

# TRAVEL APPROVAL FORM

Department: CONSTABLE PCT. 2

Event Name: 20-HOUR CIVIL PROCESS

Location: GALVESTON, TX

Event Dates: 05/05/2024 - 05/08/2024

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

Name of Attendees:

SEAN BLANKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Court Decision: <small>(This section to be completed by County Judge's Office)</small>
COMMISSIONERS COURT  DEC 11 2023  <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:



Approved in CC on 9/11/2023

**INVOICE**

Mr. Sean K. Blanks (X002101)  
247 New Elk Drive  
Burleson, TX 76028

Transaction Basket: 3436  
Date: 06/Nov/2023 10:47AM  
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**Civil Process Seminar - Galveston**

Location: The San Luis Resort  
Dates: 2024-05-05 - 2024-05-08

**Conference Registrations/Cancellations**

Cancellation Request Deadline: Apr/21/2024 12:00 AM

**Conference Registration**

Subtotal: \$ 150.00  
Total: \$ 150.00

**Lodging Fee (Quantity: 1)**  
Lodging Fee

Subtotal: \$ 165.00  
Total: \$ 165.00

**20HR Civil Process class for Sean  
in Galveston**

Grand Total: \$ 315.00

**ACCOUNT ACTIVITY:**

**On Account**

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Invoice 3436-1 (Due Date: Apr/12/2024) \$ 315.00

Total On Account: \$ 315.00

Total Amount Due: \$ 315.00

MR. SEAN K. BLANKS  
247 NEW ELK DRIVE  
BURLESON TX 76028

# Civil Process

## 20-Hour Schematic

<b>Day 1</b> 8 AM - 10 AM	Safety in Civil Process	
10 AM - 12 PM	Intro to Civil Process	Customer Service vs. Legal Advice
1 PM - 3 PM	Intro to Citations	Tax Sales
3 PM - 5 PM	Intro to Landlord/Tenant Actions (Retrieval, Restoration, Re-Entry, Distress Warrants)	Manufactured Homes
<b>Day 2</b> 8 AM - 10 AM	Intro to Evictions	Working With Your JP
10 AM - 12 PM	Intro to Writs of Possession	Writ Scenarios: Fixing Error
1 PM - 3 PM	Intro to Executions Part I	Exempt Property Issues
3 PM - 5 PM	Intro to Executions Part II	Complex Service Issues
<b>Day 3</b> 8 AM - 10 AM	Intro to Writs of Attachment, Sequestration, Protective Orders, and Other Writs	You Seized the Property - Now What Do You Do? Execution Sale
10 AM - 12 PM	Mental Health and Self-Care	