

Travel Approval Form

Department: JP1

Event Name: Experienced Court Personnel Seminar

Location: Denton, TX


Event Dates: 3/20/2024 - 3/22/2024

Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:

Rhonda Houghton _____

Court Decision:
This section to be completed by County Judge's Office


January 8, 2024

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 *N/A - Coordinated by TJCTC*

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:



INVOICE

Rhonda Houghton (X003609)
226 Featherston St.
Cleburne, TX 76033

Transaction Basket: 1757
Date: 17/Oct/2023 11:17AM
Page 1 of 1

Experience Court Personnel Seminar - Denton

Location: Embassy Suites Denton
Dates: 2024-03-20 - 2024-03-22

Conference Registrations/Cancellations

Cancellation Request Deadline: Mar/06/2024 12:00 AM

Conference Registration

	\$ 150.00
Subtotal:	<u>\$ 150.00</u>
Total:	<u>\$ 150.00</u>

Grand Total: \$ 150.00

ACCOUNT ACTIVITY:

On Account

Invoice 1757-1 (Due Date: Feb/26/2024)	\$ 150.00
Total On Account:	<u>\$ 150.00</u>
Total Amount Due:	<u>\$ 150.00</u>

RHONDA HOUGHTON
226 FEATHERSTON ST.
CLEBURNE TX 76033



INVOICE

Rhonda Houghton (X003609)
226 Featherston St.
Cleburne, TX 76033

Transaction Basket: 1859
Date: 17/Oct/2023 11:47AM
Page 1 of 1

Experience Court Personnel Seminar - Denton

Location: Embassy Suites Denton
Dates: 2024-03-20 - 2024-03-22

Conference Add-On Purchases

Cancellation Request Deadline: Mar/06/2024 12:00 AM

Lodging Fee (Quantity: 1)

Lodging Fee

	\$ 110.00
Subtotal:	<u>\$ 110.00</u>
Total:	<u>\$ 110.00</u>

Grand Total: \$ 110.00

ACCOUNT ACTIVITY:

On Account

Invoice 1859-1 (Due Date: Feb/26/2024)	\$ 110.00
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Total On Account:	<u>\$ 110.00</u>
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Total Amount Due:	<u><u>\$ 110.00</u></u>
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RHONDA HOUGHTON
226 FEATHERSTON ST.
CLEBURNE TX 76033

Court Personnel Experienced Clerk Schematic

Day 1 12:45 PM - 1 PM	Welcome and Orientation		
1 PM - 3 PM	Procedural Fairness ^{^*}		
3 PM - 5 PM	Jeopardy! Non-Eviction Landlord-Tenant Edition	EPO Reporting and Other Magistrate Duties for Clerks*	Everything You Ever Wanted to Know About Recordkeeping (But Were Afraid to Ask)
Day 2 8 AM - 10 AM	Unusual Eviction Issues: Filing through Judgment [^]	Animals in Court: Dangerous, Wild, Service, and More! [^]	Management & Leadership: Strategies for all Courts
10 AM - 12 PM	Eviction Appeals Scenarios [^]	Understanding Juvenile Criminal Diversions*	ODL Update & Scenarios ^{^*}
1 PM - 2 PM	Creating Civil Judgments	Parent Contributing to Nonattendance Cases	Deferred Disposition & DSC*
2 PM - 4 PM	Tricky Issues: Post-Judgment Small Claims & Debt Claim Cases [^]	Truancy Scenarios	Citations, Complaints, & When Criminal Defendants Don't Appear*
4 PM - 5 PM	Where, Who, and When; Justice Court Reporting	Parks & Wildlife Cases	Creating Criminal Judgments*
Day 3 8 AM - 10 AM	The Challenges and Opportunities of Self-Represented Litigants		
10 AM - 12 PM	Leadership/Teambuilding - Dealing with Coworkers		

[^]Classes for the virtual civil seminar

*Classes for the virtual criminal seminar