



# Training / Seminar Approval Form

Department Name: JP 2

Seminar Name: Texas Justice Court Training Center - New Clerk School

Purpose: Education

Place: Austin

Date: August 7-9, 2023

**Who Will Be Attending:**

Jessie Reynolds

Caleb Gray

**This Training/ Seminar is necessary for the following reasons:**

- Required continuing education
- Job training
- Improve work performance
- Required certification

**Attach Registration Form and Complete the following information:**

Amount of registration \$ 260.00 Date registration is due 5-19-23

- 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:

**Nikki Ashley**

Digitally signed by: Nikki Ashley  
DN: CN = Nikki Ashley email = nashley@jocotx.org C = US O = Johnson County OU = JP 2  
Date: 2023.04.19 09:40:57 -0500

COMMISSIONERS COURT

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

MAY 08 2023

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: \_\_\_\_\_

**Approved**

## Jessie Reynolds

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**From:** Swoboda, Darby M <d\_s520@txstate.edu>  
**Sent:** Wednesday, March 22, 2023 3:00 PM  
**To:** Jessie Reynolds  
**Subject:** RE: New Clerk School

**\* External sender - use caution with links or attachments \***

I have made a note in your registration that you will be coming in the night before your seminar. Below is some information that you need to know about the extra night.

You will be responsible for 100% of the charges for any and all extra nights outside of the 2 provided by the training center. We will make your reservation for the night before and the 2 nights of the seminar for you so that you can receive our contracted price. If you are paying by check, the check needs to be made out to the hotel you are going to (**NOT TO TJCTC**) and you will need to bring the payment for the hotel with you to the hotel (**do not send to TJCTC**). We cannot make any reservations outside of the night before and 2 nights of the seminar, if you would like to stay any extra nights you will need to make those reservations on your own.

Below are the prices for each of the hotels **NOT** including taxes and fees:

Hotel	Date	Rate
The San Luis – Galveston	2/26/2023	\$119.00
Embassy Suites Denton – Denton	4/3/2023	\$98.00
Omni Corpus Christi – Corpus Christi	5/15/2023	\$131.00
Embassy Suites Landmark – San Antonio	6/11/2023	\$124.00
Austin Marriott South – Austin NEW CLERK	8/6/2023	\$131.00

The hotel will not have your reservation until 2 weeks prior to your seminar, but you are set in our system. If you have any questions, please let me know.

Best Regards,

## Darby Swoboda

Program Administrator  
Texas Justice Court Training Center  
T: 512.347.9927  
[www.tjctc.org](http://www.tjctc.org)



*"Ensuring Justice and Fairness Through Education"*

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**From:** Jessie Reynolds <jreynolds@johnsoncountytexas.org>  
**Sent:** Tuesday, March 21, 2023 1:57 PM



# 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:** 65644

<b>Date:</b> 3/21/2023	<b>Bill To:</b> Jessica Reynolds	<b>Address:</b> 247 Elk Dr., Suite 107 Burleson, TX Texas	
<b>Event Date:</b> 8/7/2023	<b>Event Location:</b> Austin	<b>Event:</b> FY_23 New Court Personnel Seminar	
<b>Quantity</b>	<b>Registration Fee</b>	<b>Overhead Assessment</b>	<b>Total</b>
1	\$60.00	\$90.00	\$150.00
<b>Quantity</b>	<b>Lodging Fee</b>		<b>Total</b>
2	\$55.00		\$110.00
			<b>Invoice Total</b>
			\$260.00
Make all checks payable to: <b>Texas State University</b>			
We now accept Credit Card Payments. Use this button to pay with a credit card. <input type="button" value="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

## Nikki Ashley

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**From:** Caleb Gray  
**Sent:** Wednesday, March 22, 2023 2:47 PM  
**To:** Nikki Ashley  
**Subject:** FW: New Clerk School

**From:** Swoboda, Darby M <d\_s520@txstate.edu>  
**Sent:** Wednesday, March 22, 2023 2:27 PM  
**To:** Caleb Gray <cgray@johnsoncountytexas.org>  
**Subject:** RE: New Clerk School

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Program Administrator  
Texas Justice Court Training Center  
T: 512.347.9927  
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# 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.tjtc.org  
adw167@txstate.edu

**Invoice Number:** 65645

<b>Date:</b> 3/21/2023	<b>Bill To:</b> Caleb Gray	<b>Address:</b> 247 Elk Dr., Suite 107 Burleson, TX 76028	
<b>Event Date:</b> 8/7/2023	<b>Event Location:</b> Austin	<b>Event:</b> FY_23 New Court Personnel Seminar	
<b>Quantity</b>	<b>Registration Fee</b>	<b>Overhead Assessment</b>	<b>Total</b>
1	\$60.00	\$90.00	\$150.00
<b>Quantity</b>	<b>Lodging Fee</b>		<b>Total</b>
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### For Office Use Only

P.O. #	CHECK #	PAYMENT RECEIVED DATE

Austin, TX - Austin Marriott South

August 7-9, 2023

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August 7 - Registration and PM 1/2 day of classes (no meals provided)

August 8 - Full day of classes (breakfast and lunch provided)

August 9 - AM 1/2 day of classes (breakfast provided)

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Registration cost: \$150. This cost includes a \$60 registration fee and a \$90 overhead assessment.

Hotel cost: \$55 per night for 2 nights totaling \$110.

If you need to arrive a night early due to distance please reach out to Darby Swoboda ([d\\_s520@txstate.edu](mailto:d_s520@txstate.edu)) to assist you with those reservations. This night will NOT be at the \$55 rate and will vary by location.

## Class Selections & Handouts

<b>Day</b>	<b>Class Time</b>	<b>Class</b>
<b>1</b>	<b>1:00 PM - 5:00 PM</b>	<b>New Court Personnel</b>
<b>2</b>	<b>8:00 AM - 5:00 PM</b>	<b>New Court Personnel Cont.</b>
<b>3</b>	<b>8:00 AM - 12:00 PM</b>	<b>New Court Personnel Cont.</b>

**Back**