

# TEXAS MUNICIPAL COURTS EDUCATION CENTER

## FACULTY ROSTER: Tyler Regional Clerks Seminar October 24-25, 2012

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### **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 J.D. 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.

### **MARA DUDLEY**

Mara Dudley has been the Court Administrator for the City of Llano for the last three years and has worked in the Llano Municipal Court since 2005. She is a Level II Municipal Court Clerk and is currently working toward her Level III certification.

### **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**

Mr. 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 TCCA, 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 TMCA 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 Degree 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.

## **LYNDA KILGORE**

Lynda Kilgore is Court Administrator for the La Porte Municipal Court. She retired as Court Administrator for the City of Baytown after 23 years and has been Court Administrator with the La Porte Municipal Court for almost four years.

Ms. Kilgore has served as President of the Gulf Coast Chapter and Vice President of TCCA. She has served as a member of the Education Committee for TCCA, has received the TMCA Clerk of the Year Award, the TCCA Clerk of the Year Award and the Award of Excellence from TCCA. Recently, as a member of the Salary Survey Committee, she received the Board of Directors award. She is a member of

TCCA, TMCA, and NACM. Active in her community, Ms. Kilgore has served as a member of the Executive Board for Baytown Resource and Assistance Center, United Way Allocations Committee, Partners in Youth of the Baytown YMCA, Federation of Houston Professional Women, National Business Honor Society Alpha Beta Gamma, and is a Life Member of Houston Livestock Show and Rodeo. She was recently honored as the 2008 Manager of the Year for the City of La Porte.

She has one son and two granddaughters. An avid Elvis fan, one of her granddaughters is named Presley.

## **RENEE KOOG**

Renee Koog is a nine-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 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.

She instructs on numerous topics to include Gang Investigation, Alive at 25, School Safety, Traffic Safety, Careers 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, Mr. Lewis serves as the Presiding Municipal Judge in the Tarrant County City of Forest Hill, Texas.

Mr. 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.

He 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 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.

## **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.

## **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.

## **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 TCCA North Texas Chapter.