

Training / Seminar Approval Form

Department Name: JUSTICE OF THE PEACE, PCT. 4

Seminar Name: NEW CLERK TRAINING

Purpose: TRAINING

Place: AUSTIN

Date: AUGUST 7-9

Who Will Be Attending:

ELISA (RODRIGUEZ) MARBUT

SUSAN HALL

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 \$520.00 - (\$260.00 X 2) Date registration is due 7/24/2023

- 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: 

COMMISSIONERS COURT

SEND FORM TO COUNTY JUDGE'S OFFICE

JUN 26 2023

RECEIVED BY COUNTY JUDGE'S OFFICE _____ DATE: _____

APPROVED BY COMMISSIONER'S COURT: _____ DATE: **Approved**



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: 64829

Date: 6/13/2023	Bill To: Elisa Rodriguez	Address: 2 N. Main Room 210 Cleburne, TX 76033
Event Date: 8/7/2023	Event Location: Austin	Event: FY_23 New Court Personnel Seminar

Quantity	Registration Fee	Overhead Assessment	Total
1	\$60.00	\$90.00	\$150.00

Quantity	Lodging Fee	Total
2	\$55.00	\$110.00

Invoice Total

\$260.00

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



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Invoice Number: 64828

Date: 6/13/2023	Bill To: Susan Hall	Address: 2 N. Main Room 210 Cleburne, TX 76033	
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New Court Personnel Programs By Date

▶ **Virtual: January 10-12, 2023**

▼ **Austin: August 7-9, 2023**

Austin, TX - Austin Marriott South

August 7-9, 2023

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)

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) to assist you with those reservations. This night will NOT be at the \$55 rate and will vary by location.