

Training / Seminar Approval Form

Department Name: JUSTICE OF THE PEACE - PRECINCT THREE

Seminar Name: FY 23 JUSTICE OF THE PEACE STAGE III

Purpose: REQUIRED TRAINING FOR NEW JUDGE ELECT ANDREW NOLAN

Place: EMBASSAY SUITES SAN MARCOS - 1001 E. MCCARTY LN., SAN MARCOS, TEXAS 78666

Date: APRIL 9TH, 2023 - APRIL 12TH, 2023

Who Will Be Attending:
JUDGE ANDREW NOLAN

COMMISSIONERS COURT

FEB 27 2023

This Training/ Seminar is necessary for the following reasons:

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

Approved

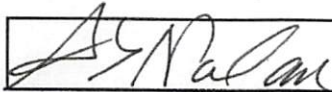
Attach Registration Form and Complete the following information:

Amount of registration \$465.00 Date registration is due ASAP

- 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: _____



Texas Justice Court Training Center

Texas State University

1701 Directors Blvd, Ste 530
Austin, Texas 78744

Phone: (512) 347-9927
Fax: (512) 347-9921

www.tjctc.org
adw167@txstate.edu

Invoice Number: 65982

Date: 2/9/2023		Bill To: Andrew Nolan		Address: 206 N. Baugh St. Alvarado, TX 76009	
Event Date: 4/10/2023		Event Location: San Marcos		Event: FY_23 Justice of the Peace Stage III	
Quantity	Registration Fee	Overhead Assessment	Total		
1	\$120.00	\$180.00	\$300.00		
Quantity	Lodging Fee				Total
3	\$55.00				\$165.00
					Invoice Total
					\$465.00

Make all checks payable to: **Texas State University**

We now accept Credit Card Payments. Use this button to pay with a credit card.

Note: Due to changes in our payment process we now require payment for lodging and registration fees before 2 weeks from an event start date.

For Office Use Only		
P.O. #	CHECK #	PAYMENT RECEIVED DATE



To the newly elected or appointed Justices of the Peace:

Hello from the Texas Justice Court Training Center! The Texas Justice Court Training Center is the entity in charge of providing judicial education to justices of the peace throughout the state. We are an educational endeavor of the Justices of the Peace & Constables Association and are affiliated with Texas State University. We work with Justices of the Peace who have been elected or appointed.

What happens when I'm elected or appointed to Justice of the Peace?

Newly elected and appointed justices of the peace are required to attend 80 hours of judicial education their first year in office. The annual 80 hours of education is broken into three stages. The dates for new judge training are listed below:

FY22 Stage I: December 11 - 15, 2022 at the Embassy Suites in San Marcos

FY22 Stage II: January 29 – February 2, 2023 at the Embassy Suites in San Marcos

FY22 Stage III: April 9 – 12, 2023 at the Embassy Suites in San Marcos

What happens if I won't be sworn in until January 1, 2023?

Once a Judge wins the November election, they become JP Elect and can attend training. Before the November election, unless you have been appointed, you are not eligible for training, even if you have no opponents. However, you can still register for Stage I and we will save your spot. You can also watch any of our online learning as it is open to the public.

What is in this packet?

In this packet, you will find a registration form and information regarding the Stage I and II agendas and TJCTC's hotel policies. Please review the hotel policies and contact April Williams at adw167@txstate.edu or 512-347-9927 if you have any questions regarding your room reservations. *Please note: TJCTC books your room for this event to ensure that you are given our preferred rate at the hotel.

What other resources do we provide?

Besides providing the new justice of the peace education, we also offer legal resources including webinars, publications, a legal question board, and legal phone calls during designated hours. For in-depth information on these resources, visit our website at www.tjctc.org. Also, visit www.tjctc.org/jpresources for flowcharts and mock trial videos.

Now what?

Register for new judge Stage I and II online.

If you have any registration questions, please contact April at adw167@txstate.edu or Jessica at jessforeman@txstate.edu.

Hotel & Travel Information

How much do these programs cost?

Registration fee: TJCTC charges for all three programs at once, due before Stage III. The fee includes a mandatory \$120 registration fee and an optional \$180 overhead assessment fee for a total of \$300. Therefore, you do not need to pay a registration fee now for Stage I or Stage II.

Hotel Room Cost:

All room nights are a \$55 charge per night, 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.

If you would like a hotel room at the Embassy Suites, choose that option on the online registration form.

If you would like a hotel room at the San Marcos Embassy Suites for Stage I, the voluntary cost will be \$220 (\$55/per night for 4 nights).

If you would like a hotel room at the San Marcos Embassy Suites for Stage II, the voluntary cost will be \$220 (\$55/per night for 4 nights).

You will pay this cost directly to TJCTC and TJCTC will book your hotel room. Do not call the hotel directly. TJCTC makes all reservations so we can guarantee the best rate.

If you would like to stay additional days, contact Loc at loc.le@txstate.edu. Extra days will be at the attendee's expense and availability is not guaranteed.

How do I pay for the hotel room?

After you send in the registration form, your TJCTC profile will show an invoice. The hotel cost is included in the invoice to be printed and presented to your county auditor/treasurer for payment. You can turn this invoice in to your auditor for them to pay TJCTC directly, or you can pay by county or personal credit card.

When I check-in to my hotel, what information do I need?

- After you have registered, if you call the hotel, they may not have your name. This is because TJCTC sends the hotel the reservation list two weeks prior to the seminar so if you call before then, they will not have you in their reservation system. Instead, call (512) 347- 9927 for all reservation questions.
- Also, when checking-in, hotels require that you put a credit card down for incidental charges. We recommend using a credit card instead of a debit card as it may put a hold on your debit card and encumber funds.
- If you will be arriving past 6:00 p.m. on the travel day of the seminar, you must call to guarantee your room. Otherwise, your room will be released. Upon arrival, be prepared for the possibility of not being able to check into your room until mid-afternoon.

Will there be materials?

For Stage I & II, TJCTC will provide each attendee with a registration packet and handouts that will be covered during the seminar.

What should I wear?

Dress is business casual. Hotel meeting rooms are often cold so dress accordingly.

Will meals be provided?

The hotel will provide a hot breakfast each day in the hotel lobby. TJCTC will provide a lunch in the program space during each full day of courses, as well as breaks each day. TJCTC meals are for participants only. Additional guests can attend the Embassy Suites breakfast.

How do I register?

Registration is online, but in a different location than regular registration. [Click this link to register for Stages I and II or visit our webpage.](#) You may also visit our website and find the registration form under the drop-down menu of Justices of the Peace.

REGISTER HERE NOW!

FY23 20-Hour Justice of the Peace Course Descriptions

Day 1

8:00 AM – 10:00 AM

Court Security – 2 hours (General Session)

Failing to plan is planning for failure! In this day and age it is essential to have a comprehensive plan in place to ensure court security. This course will explain how to develop and implement such a plan and how to make sure the judge, bailiff and all court personnel are familiar with it and prepared to act appropriately should the need ever arise.

10:00 AM – 12:00 PM

When Mental Health Issues Arise in Your Courtroom – 2 hours (General Session)

Encountering mental health issues in the courtroom can be confusing and stressful. Learn how to identify, understand, and calm people in a crisis. This course will help you learn what steps you can take to ensure everyone is safe.

1:00 PM – 2:00 PM

Exempt Property Hearings – 1 hour

After recent legislation and new Rules of Civil Procedure, justices of the peace need to follow specific notice requirements in civil cases and also hold exempt property hearings. This course will cover the basics of exempt property in Texas, new notice requirements, and the process for holding exempt property hearings under Rule 679b.

County Politics – 1 hour

Working with other county offices is an important part of being a judge. This class will address topics that require collaboration, such as budgeting, reporting, setting certain policies, etc. Attendees will discuss best practices for how to work with others in their counties to improve court outcomes.

Tech Security – 1 hour

You have a bailiff to keep your courtroom safe, but what are you doing to protect your office from online threats? This course will go over resources and best practices related to tech security for justice courts.

2:00 PM – 3:00 PM

Receivership Scenarios – 1 hour

The Supreme Court has modified rules, procedures, and forms related to appointment of receivers to enforce civil judgments. Scenarios will be used to illustrate the changes, as well as to reinforce the basics of receiverships.

Dealing with Attorneys in the Courtroom--1 hour

More and more attorneys are showing up in justice court. This course will explore the best practices for handling those who practice law.

How to Build Your Court Website: Best Practices – 1 hour

A court's website is often the first place litigants and the public go for information. This course will cover best practices for building accessible and helpful websites for justice courts.

3:00 PM – 5:00 PM

Rural Roundtable – 2 hours

Attendees will participate in an interactive discussion where they share strategies and best practices for dealing with issues that impact rural courts.

Writs Jeopardy – 2 hours

This class will use a jeopardy format to discuss and explain issues relating to writs for the enforcement of civil judgments, including writs of execution, writs of garnishment, and writs of possession, and will also cover receivership and post-judgment discovery.

CDL, Masking, and Overweight Scenarios – 2 hours

Special rules apply to holders of commercial driver's licenses in order to help identify and remove bad drivers from the road. This course will use common scenarios to explain those rules as well as the complexities of and how to handle overweight offenses.

Day 2

8:00 AM – 10:00 AM

Evictions Scenarios – 2 hours

Evictions can be some of the trickiest cases justice courts deal with. This class will address some of the toughest issues through scenarios on topics including commercial evictions, manufactured home community/RV park issues, appeals, and more.

Probable Cause—2 hours—TxDot Class

This course will help you understand what probable cause it and why it is so important. It will also review the standards of how to assess a probable cause affidavit and the do's and don'ts when assessing them.

Dangerous Dogs and Cruelly-Treated Animals – 2 hours

Judges often are required to conduct hearings relating to a potentially dangerous dog or a cruelly-treated animal and decide what to do about it. This course will explain the procedures in both situations and provide practical guidance on what to consider in making a decision.

10:00 AM – 12:00 PM

Criminal Scenarios: Enforcement – 2 hours

They didn't pay! How should courts respond when a defendant does not comply with a criminal judgment? Attendees in this class will discuss various scenarios related to the enforcement of criminal judgments.

What's the Dill (Sorry!): You're in a Pickle – 2 hours

Perfection is an unattainable standard, so every judge will find themselves in a pickle from time to time. In this class, students will discuss strategies and best practices, not only to get out of the pickle, but to reduce the chances of getting there in the first place.

Tricky Issues: Small Claims Scenarios – 2 hours

Attendees will work in small groups to discuss how a court should handle tricky issues that could arise in small claims cases. Each group will consider a different complex scenario and then present their conclusions to the rest of the class.

1:00 PM – 3:00 PM

Completing Death Certificates--2 hours

Completing death certificates correctly can be hard. This class covers what you need to know when completing death certificates, including how to handle common issues that routinely arise.

Hiring, Firing, and Managing –2 hours

How do you find talented people – and retain them – in this challenging job market? Join us for a session on that and other HR issues, such as maintaining a functioning office that also ensures proper state and local laws are being followed.

Criminal Voir Dire and Jury Trial—2 hours

Need to brush up on jury picking and the criminal jury trial process? This course will explain the proper procedure for criminal voir dire and jury trials.

3:00 PM – 5:00 PM

Procedural Fairness & Diversity in the Courtroom -- 2 hours

Justice court touch the lives of citizens throughout the State of Texas and those experiences can directly affect their trust and confidence in justice in Texas. This class will lead participants through discussions on how justices of the peace and court personnel can understand and expand upon diversity, fairness, and access in Texas justice courts.

The Kids Are Not Alright: Dealing with Juvenile Mental Health Issues – 2 hours

Judges and court staff frequently find that mental health issues in children's homes have an impact on criminal and truancy cases. This course will help judges identify potential mental health issues and craft orders for juveniles to be successful.

Unusual Inquests – 2 hours

Do you feel like you routinely see unusual or unexpected inquest issues? Are you worried you won't know what to do? Join this class to learn more about and discuss uncommon or complicated inquest issues, including fire inquests.

Day 3

8:00 AM – 10:00 AM

Judicial Ethics – 2 hours (General Session)

Judges face a minefield of potential ethical complaints, including contempt, endorsements, fundraising, and use of social media. This class will review the applicable canons of judicial conduct and provide real-world examples of how to stay on the right side of the line.

10:00 AM – 12:00 PM

Challenging Cases: What Can we Learn – 2 hours (General Session)

We have all had the case that made us think, that was unexpectedly complicated, or that received lots of attention from the media. Join us for an interactive session where you can share what you have learned and hear from other judges so that you are even more prepared for the next difficult case.