



# Travel Approval Form

**Department:** County Clerk

**Event Name:** 2024 CDCAT Winter Conference

**Location:** Denton, TX

**Event Dates:** Jan. 29th - Feb. 1st 2024

- Purpose:**
- Required Continuing Education/Certification
  - Job Training
  - Other: \_\_\_\_\_

**Name of Attendees:**

April Long                      Sarah George

\_\_\_\_\_  
\_\_\_\_\_

<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>
<b>COMMISSIONERS COURT</b>  <b>OCT 23 2023</b>
<b>Approved</b>

**Required Documents Checklist:**

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

**Overnight Travel**

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

**For Out of State Travel, please also include:**

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

**Signature of Elected Official/Department Head:**

Please make checks payable to:

# Texas Association Of Counties

P.O. Box 2711 San Antonio, TX 78299  
(800) 456-5974



## Meeting Confirmation / Invoice

**Hon. April Long**

Johnson County, County Clerk  
PO Box 662  
Cleburne TX 76033

Member ID: 245765

Invoice Ref: 345217

**MEETING NAME:** 2024 County & District Clerks Association Winter Conference

**MEETING DATE:** Monday, January 29, 2024 through Thursday, February 1, 2024

**MEETING LOCATION:** Embassy Suites By Hilton Denton Conference Center  
3100 Town Center Trail  
Denton, TX 76201

**CONTACT US:**

**YOU ARE REGISTERED FOR THE FOLLOWING:**

Function(s)	Quantity	Rate	Amount
Registration	1	\$200.00	\$200.00
Pre-Conference Session	1	\$0.00	\$0.00
Total:			<b>\$200.00</b>

Payment: \$0.00

**Balance: \$200.00**

**PLEASE REMIT WITH PAYMENT**

Please make checks payable to: Texas Association Of Counties

**Invoice Ref: 345217**

**Balance: \$200.00**

Bill To ID: 245917

Ms. Sarah George  
Johnson County, Chief Deputy  
PO Box 1986  
Cleburne TX 76033

Amount Enclosed: \_\_\_\_\_

Texas Association Of Counties  
P.O. Box 2711  
San Antonio, TX 78299  
(800) 456-5974

002000060245917603452179TJOHN

Please make checks payable to:

# Texas Association Of Counties

P.O. Box 2711 San Antonio, TX 78299  
(800) 456-5974



## Meeting Confirmation / Invoice

**Ms. Sarah George**

Johnson County, Chief Deputy  
PO Box 1986  
Cleburne TX 76033

Member ID: 245917

Invoice Ref: 345198

**MEETING NAME:** 2024 County & District Clerks Association Winter Conference

**MEETING DATE:** Monday, January 29, 2024 through Thursday, February 1, 2024

**MEETING LOCATION:** Embassy Suites By Hilton Denton Conference Center  
3100 Town Center Trail  
Denton, TX 76201

**CONTACT US:**

**YOU ARE REGISTERED FOR THE FOLLOWING:**

<i>Function(s)</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
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		<b>Total:</b>	<b>\$200.00</b>

Payment: \$0.00

**Balance: \$200.00**

**PLEASE REMIT WITH PAYMENT**

Please make checks payable to: Texas Association Of Counties

**Invoice Ref: 345198**

**Balance: \$200.00**

Bill To ID: 245917

Ms. Sarah George  
Johnson County, Chief Deputy  
PO Box 1986  
Cleburne TX 76033

Amount Enclosed: \_\_\_\_\_

Texas Association Of Counties  
P.O. Box 2711  
San Antonio, TX 78299  
(800) 456-5974

002000060245917603451983TJOHN

# 2024 County and District Clerks' Association of Texas Winter Conference

January 29 - February 1, 2024

Embassy Suites by Hilton Denton Convention Center  
3100 Town Center Trl.  
Denton, TX 76201



**Registration**  
(<https://imis.county.org/imis/Event.aspx?EventKey=24ACDCAT>)

For more information contact [Luz Hinojosa \(mailto:luzh@county.org\)](mailto:luzh@county.org) or [Sam Burke \(mailto:samb@county.org\)](mailto:samb@county.org) at (800) 456-5974.

## Monday, Jan. 29

8 a.m.-5 p.m.

**Registration and Information Desk Open**

9-9:15 a.m.

**Clerk Next Level: County Clerks**  
*Welcome, Hon. Julie Smith, Potter County Clerk*

**Clerk Next Level: District Clerks**  
*CDCAT Basics, Hon. Sandra Roblez, Yoakum County District Clerk*

9:15-10:15 a.m.

**Clerk Next Level: County Clerks**  
**Probate**

**Clerk Next Level: District Clerks**  
**Expunctions**  
*Hon. Laura Hinojosa, Hidalgo County District Clerk*

10:15-11 a.m.

**Clerk Next Level: County Clerks**  
**Civil**  
*Hon. Alison Haley, Midland County Clerk*

**Clerk Next Level: District Clerks**  
**Family**

11 a.m.-noon

**Clerk Next Level: County Clerks**

**Vitals**

*Hon. Jennifer Martin, Ector County Clerk*

**Clerk Next Level: District Clerks**

**Civil**

*Hon. Tammy Robinson, Taylor County District Clerk*

Noon-1:30 p.m.

**Elections Lunch**

*Christina Adkins, Director of Elections, Office of the Secretary of State*

*Hon. Heather Hawthorne, Chambers County Clerk*

1:30-5 p.m.

**Clerk User Group Meeting – Clerk Networking by Case Management System (CMS)**

Attendees will divide into groups based on their individual CMS interests. Join your fellow clerks for an interactive discussion of topics specific to each CMS system. A panel of seasoned clerks who use each CMS system will share their knowledge and experiences, and they will answer questions.

5-7 p.m.

**Committee Meetings**

**(optional or to be held virtual)**

- Education Committee Meeting
- Legislative Committee Meeting
- Bylaws Committee Meeting
- Banking and Finance Committee Meeting
- Community Outreach Meeting

**Tuesday, Jan. 30**

8-8:30 a.m.

**Exhibit Hall Open**

8 a.m.-5 p.m.

**Registration and Information Desk Open**

8 a.m.-5 p.m.

**Silent Auction and CDCAT Store**

9-9:30 a.m.	<p><b>Welcome and Opening General Session</b></p> <p><b>Presentation of Colors</b></p> <p><b>Invocation</b></p> <p><b>National Anthem</b></p> <p><b>Pledge of Allegiance/Texas Pledge</b></p>
9:30-10 a.m.	<p><b>Legislative Session – Mission in Progress: Overview from the Front Lines</b> Panel</p>
10-10:30 a.m.	<p><b>Refreshment Break With Vendors</b></p>
10:30 a.m.-noon	<p><b>Legislative Session – Mission in Progress: In the Trenches</b> Panel</p>
Noon-1:30 p.m.	<p><b>Lunch on Your Own</b></p>
1:30-3 p.m.	<p><b>Keynote: Laughter is Medicine</b> <i>Mr. Danny Adams, Comedian</i></p>
3-3:30 p.m.	<p><b>Refreshment Break With Vendors</b></p>
3:30-5 p.m.	<p><b>Decoding eFile</b> <i>Ms. Tracy Hopper, IT Administrator, Harris County</i></p>
5-5:30 p.m.	<p><b>Mentorship Meeting</b> <i>For elected clerks only</i></p>
<b>Wednesday, Jan. 31</b>	
8 a.m.-5 p.m.	<p><b>Registration and Information Desk Open</b></p>
8 a.m.-5 p.m.	<p><b>Silent Auction and CDCAT Store</b></p>
8:30-9 a.m.	<p><b>Coffee Break in Exhibit Hall</b></p>
9-10:30 a.m.	<p><b>First Amendment Audit</b></p>
10:30-11 a.m.	<p><b>Refreshment Break With Vendors</b></p>

- 11 a.m.-noon                    **Fraudulent Filings**  
*Mr. Phillip Clark, Assistant District Attorney, Dallas County District Attorney's Office*
- Noon-1:30 p.m.                **Lunch on Your Own**
- 1:30-3 p.m.                    **Fees: Civil and Criminal**
- 3-3:30 p.m.                    **Refreshment Break With Vendors**
- 3:30-4 p.m.                    **Theatrics of Ethics**
- 4-5 p.m.                        **Crash Course in Ethics**
- 6:30-10 p.m.                  **Dinner and a Movie**

**Thursday, Feb. 1**

- 9-10 a.m.                      **Breakout 1: District Clerks**  
**Digital Indictments**
- Breakout 2: County Clerks**  
**OPR Recording**
- 10-11 a.m.                    **Breakout 1: District Clerks**  
**Paperless Pleas**
- Breakout 2: County Clerks**  
**County Clerks Roundtable**
- 11 a.m.-noon                 **Breakout 1: District Clerks**  
**District Clerks Roundtable**
- Breakout 2: County Clerks**  
**Texas Alcoholic Beverage Commission (TABC)**

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*\*Agenda subject to change*

**Registration**  
**(<https://imis.county.org/imis/Event.aspx?>)**



Wed 10/11/2023 8:21 AM

Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>

Your Jan-28-2024

To: Sarah George

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### See you soon, APRIL LONG

Your reservation for Jan-28-2024 has been confirmed.



#### Embassy Suites Denton Convention Center

 3100 Town Center Trail  
Denton TX 76201 US  
[Maps & Directions>>](#)

 [+19402433799](tel:+19402433799)





Wed 10/11/2023 8:21 AM

Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>

Your Jan-28-2024

To Sarah George

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**See you soon, SARA GEORGE**

Your reservation for Jan-28-2024 has been confirmed.



**Embassy Suites Denton Convention Center**

 3100 Town Center Trail  
Denton TX 76201 US  
[Maps & Directions>>](#)

 [+19402433799](tel:+19402433799)