texas Municipal Courts Association, President of the Texas Court Clerks Association, and Past-President of the TCCA - Gulf Coast Chapter. She has been the recipient of the Texas Court Clerks Association's Distinguished Service Award (2005), Extraordinary Achievement Award (2006), and the Excellence Award (2007). She was also named Clerk of the Year in 2007 by the TCCA - Gulf Coast Chapter. In 2002, Ms. Odom earned her Certified Court Clerk Level II.

LUEVADA POSEY

Luevada Posey is the court operations supervisor for the City of Cedar Park. Ms. Posey has previously spent 11 years with the Copperas Cove Municipal Court, one year with the court system in Killeen, and four years with the U.S. Army's Provost Marshal's Office in Dormstadt, Germany. She started working

on her court clerk certification in 1999 and obtained Level III certification in June 2002. She expresses particular excitement in being able to assist clerks endeavoring to obtain their certification.

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 2nd Vice President.

PAT RIFFEL

Pat Riffel, CMCC, is the Court Administrator for the City of Pearland. She has a Bachelor's Degree in Political Science and is a Licensed Social Worker. She joined the court clerk profession in December 2002. She is a Level III Certified Municipal Court Clerk. She has also achieved status as a Certified Court Manager through the National Institute of Court Management. She has served as faculty for the Texas Municipal Courts Education Center for seven years. Ms. Riffel is a member of the Texas Court Clerk's Associations Education Committee and chair of the scholarship committee. She is a member of the Gulf Coast Chapter of TCCA.

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.