

Training / Seminar Approval Form

Department Name: CONSTABLE PCT 1

Seminar Name: Beginner Civil Process Course

Purpose: TRAINING

Place: LONGVIEW, TX

Date: MARCH 19-22, 2023

Who Will Be Attending:

SEAN BAGWELL

COMMISSIONERS COURT

This Training/ Seminar is necessary for the following reasons:

FEB 13 2023

- | | |
|--|--|
| <input type="checkbox"/> Required continuing education | <input checked="" type="checkbox"/> Job training |
| <input checked="" type="checkbox"/> Improve work performance | <input type="checkbox"/> Required certification |

Approved


Attach Registration Form and Complete the following information:

Amount of registration \$150 Date registration is due _____

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:



SEND FORM TO COUNTY JUDGE'S OFFICE

RECEIVED BY COUNTY JUDGE'S OFFICE _____ DATE: _____

APPROVED BY COMMISSIONER'S COURT: _____ DATE: _____

General Information

How to Register

- To view more information and register for your courses, please visit www.tjctc.org. Our website offers an updated listing of all courses, including webinars.
- To register:
 - Log into your account on our website (www.tjctc.org/login)
 - Select "Online Registration"
 - Select "Register Online"
 - Choose which program you would like to register for and then the location.
- If you have any trouble registering, please contact our Office Coordinator, April Williams, at adw167@txstate.edu or 512-347-9927.

Waitlist

- Every program has a limited amount of attendees that can register. If a program is full, you can register to be put on the waitlist. The waitlist is organized by when you register. If and when spots in a program open up, they will be filled from the waitlist in the order students registered, and students will be notified by email. Registering for the waitlist does not guarantee entry into a program.

Participant Cancellation

- Cancellation must be submitted through your TJCTC profile and received two (2) weeks prior to the event start date in order to receive a full refund. If you must cancel your registration within two (2) weeks of the event, email your cancellation to our Office Coordinator, April Williams, at adw167@txstate.edu. No refunds or credits will be given for no-shows, late arrivals, or early departures.

Substitutions

- TJCTC will allow substitutions under certain conditions for event registration. Registration fees can be transferred to another person or from one event to another. Please send all substitutions to the Office Coordinator, April Williams, at adw167@txstate.edu.

Handouts

- All presentation handouts will be available through our handouts webpages. Handouts will be uploaded 1 week prior to each program. Be sure to either print or download your handouts for any session you plan on attending. TJCTC will not have any physical copies of handouts available at the programs.

Copyright of Materials

- No part of the materials produced may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without prior written permission of the Texas Justice Court Training Center unless copying is expressly permitted by federal copyright law. Address inquiries to: Permissions, Texas Justice Court Training Center, 1701 Directors Blvd, Suite 530, Austin, TX, 78744.

General Information

Persons With Disabilities

- The Texas Justice Court Training Center makes every effort to ensure that courses and programs are held at facilities that are accessible to persons with disabilities. If you plan on attending an event and will need special facilities or accommodations relating to your disability, please make note of the requirement in the "Special Needs" sections of your registration on the online registration system.

COVID-19 Guidelines

- Masks will not be required but are strongly encouraged, particularly for unvaccinated individuals, at TJCTC education events. TJCTC cares about your health and the health of our communities. Hotels may have different policies requiring masks in some situations, so TJCTC strongly recommends bringing masks to seminars.

Hotel Reservations

- Every event has 3 room options: single occupancy, double occupancy, or no room. If you do not need a room to stay in during the seminar, you can select "No Room" and you will not have a room reserved or be charged a lodging fee. You will only be responsible for the registration and overhead assessment fees. If you would like a room for yourself or are bringing your spouse/family, you will choose "Single Occupancy" and will be charged a \$55.00 lodging fee for every night of a seminar. For attendees who opt for a double occupancy room with a roommate, TJCTC will pay 100% of the room rate and the attendee will only be responsible for the registration and overhead assessment fees.
- If you select single or double occupancy, TJCTC will manage your reservations at the hotel for each night of a seminar.
- If you would like extra nights, please contact your Program Administrator.

Hotel Lodging Fee

- All room nights are a \$55 charge regardless of location. This is a voluntary fee to cover the difference between the grant allowed GSA rate and the cost charged by the property. This cost allows education seminars to continue to be held in preferred locations throughout the state.

Registration and Overhead Fee

- Enrollment is subject to receipt of an online registration from each participant. The registration fee provides for program costs and meals. Pursuant to grant conditions, the registration fee is mandatory and returned to the grant to be spent as restricted funds. If you or your county cannot pay this fee, please contact Thea Whalen at td24@txstate.edu to receive a waiver.
- The Texas State overhead assessment fee is a voluntary fee deposited into TJCTC's private fund account and is used for unrestricted activity expenses that the grant cannot cover, such as salaries, benefits, and excess food and lodging costs.
- The breakdown between the fees is detailed on your invoice that is emailed to you once registered. The registration fee should be paid in full prior to the start of the event. TJCTC accepts personal checks, county checks, money orders, purchase orders, or credit cards.

Civil Process

Seminars

Registration and Overhead Assessment Fees = \$150 (20 hours)
Lodging Fees for Single Occupancy = \$55 per night

Austin (20-Hour Seminar) - Austin Marriott South

- February 7 - 10, 2023

**The first day is an included travel day and has no classes*

Galveston (20-Hour Seminar) - The San Luis Resort

- May 7-10, 2023

**The first day is an included travel day and has no classes*

Virtual(20-Hour Seminar) - Zoom

- July 17-20, 2023 (9 AM - 3 PM each day)

New Constable Seminars

Registration and Overhead Assessment Fees = \$150
Lodging Fees for Single Occupancy = \$55 per night

Longview (20-Hour Seminar) - Longview

- March 19-22, 2022

**The first day is an included travel day and has no classes*

Registration opens October 10th

New Constable 20-Hour Schematic

Day 1 8 AM - 10 AM	Welcome to Elected Office & Intro to TJCTC
10 AM - 11 AM	What I Wish I Would Have Known
11 AM - 3 PM	Intro to Civil Process
3 PM - 5 PM	Intro to Citations
Day 2 8 AM - 12 PM	Intro to Evictions & Landlord-Tenant Issues
1 PM - 5 PM	Intro to Executions
Day 3 8 AM - 10 AM	Intro to Writs of Attachment, Sequestration, Protective Orders, and Other Writs
10 AM - 12 PM	Mental Health

TRAVEL PROCEDURES
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.

DATE: 1-20-2022 DEPARTMENT: CONSTABL PCT 1

PERSON SENDING REQUEST: KATHRYN KEENE

Person(s) Name Attending: 1. SEAN BAGWELL
2. _____
3. _____
4. _____

How many rooms: 1 (Please add any special requirements)

Hotel Name: HOLIDAY INN

Hotel Address: 300 TUTTLE CIRCLE City: LONGVIEW State: TX Zip: 75605

Hotel Telephone #: (903) 663-6464

Function Attending: Beginner Civil Process Course

Date of Check in: 3-19-2023

Date of Check out: 3-22-2023