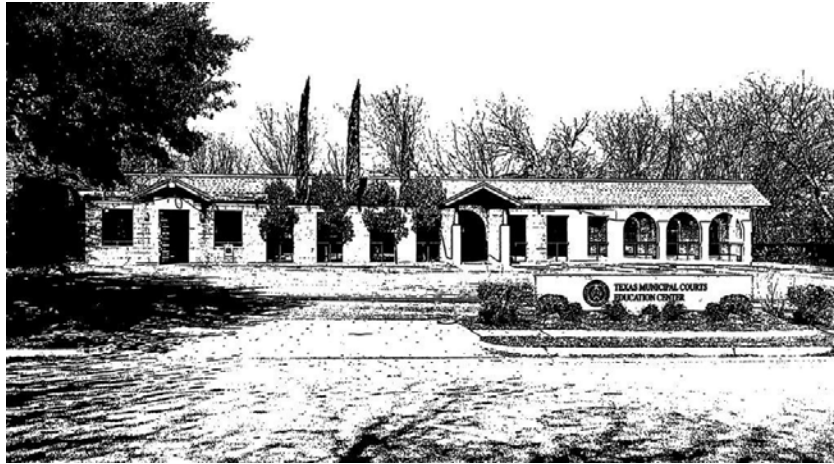


TEXAS MUNICIPAL COURTS EDUCATION CENTER



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** **Waco** **June 10 – 11, 2013**

2210 Hancock Drive, Austin, TX 78756

Telephone 512.320.8274

1.800.252.3718

Fax 512.435.6118

Email: tmcec@tmcec.com

Website: 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

Hilton Waco

113 South University Parks Drive • 254-754-8484

June 10-11, 2013

Day 1 (Monday)

June 10, 2013

- 12:00 – 5:00 p.m. **Registration**
- 1:00 – 5:00 p.m. **Preparation Courses: Clerk Certification Study Sessions**
Level I: Lynda Kilgore, Retired Court Administrator, Baytown
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 and
Katie Tefft, Program Director, TMCEC
- 5:00 – 6:00 p.m. **Welcome Reception**

Day 2 (Tuesday)

June 11, 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
- 9:40 – 10:35 a.m. **Fun with Fees**
Katie Tefft, Program Director, TMCEC
- 10:50 – 12:00 p.m. **Internal Controls: Keeping Tabs on the Court's Cash**
Jaime Brew, Court Administrator, City of Sugar Land
- 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	So You Think You Can't Be Sued? A Primer on Immunity for Clerks Fred Garcia, Court Clerk, City of San Antonio	Foreign Language Interpreters Carrie Chavez, Attorney, Dallas
2:05 – 2:55 p.m.	Juveniles Behind the Wheel: Laws for Young Drivers* Mara Dudley, Court Administrator, City of Llano	Dissecting DSC* Leisa Hardin, Court Administrator, City of Mansfield	Talking to Your Town (DRSR)* Stella Mata, Deputy Clerk / Juvenile Case Manager, City of Forest Hill
3:05 – 3:55 p.m.	Transfer of Juvenile Cases Shelai Mullins, Juvenile Case Manager, City of McKinney	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.	Dealing with JNAs (Juveniles Now Adults) Mark Goodner, Program Attorney & Deputy Counsel, TMCEC	The New Laws of Disqualification and Recusal Cathy Riedel, Senior Associate, Bojorquez Law Firm, PLLC, Austin	Alive @ 25* Kevin Cotton, Training Director, Texas Alive Team and Deputy Sheriff, 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 – 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 SEMINAR

The information presented at this seminar 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>

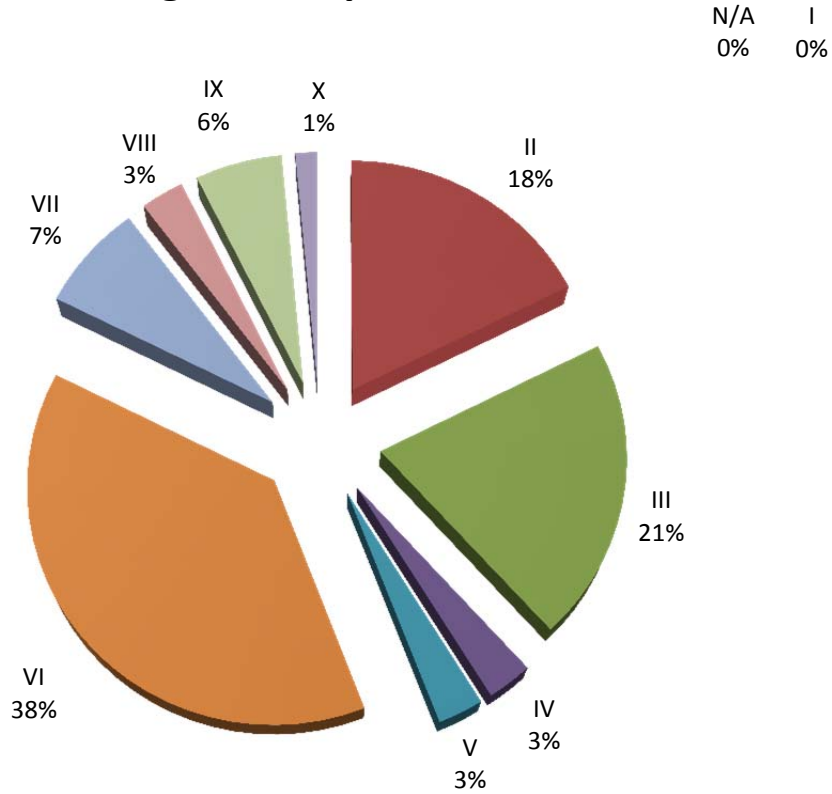
Please give us 4-6 weeks to process.

Regional Clerks
Seminar
Waco
June10-11, 2013

First Names	Last Names	DOH	Court	Address	City	Zip	Phone	Region
Melissa	Akridge	05/26/2009	Lampasas	312 E 3rd St	Lampasas	76550-2820	(512)-556-4909	06
Brenda	Andrews	04/18/1994	Waco	PO Box 2570	Waco	76702-2570	(254) 750-7028	06
Elisa	Arreola	07/14/2000	Grand Prairie	200 W Main St	Grand Prairie	75050-5619	(972) 237-8600	03
Brenda	Barnett	12/16/1996	Franklin	PO Box 428	Franklin	77856-0428	(979) 828-3257	06
Lidia	Barraza	10/01/2002	Mesquite	PO Box 850137	Mesquite	75185-0137	(972) 216-6601	03
Cammi	Barton	03/05/2012	Saint Jo	PO Box 186	Saint Jo	76265-0186	(940) 995-2337	02
Pam	Beyer	11/05/2007	Webster	101 Pennsylvania	Webster	77598	(281) 338-6702	09
Teresa	Bishop	10/14/2002	Graham	456 Oak St.	Graham	76450-2522	(940) 549-8370	02
Billie	Black	10/08/2001	Hewitt	PO Box 610	Hewitt	76643-0610	(254) 666-1208	06
Sheron	Cain	06/20/2011	Whitney	PO Box 2050	Whitney	76692-5050	(254)-694-2261	06
Jennifer	Clark	12/12/2011	Forney	P.O. Box 826	Forney	75126-0826	(972) 564-7311	03
Mary	Coglianesse	8/26/2009	Pasadena	1001-A Shaw Avenue	Pasadena	77506	(713) 475-5562	09
Melinda	Davis	08/01/2004	Colleyville	5201 Riverwalk Dr	Colleyville	76034-5893	(817) 503-1302	02
Maria	De Los Santos	09/06/2011	Garland	1791 W Avenue B	Garland	75042-8728	(972) 487-7365	03
Phyllis	Dickerson	04/01/1997	Granbury	116 W Bridge St	Granbury	76048-2190	(817) 573-8541	02
Kelly	Dix	11/03/2008	Burnet	Post Office Box 1369	Burnet	78611	(512) 715-3209	06
Teresa	Edwards	10/03/2008	Lorena	222 N Frontage Rd	Lorena	76655-9660	(254) 857-4641	06
Debra	Fairchild	10/14/2008	Pasadena	1001-A Shaw Avenue	Pasadena	77506	(713) 475-5562	09
Anastacia	Florida	10/13/1993	Hearne	209 Cedar St	Hearne	77859-2524	(979) 279-3461	06
Janene	Freel	04/13/2010	Groesbeck	819 West Trinity Street	Groesbeck	76642-1262	(254) 729-5794	06
Jennifer	Garner	01/31/2012	Red Oak	101 Live Oak Dr.	Red Oak	75154	(469) 218-7700	06
Cruzana	Hall	02/01/2011	Garland	1791 W Avenue B	Garland	75042-8728	(972) 487-7377	03
Tammy	Hazel	03/01/2002	East Mountain	103 Municipal Dr	Gilmer	75645-4001	(903) 297-6041	04
Monica	Hendrix	05/31/1994	Lorena	222 N Frontage Rd	Lorena	76655-9660	(254) 857-4641	06
Stephanie	Hodges	07/06/2006	Godley	PO Box 565	Godley	76044-0565	(817) 389-2083	02
Tensley	Hodges	08/10/2009	Venus	PO Box 380	Venus	76084-0380	(972) 366-3348	02
Belinda	Hohhertz	01/24/2000	Tye	PO Box 369	Tye	79563-0369	(325) 692-8581	05
Rosa	Huerta	09/01/2005	Weslaco	901 N Airport Dr	Weslaco	78596-5001	(956) 968-6123	10
Ashley	Kennedy	12/04/2006	Van Alstyne	PO Box 247	Van Alstyne	75495-0247	(903) 482-5251	03
Ruth	LaSalle	11/21/2012	Galveston	PO Box 17252	Galveston	77552-6252	409-765-3740	08
Patty	Laxson	02/26/1998	Hewitt	PO Box 610	Hewitt	76643-0610	(254) 666-1208	06
Cristina	Levie	05/21/2012	Weatherford	303 Palo Pinto St	Weatherford	76086-4202	(817) 598-4120	02

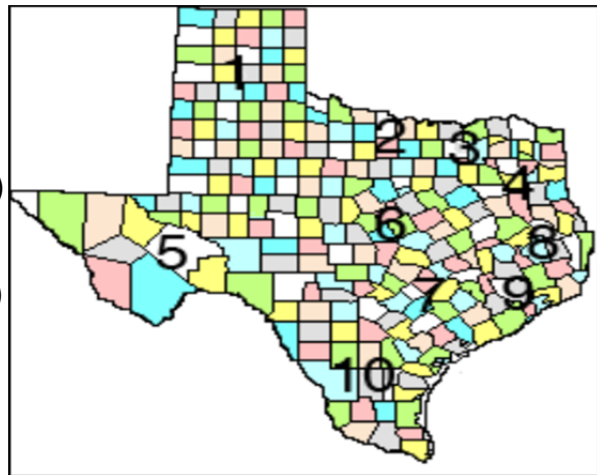
Erica	Marroquin	08/10/2009	Georgetown	101 East Seventh Street	Georgetown	78627	(512) 930-8167	06
Elizabeth	Martinez	03/26/2012	Grand Prairie	200 W Main St	Grand Prairie	75050-5620	(972) 237-8616	03
Tyran	McCall	10/19/2009	Harker Heights	305 Millers Crossing	Harker Heights	76548-5666	(254) 953-5600	06
Melissa	Medina	08/13/2007	Georgetown	101 E. 7th	Georgetown	78627	(512) 931-7619	06
Robin	Miguez	03/01/2005	McGregor	302 South Madison	McGregor	76657-1222	(254) 840-2806	06
Tina	Morgan	7/5/2006	Burnet	PO Box 1369	Burnet	78611-7369	(512) 756-2822	06
Peggy	Nelson	08/12/2003	Oak Ridge	129 Oak Ridge Dr	Gainesville	76240-1530	(940) 665-8474	02
Nora	Ontiveros	10/01/2010	Bullard	PO Box 107	Bullard	75757-0107	(903) 894-7263	04
Leslie	Ortega	02/28/2008	Gatesville	110 N 8th St.	Gatesville	76528	(254) 865-2227	06
Barbara	Pate	8/26/2009	Pasadena	PO Box 1575	Pasadena	77501-1575	(713) 475-5562	09
Dianne	Peace	12/07/2007	Jarrell	161 Town Center Blvd.	Jarrell	76537-4000	(712) 746-4593	06
Peggy	Perez	01/01/2005	Hearne	209 Cedar St	Hearne	77859-2524	(979) 279-6677	06
Darlene	Polk	01/31/2011	Grand Prairie	200 W Main St	Grand Prairie	75050-5620	(972) 237-8600	03
Gay	Pranger	03/16/2009	Coolidge	PO Box 457	Coolidge	76635-0457	(254) 786-4814	06
Rocio	Ramirez	01/01/2007	Conroe	700 Old Montgomery Rd	Conroe	77301	(936) 522-3343	08
Laura	Reese	05/02/1988	Haltom City	5024 Broadway Ave	Haltom City	76117-3640	(817)-222-7781	02
Rebecca	Reeves	07/08/2008	Tool	701 N. Tool Dr.	Tool	75143	(903) 432-3522	03
Julie	Rodriguez	07/06/2004	Belton	Post Office Box 120	Belton	76501	(254) 933-5838	06
Rebecca	Rowe	01/24/2005	Hamilton	200 E Main St	Hamilton	76531-1920	(254) 386-8116	06
Amanda	Salinas	12/01/2003	Grand Prairie	200 W Main St	Grand Prairie	75050-5619	(972) 237-8600	03
Donna	Savage	05/15/2000	Benbrook	911 Winscott Rd	Benbrook	76126-2722	(817) 249-3000	02
Nora	Schumacher	12/06/2010	Bryan	Post Office Box 1000	Bryan	77805	(979) 209-5400	07
Curlie	Scott	10/22/2007	Garland	1791 West Avenue B	Garland	75042	(972) 487-7312	03
Suzy	Seitzler	12/18/1995	Waco	PO Box 2570	Waco	76702-2570	(254) 750-7029	06
Daniela	Soria	04/29/2004	Mansfield	1305 E Broad St	Mansfield	76063-1804	(817) 276-4716	02
Danielle	Starling	08/29/2011	Bryan	Post Office Box 1000	Bryan	77805	(979) 209-5400	07
Rebecca	Taylor	12/03/2007	Mesquite	PO Box 850137	Mesquite	75185-0137	(972) 216-6602	03
Melissa	Trammell	09/20/1999	Midlothian	1150 North Highway 67	Midlothian	76065	(972) 775-7656	06
Edna	Trejo	01/03/2011	Bryan	Post Office Box 1000	Bryan	77805	(979) 209-5400	07
Paula	Ureste	10/01/2001	Fort Stockton	PO Box 1000	Fort Stockton	79735-1000	(432) 336-8525	05
Lori	Viator	10/31/2011	Belton	711 E. 2nd Avenue	Belton	76513-0120	(254) 933-5838	06
Donna	Wade	08/22/2011	Bryan	Post Office Box 1000	Bryan	77805	(979) 209-5400	07
Betty	Winfrey	05/09/2012	Johnson City	PO Box 369	Johnson City	78636-0369	(830) 868-7111	07
Debra	Young	11/03/1985	Garland	1791 W Avenue B	Garland	75042-8728	(972) 487-7385	03
Robin	Young-Davis	05/01/2010	Lancaster	220 West Main Street	Lancaster	75146	(972) 218-1343	03
Susan	Zambrano	10/18/2010	Lake Dallas	212 Main Street	Lake Dallas	75065	(940) 497-2227	02

Clerks Regional Representation

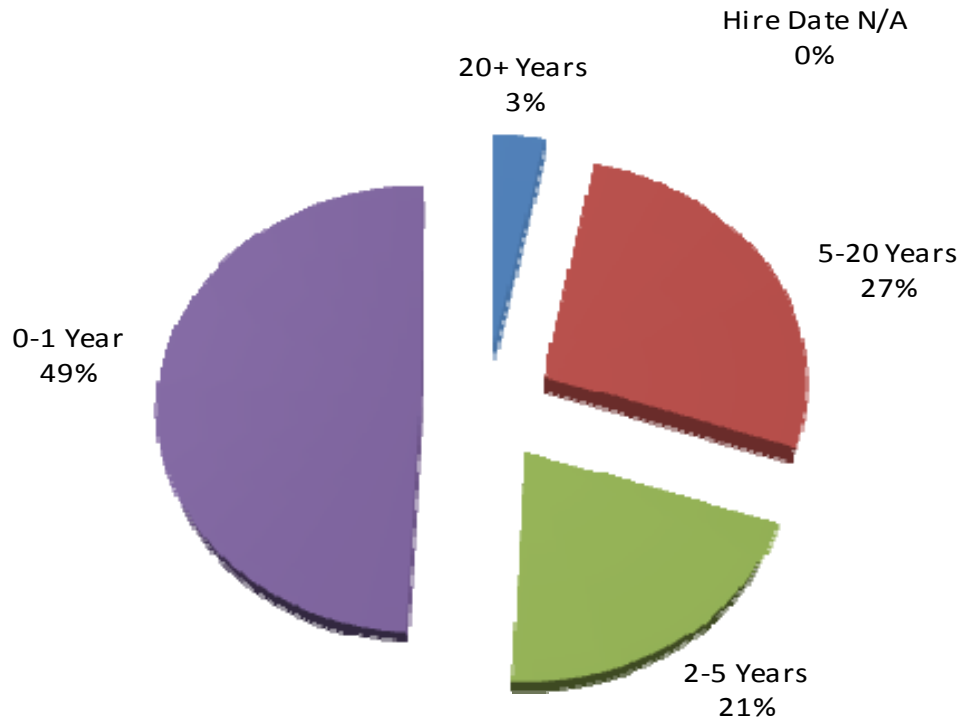


TMCA Regional Directors:

- 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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Hon. Brian Holman
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Hon. Phyllis Rogers
Presiding Judge
City of Sulphur Springs
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EMAIL: plrogers3@yahoo.com

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915/546.2977
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EMAIL: rick@olivolaw.com

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Hon. Kathleen Person
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FAX: 254/773-4301
EMAIL: kperson@templetx.gov

Region VII Director

Hon. Edward Spillane
Presiding Judge
City of College Station
P.O. Box 9960
College Station, TX 77842-7960
979/764-3850
FAX: 979/764-3894
EMAIL: espillane@cstx.gov

Region VIII Director

Ms. Ellen Guerrant
Court Administrator
City of Texas City
1004 9th Ave. N.
Texas City, TX 77590
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FAX: 409/643-5716
EMAIL: eguerrant@texas-city-tx.org

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Hon. Esmeralda Peña Garcia
Judge
City of Houston
1400 Lubbock St.
Houston, TX 77002-1526
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
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Alvin, TX 77511
281/388-4251
FAX: 281/331-6646
EMAIL: dfstargate@aol.com

TEXAS MUNICIPAL COURTS EDUCATION CENTER

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Mark Goodner Program Attorney / Deputy Counsel Email: goodner@tmcec.com	Tessa Madison Program Coordinator Email: madison@tmcec.com
Katie Tefft Program Director Email: tefft@tmcec.com	Patty Thamez Program Assistant II Email: thamez@tmcec.com
Regan Metteauer Program Attorney Email: metteauer@tmcec.com	Pat Ek Registration Coordinator Email: ek@tmcec.com
Brenna McGee TxDOt Grant Administrator & Program Attorney Email: mcgee@tmcec.com	Crystal Ferguson Research Assistant Email: ferguson@tmcec.com

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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	\$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 \$5.00!
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
Texas Class C and Fine-Only Misdemeanors (2011)	\$10.00
Best Practices in Court Security	\$10.00
Texas Magistrates' Reference Guide	\$10.00
Quick Reference Trial Handbook	\$10.00
Rules of Evidence Handbook	\$10.00
Essential Spanish for the Municipal Courts	\$10.00
Child's Lonestar Book	\$10.00
The Recorder	\$35.00 annual subscription rate
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