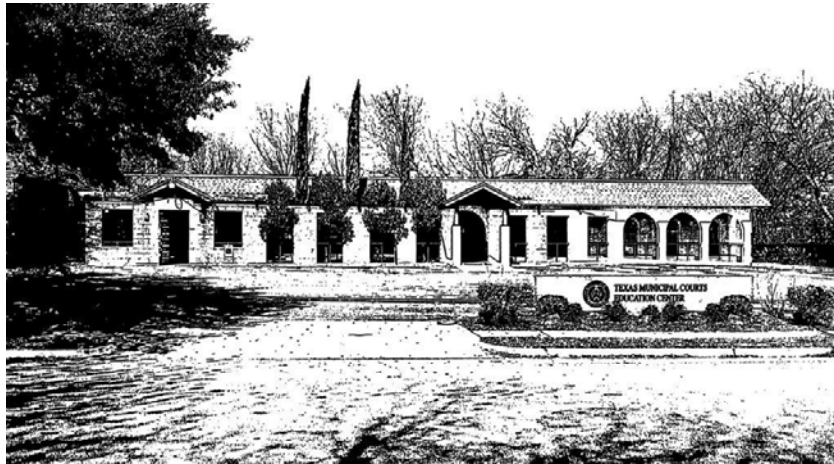


TEXAS MUNICIPAL COURTS EDUCATION CENTER



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 Galveston Regional Clerks Seminar January 14 – 15, 2013

2210 Hancock Drive, Austin, TX 78756
Telephone 512.320.8274
1.800.252.3718
Fax 512.435.6118
Email: tmcec@tmcec.com
Web Page: 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 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

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.

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 – 1:00 p.m.

Clerk Certification Study Sessions: 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.

CONTINUING EDUCATION UNITS

TMCEC will award up to 1.2 CEUs to each participant who successfully completes the Regional Clerks Seminar. The CEU is a nationally recognized unit designed to provide a record of an individual's continuing education accomplishments. Upon written request to TMCEC, a record will be made available as designated by the participant.

The CEU concept provides individuals with recognition for their efforts to update or broaden their knowledge, skills, or attitudes. Records of CEU awarded provide a framework within which individuals can develop and achieve long-range educational goals.

The availability of the CEU records and documentation permits individuals to maintain and transmit to others a record of their lifelong learning experiences. For example, individuals may use personal records of number of CEU earned for:

- Reporting maintenance or improvement of professional competence;
- Documenting continuing qualifications for renewing licensure, recertification, or registration; or
- Presenting evidence of personal and vocational growth and adjustment to meet changing career demands.

Probably the two most common uses of a CEU record by the individual learner are (1) to supply an employer or prospective employer with information on continuing education and training experiences pertinent to an occupational competence, and (2) to provide documentation to registration boards, certification bodies, or professional and occupational societies of continuing education undertaken to maintain or increase professional competence.

There is no relationship between CEU and academic credit. By definition, the CEU relates only to non-credit continuing education experiences. Academic credit applies specifically to degree requirements and CEU are not awarded for that purpose. No institutions of higher education are known to give automatic credit for CEU.

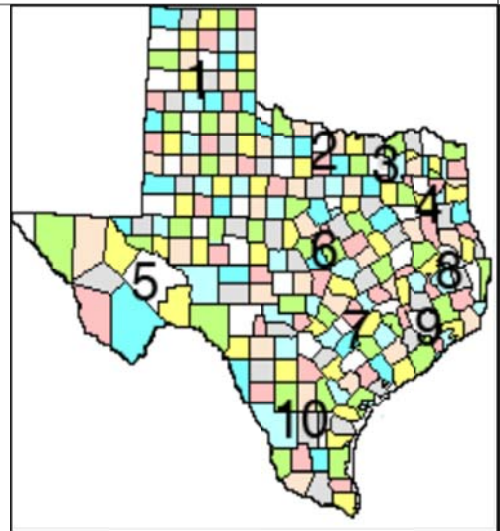
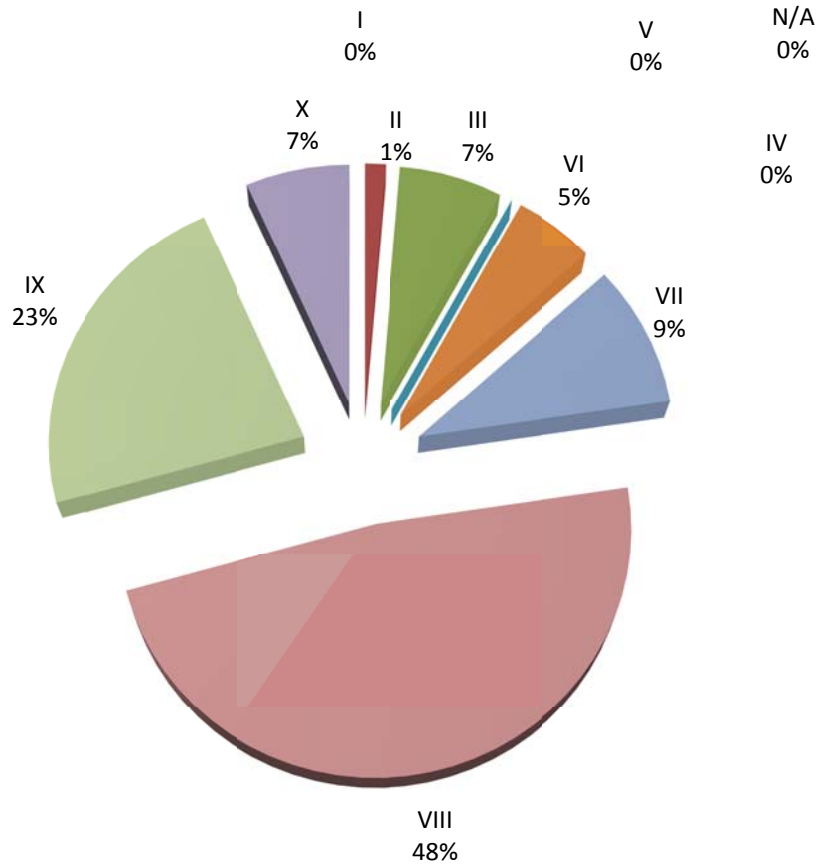
Certificates will not be mailed out. They can be printed out by going to the online registration page at:

<http://register.tmcec.com>

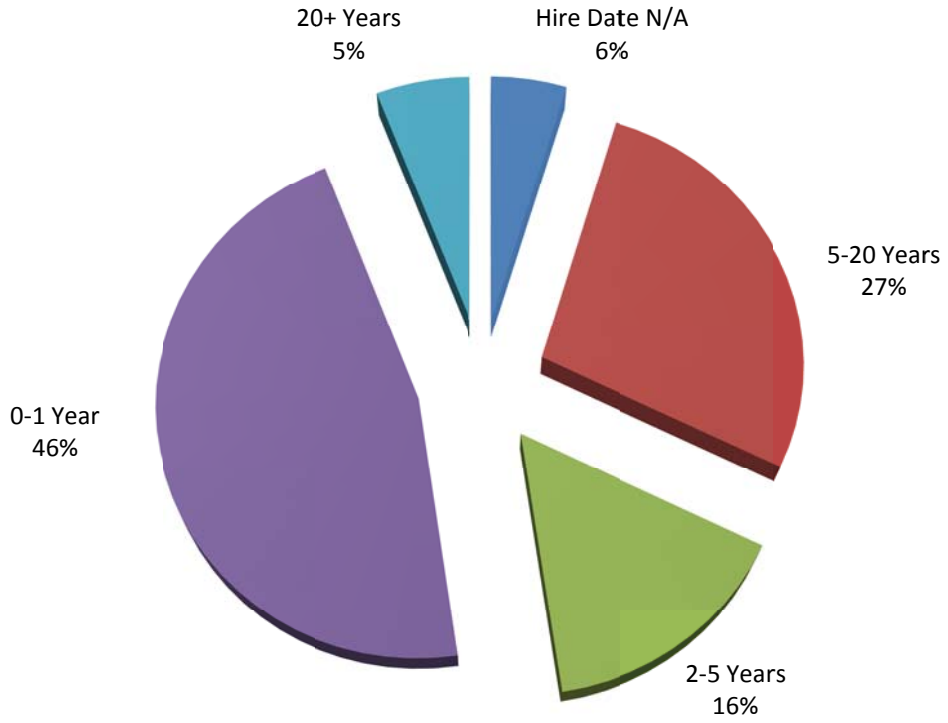
First Name	Last Name	HIRE DATE	CITY REPRESENTED	STREET ADDRESS	ZIP	COURT PHONE
Madonna	Abarca	02/14/2011	Giddings	118 East Richmond Street	78942-4147	(979) 540-2707
Francisca	Adame	08/23/2010	Robstown	PO Box 488	78380-0488	(361) 387-9558
Michelle	Alexander	08/08/2012	Webster	101 Pennsylvania St	77598-5226	(281) 316-3727
Zondra	Anderson	01/12/2008	Houston	1400 Lubbock	77002	(713) 247-8858
Kathy	Bacon	03/01/1984	Pasadena	1001-A Shaw Ave	77506-1519	(713) 475-5558
Amy	Baldwin	05/31/2011	League City	200 W Walker St	77573-3836	(281)-554-1060
Virginia	Barbosa	01/07/2004	Lake Jackson	5 Oak Dr Ste B	77566-5207	(979) 297-1031
Ellen	Berner	06/04/2008	Texas City	1004 9th Ave N	77590-7407	(409) 643-5801
Jenny	Bowles	10/29/2012	Kyle	100 West Center St.	78640	(512) 262-3940
Tracie	Breland	03/06/2000	Santa Fe	PO Box 950	77510-0950	(409) 925-3255
Shirley	Bryant	12/01/2003	Garland	1791 W Avenue B	75042-8728	(972) 205-2330
Kelsey	Cano	02/06/2012	Bay City	1824 6th St	77414-5131	(979) 245-0035
Jacqueline	Carmona	02/19/2007	Baytown	3120 N Main St	77521-4110	(281) 425-1019
Vicky	Castro	04/21/2002	Austin	PO Box 2135	78768-2135	(512) 974-4839
Carolyn	Cope	10/18/2010	La Porte	3005 N 23rd St.	77571	(281) 471-4683
Mary	Credeur	04/01/2004	Daisetta	PO Box 549	77533-0549	(936) 536-6120
Tonya	Croft	11/19/2008	Silsbee	1102 N 5th St	77656-3847	(409) 385-7991
Christina	Dahse	09/12/2005	Willis	200 North Bell	77378-0436	(936) 856-4611
Mary Jane	Davis	06/29/2011	Little Elm	100 W Eldorado Pkwy	75068-5060	(214) 975-0484
Kelly	Dennis	07/06/1999	Garland	1791 W Avenue B	75042-8728	(972) 205-2330
Diana	Elizondo	10/04/2010	La Marque	1111 Bayou Rd	77568-4160	(409) 938-9245
Stacy	Froeschner	09/09/1996	Nassau Bay	Post Office Box 58448	77058-8448	
Eva	Glaspie	10/09/1984	Conroe	700 Old Montgomery Rd	77301-2740	(936) 522-3386
Holly	Goldstein	03/15/2010	League City	200 W Walker St	77573-3836	(281)-554-1060
Ana	Guillot	12/27/2011	Baytown	3120 N Main St	77521-4110	(281) 425-1002
Kristine	Hayman	09/08/2008	Lockhart	1914 W San Antonio St	78644	(512) 376-9469
Erika	Hernandez	10/13/2009	Clute	PO Box 997	77531-0997	(409)-265-5421
Melissa	Hill	02/05/1980	Pasadena	1001-A Shaw Ave	77506-1519	(713) 475-5562
Patsy	Hilton	09/03/2002	Baytown	3120 N Main St	77521-4110	(281) 425-1022
Ramie	Howlett	09/29/1994	Orange	PO Box 520	77631-0520	(409) 883-1065
Dana	James	12/01/1997	West Orange	2700 Western Ave	77630-6136	(409) 883-4552
Donna	Jeffries	04/16/2007	West Columbia	PO Box 487	77486-0487	(979) 345-4832
Teresa	Jordan	06/24/2002	Fairview	372 Town Place	75069	(972) 886-4240
Karen	Kamar	03/01/2008	Austin	PO Box 2135	78768-2135	(512) 974-4637
Brenda	Kent	03/11/1999	Shoreacres	601 Shore Acres Blvd	77571-7262	(281) 471-3340
Rebecca	Lehn	06/01/2009	Montgomery	PO Box 708	77356-0708	(936) 597-6866
Catherine	Long	09/26/2011	Liverpool	PO Box 24	77577-0024	(281) 581-2342
Mary	Low	04/29/1996	Orange	PO Box 520	77631-0520	(409) 883-1063
Lisa	Mannino	03/05/2004	Kountze	835 S. Redwood	77625	(409) 246-4168
Bertha	Martinez	05/09/1994	Port Neches	1201 Merriman St	77651-2951	(409) 722-1438

Dalyn	McDougle	06/01/2011	Cedar Park	911 Quest Pkwy.	78613-2216	(512) 260-4300
Sonia	Mejia	06/01/2009	Galena Park	PO Box 46	77547-0046	(713) 672-2556
Christine	Morin	12/01/2006	Universal City	2150 Universal City Blvd	78148	(210) 659-0333, x716
Tanya	Munoz	07/01/2009	Missouri City	3845 Cartwright Road	77459	(281) 403-8669
JoAnn	Narro	04/04/2011	Huntington	Post Office Box 349	75949	(936) 422-4195
Anne	Nieto	04/10/2000	Sugar Land	PO Box 110	77487-0110	(281) 275-2560
Maria	Olivares	07/08/1992	Baytown	3120 N Main St	77521-4110	(281) 425-1020
Aravelia	Ortiz	04/19/2004	Jones Creek	7207 Stephen F Austin Rd	77541-8323	(979) 233-1826
Rosie	Poitevint	08/01/1999	Clute	PO Box 997	77531-0997	(979) 265-5421
Elvia	Rodriguez	10/19/2000	El Campo	303 E Jackson St	77437-4533	(409) 543-1212
Lynette	Rodriguez	08/27/2009	Baytown	3120 N Main St	77521-4110	(281) 425-1003
Norma	Rodriguez	05/12/2008	Brenham	Post Office Box 1059	77834	(979) 337-7506
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Vicky	Salmeron	03/22/2010	Duncanville	PO Box 380280	75138-0280	(972) 780-5063
Inez	Sanchez	10/03/2002	Port Lavaca	202 N Virginia St	77979-3431	(361) 552-9793 x226
Mary Alice	Sandoval	6/1/2002	Sinton	217 E Market St	78387-2640	(361) 364-2389
Flor	Santos	01/10/2006	Huntsville	717 Fm 2821 Rd W Ste 200	77320-3187	(936) 291-5907
Thaddeus	Singleton	03/01/2011	Prairie View	PO Box 817	77446	(936) 857-5327
Rebecca	Slayter	02/19/2008	Allen	301 Century Pkwy	75013	(214) 509-4392
Karen	Smith	07/10/2007	Pearland	Post Office Box 84609	77584	(281) 997-5908
Katrina	Smith	10/08/2002	Vidor	1330 First Street	77662	(409) 769-7452
Patrice	Smith	08/24/1998	Beaumont	700 Orleans Street	77701	(409) 980-7214
Lisa	Snider	10/22/2003	La Marque	1111 Bayou Rd	77568-4160	(409) 938-9245
Ruth	Sorrell	08/19/2009	Hitchcock	6815 2nd St	77563-3281	(409) 986-9702
Patsy	Stephenson	10/11/1988	Jasper	PO Box 1599	75951-0016	(409) 383-6157
Lisa	Syzdek	10/01/1996	La Porte	3005 North 23rd Street	77571	(281) 471-4683
Linda	Turley	01/27/2003	Pinehurst	2497 Martin Luther King Jr. Dr.	77630	(409) 886-3873
Jamie	Turner	10/02/1987	Hitchcock	6815 2nd St	77563-3281	(409) 986-9702
Peggy	Tyler	07/02/1990	Richwood	215 Halbert St	77531-2803	(979) 265-8157
Jessica	Utton	06/27/2005	League City	200 W Walker St	77573-3836	(281) 554-1060
Khalin	Washington	02/01/2009	Houston	1400 Lubbock St	77002-1526	(713) 247-4904
Wrenie	Wheeless	01/06/2010	Rockdale	PO Box 586	76567-0586	(512) 446-0812
Sheila	Williams	02/01/2007	Brazoria	201 S Main St	77422-8701	(979) 798-2165
Tiffany	Wilson	09/01/2008	Clear Lake Shores	1006 S Shore Dr	77565-2490	(281) 334-0697

Clerks Regional Representation



Clerks Appointment / Hire Date



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

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Hon. Edward Spillane
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City of College Station
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Region X Director

VACANT

Past President

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TEXAS MUNICIPAL COURTS EDUCATION CENTER

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Brenna McGee TxDOT Grant Administrator & Program Attorney Email: mcgee@tmcec.com	Rebecca Wermund Program Assistant II Email: wermund@tmcec.com
Margaret Danforth Administrative Director / Controller Email: danforth@tmcec.com	

TMCEC MERCHANDISE, PUBLICATIONS & VIDEOS

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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	\$10.00 \$7.00!
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)	\$41.00 \$22.00!
TMCEC 2011 Bench Book	\$25.00 \$10.00!
TMCEC 2011 Forms Book	\$25.00 \$10.00!
The Municipal Judges Book	\$25.00
TMCEC 2011 Bench Book & Forms Book DVD	\$5.00
Clerks Study Guides I & II	\$25.00 \$10.00! 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

	<u>VHSs</u>	<u>DVDs</u>
I Object Video	\$10.00	N/A
Authority and Duties Video	\$10.00	\$20.00
Role of M.C.	\$10.00	\$20.00
Pro Se Defendant	\$10.00	\$20.00
IDEA		\$20.00