

REGIONAL CLERKS SEMINAR

March 24-25, 2013

Omni Houston Hotel Westside
13210 Katy Freeway • Houston, TX 77079

Day 1 (Sunday)

March 24, 2013

- 12:00 – 5:00 p.m. **Registration**
- 1:00 – 5:00 p.m. **Preparation Courses: Clerk Certification Study Sessions**
Level I: Christy PUNCHES, Court Administrator, City of Sanger
Level II: Elaine Brown, Court Administrator, City of Katy
- 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 (Monday)

March 25, 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?**
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**
Rhonda Kuehn, Court Administrator, City of Brenham
- 12:00 – 12:50 p.m. **Lunch**

	Track A – JUVENILES	Track B – PROCEDURES	Track C - SHARED
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 New Laws of Disqualification and Recusal Cathy Riedel, Senior Associate, Bojorquez Law Firm, PLLC	Foreign Language Interpreters David Garza, Presiding Judge, City of Bee Cave
2:05 – 2:55 p.m.	Juveniles Behind the Wheel: Laws for Young Drivers* Robin Ramsay, Presiding Judge, City of Denton	Dissecting DSC* April Christiansen, Court Administrator, 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	The MVP of Jury Trials Tammy Odom, Deputy Court Clerk, City of Sweeny	Understanding 3rd Party Collections Bill Ragsdale, Presiding Judge, City of Ingram
4:05 – 5:00 p.m.	Transfer of Juvenile Cases Shelai Mullins, Juvenile Case Manager, City of McKinney	So You Think You Can't Be Sued? A Primer on Immunity for Clerks Fred Garcia, Court Clerk, City of San Antonio	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.

Funded by a grant from the Texas Court of Criminal Appeals

TEXAS MUNICIPAL COURTS EDUCATION CENTER

FACULTY ROSTER: HOUSTON

Regional Clerks Seminar

March 24-25, 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.

ELAINE BROWN

Elaine Brown is the Municipal Court Clerk/Administrator for the City of Katy, a position she has held since 2000. Ms. Brown achieved her Level I Certification in 2002, her Level II in 2003, and in 2005, she became the 20th clerk to achieve her Certified Municipal Court Clerk status.

Ms. Brown was the Gulf Coast Chapter Secretary from 2001-2003. She held the position of Gulf Coast Chapter Treasurer from 2004-2007. In 2006 she was the Gulf Coast Chapter Clerk of the Year. She is currently the Gulf Coast Chapter V-President. Ms. Brown is a Committee Member on the Nominations Committee and the Budget Committee

Ms. Brown has been on the TCCA Board of Directors since 2002. She has held the position of TCCA Certification Program Financial Manager since 2007. Ms. Brown was the Committee Chair for the TCCA Nomination Committee in 2002-2006 and again in 2008-2009. She has held the Committee Chair for the TCCA Vendor/Sponsor Committee in 2006, 2008, and 2009. Ms. Brown has been the TMCEC Level I & Level II Facilitator since 2004.

Her peers awarded her with the 2009 Excellence Award at TCCA Annual Conference in Abilene for her selfless and outstanding contributions to her profession and her colleagues.

APRIL CHRISTIANSEN

April Christiansen is the Court Administrator for the City of Cedar Park. Prior to coming to Cedar Park in 2007, Ms. Christiansen worked for five years as a Court Supervisor with the El Paso County Combined Courts in Colorado Springs, Colorado.

Ms. Christiansen has a Bachelor's Degree in Political Science/Administration of Justice from Colorado Mesa University, and a Master's Degree in Justice Administration from Norwich University. She is a

Certified Municipal Court Clerk, and serves as a Director At Large with the Texas Court Clerks Association.

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.

DAVID GARZA

David Garza is the Presiding Municipal Court Judge for the City of Bee Cave, Texas. He was first appointed to that position in 2010.

Prior to his current position with the City of Bee Cave, Judge Garza served as a City of Austin Municipal Court Judge from 1987 to 1992 and then again from 2003 to 2009. Judge Garza has also served the State of Texas as an Administrative Law Judge for the State Office of Administrative Hearings (SOAH) from 1992 to 1993. He has also served as an Assistant District Attorney for Travis County and as an Assistant Attorney General for the State of Texas, where he was Chief of the Foreign Prosecution Unit under then Attorney General, John Cornyn.

Judge Garza received his B.A. in Psychology from the University of Houston in 1975. He received his J.D. from Georgetown University Law Center in Washington, D.C. in 1978 and his MBA from The University of Texas at Austin in 1991.

Judge Garza is a member of the State Bar of Texas, the Texas-Mexico Bar Association and Association of Attorney Mediators.

He is a native Texan, having been born and reared in Corpus Christi, Texas and has been a resident of Austin, Texas since 1980.

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.

RHONDA KUEHN

Rhonda Kuehn is the Court Administrator for the City of Brenham Municipal Court. She is a Level III Certified Municipal Court Clerk and has a Bachelor's Degree in History from Sam Houston State University. She has worked for the City of Brenham since 1996. Ms. Kuehn serves as Vice President on the Executive Board for the Texas Court Clerks Association. She currently co-chairs the TCCA Certification and Education Committee and sits as a member on the TMCA Education Committee. She represents TCCA on the Texas Municipal League Board of Directors as well.

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.

CHRISTY PUNCHES

Christy PUNCHES has been the Municipal Court Administrator with the City of Sanger since 1997. Prior to working for the City of Sanger, she worked at the City of Denton Municipal Court from 1993-1997. She has been member of the Texas Court Clerks Association since 1998. In 2000, she was appointed as secretary for the North Texas Chapter and held that position until 2007 and was appointed as the Vice President of the chapter until the end of the fiscal year of 2007.

Ms. PUNCHES received her Certified Municipal Court Clerk certification in 2002. She also received the “Employee of the Year” award from the City of Sanger in 2002 and received the “Award of Excellence” in 2004 from the North Texas Court Clerks Chapter.

Ms. PUNCHES grew up in Sanger and is now raising her family in Sanger. She has been married to her husband, Jeremy for 13 years and they have a son, Peyton and a daughter, Macey.

BILL RAGSDALE

Bill Ragsdale is the Municipal Court Judge for the City of Ingram and Justice of the Peace of Precinct Four, Kerr County. He has been a judge for 22 years and has taught clerks for the Justice Court Training Center. Judge Ragsdale began as a municipal court clerk in 1987.

ROBIN RAMSAY

Robin Ramsay is currently a licensed attorney and the Presiding Municipal Judge for the City of Denton. He 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.

CATHY RIEDEL

Cathy Riedel is the Senior Associate attorney for the Bojorquez Law Firm in Austin, Texas. She joined the firm after four years as the Program Director at the TMCEC. Most of her 34-year legal career has been spent practicing in municipal law. She has worked as Acting City Attorney or Assistant City Attorney for the cities of Georgetown, Round Rock, and Topeka, Kansas, and has represented numerous municipalities through other law firms. She has also served as Municipal Court Judge in the cities of College Station and Liberty Hill.

Earlier in her career, Ms. Riedel worked at the Court of Criminal Appeals as a briefing attorney and research assistant for Judge W.C. Davis. After leaving the Court, she joined the Office of the State Prosecuting Attorney (Texas).

Ms. Riedel received her undergraduate degree from Texas A&M University and her law degree from St. Mary's University. She served as an adjunct professor at Washburn Law School, teaching Trial Advocacy and supervising third-year law students in the Legal Clinic. She has published many articles on municipal law issues and speaks regularly at conferences around the state on a variety of municipal law topics.

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.

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.