

General Seminar Information

Hotel Registration: TMCEC pays for a single occupancy hotel room for each participant, but be prepared to post a deposit or present a personal credit card for incidentals (movies, telephone calls, or room service).

The participant will pay any costs incurred for bringing additional family members. Please register early—housing deadline(s): **March 19, 2010** and **May 28, 2010**. After housing deadline, a room can no longer be guaranteed.

Commuters: If you live within a 30-mile radius of the seminar site, TMCEC cannot pay for a hotel room.

Cancellation Policy: Cancellations must be received at least 10 working days before the seminar date by calling TMCEC at 800.252.3718. Costs for meals, course materials, and housing will be charged to late cancellations.

No Show Policy: If you register and fail to attend the conference, TMCEC may invoice you or your city to recoup the costs of meals, course materials, and housing.

TCLEOSE Credit: TMCEC is contracted by the Commission on Law Enforcement (TCLEOSE) to provide training courses. Courses offered by TMCEC may be submitted to the Commission for credit. All Texas peace officers have a TCLEOSE PID number. You must provide your TCLEOSE PID number and date of birth during registration to receive TCLEOSE continuing education credit. The PID number is mandatory only for licensed Texas peace officers, if you are not a licensed Texas peace officer, you do not need to fill in the TCLEOSE PID information.

Texas Municipal Courts Education Center
1609 Shoal Creek Blvd. #302
Austin, TX 78701

Presorted Standard
U.S. Postage Paid
Austin, TX
Permit #114



12-16 Hours TCLEOSE Credit

Pre-Conference class
April 18, 2010
June 28, 2010

Change Service Requested

Funded by a grant from the Court of Criminal Appeals

Bailiffs/Warrant Officers Seminar

April 18-20, 2010 (Sun – Tues)
 Crowne Plaza
 6120 N IH-35
 Austin, TX 78752

June 28-30, 2010 (Mon – Wed)
 Omni Westside
 13210 Katy Frwy
 Houston, TX 77056

TEXAS MUNICIPAL COURTS EDUCATION CENTER FY10 Bailiffs/Warrant Officers Seminar Registration Form

Check one: April 18-20, 2010, Austin June 28-30, 2010, Houston

Name (please print legibly): Last Name: _____ First Name: _____ MI: _____
 Names you prefer to be called (if different): _____ Female/Male: _____
 Position held: _____
 Date appointed/Hired/Elected: _____ Years experience: _____
 Emergency contact: _____

Optional Pre-Conference Session

12:00 – 5:00 p.m. **Registration**
 1:00 – 5:00 p.m. **Legal Update: New Legislation and Recent Case Law**
 (4 hours of TCLEOSE credit for course #3181)

Day 1

6:45 – 8:00 a.m. **Registration and Breakfast**
 8:00 – 8:15 a.m. **Welcome & Announcements**
 8:15 – 9:15 a.m. **Blood Draws**
 9:30 – 10:30 a.m. **Court Security: Policies & Procedures**
 10:45 – 12:00 p.m. **Ticket Fixing**
 12:00 – 1:00 p.m. **Lunch**

	TRACK A: BAILIFFS	TRACK B: WARRANT OFFICERS
1:00 – 1:50 p.m.	Foundational Use of Force Principles	Proactive Enforcement: Using Scofflaw and OmniBase
2:00 – 2:50 p.m.	Alternatives to Lethal Force in the Courtroom Environment	Reactive Enforcement: Locating Defendants
3:00 – 3:45 p.m.	Working with Juries	Technology & Warrant Service

4:00 – 5:00 p.m. **Sudden In-Custody Death Syndrome**

Day 2

6:45 – 8:00 a.m. **Breakfast**

	TRACK A: BAILIFFS	TRACK B: WARRANT OFFICERS
8:00 – 9:00 a.m.	What Judges Want: Working with Your Judge	Warrant Mythbusters

9:15 – 11:30 a.m. **What Do You Say When You Can't Say Yes? The Influence and Nuance of Redirective Language**
 11:30 – 12:00 p.m. **Exam Administration**
 12:00 p.m. **Adjourn Seminar**

* For more information on the courses offered, go to
www.tmcec.com/tmcec/Programs/BailiffsandWarrantOfficers.

HOUSING INFORMATION

TMCEC will make all hotel reservations from the information you provide on this form. TMCEC will pay for a single occupancy room at all seminars: four nights at the new judges/clerks seminars, three nights at the assessment clinics, and two nights at the regional seminars. To share with another participant, you must indicate that person's name on this form.
 I need a private, single-occupancy room.
 I need a room shared with a seminar participant. Please indicate roommate by entering seminar participant's name: _____ (Room will have 2 double beds)
 I need a private double-occupancy room, but I'll be sharing with a guest. [I will pay additional cost, if any, per night]
 I will require: 1 king bed 2 double beds
 I do not need a room at the seminar.
 Arrival date: _____ Smoker Non-Smoker

Municipal Court of: _____ Email Address: _____
 Court Mailing Address: _____ City: _____ Zip: _____
 Office Telephone #: _____ Court #: _____ Fax: _____
 Primary City Served: _____ Other Cities Served: _____

STATUS (Check all that apply):

Full Time Part Time Bailiff/Warrant Officer/Marshal* Court Clerk Deputy Court Clerk
 Presiding Judge Attorney Non-Attorney Prosecutor Mayor (ex officio Judge)
 Court Administrator Associate/Alternate Judge Justice of the Peace Other: _____

*Bailiffs/Warrant Officers/Marshals: Municipal judge's signature required to attend Bailiffs/Warrant Officers programs.

Judge's Signature: _____ Date: _____
 Municipal Court of: _____ TCLEOSE PID #: _____

I certify that I am currently serving as a municipal judge, prosecutor, or court support personnel in the State of Texas. I agree that I will be responsible for any costs incurred if I do not cancel 10 working days prior to the conference. I agree that if I do not cancel 10 working days prior to the event that I am not eligible for a refund of the registration fee. I will first try to cancel by calling the TMCEC office in Austin. If I must cancel on the day before or day of the seminar due to an emergency, I will call the TMCEC registration desk at the conference site IF I have been unable to reach a staff member at the TMCEC office in Austin. If I do not attend the program, TMCEC reserves the right to invoice me or my city for meal expenses, course materials, and, if applicable, housing (\$85 or more plus tax per night). I understand that I will be responsible for the housing expense if I do not cancel or use my room. If I have requested a room, I certify that I work at least 30 miles from the conference site. **Payment is due with the registration form. Registration shall be confirmed only upon receipt of registration form and payment.**

 Participant Signature (May only be signed by participant)

 Date

PAYMENT INFORMATION

Check Enclosed for \$150 (Make checks payable to TMCEC.)
 Credit Card for \$155 (Complete the following; \$5.00 will be added for each registration made with credit card payment.)

Credit Card Payment:

Credit card type: _____ Amount to Charge: _____ Credit Card Number _____ Expiration Date _____
 MasterCard \$ _____ Name as it appears on card (print clearly): _____
 Visa _____ Authorized Signature: _____