

# Travel Approval Form

**Department:** JP1

**Event Name:** Experienced Court Personnel Seminar

**Location:** Corpus Christi, TX

**Event Dates:** 7/22/2024 - 7/24/2024


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

**Name of Attendees:**

Tramiece Webb \_\_\_\_\_

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

**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:**

Ronald E. McBroon



Approved in CC on 9/11/2023



**INVOICE**

**Tramiece Webb (X004262)**  
226 Featherston St.  
Cleburne, TX 76033

Transaction Basket: 929  
Date: 17/Oct/2023 8:35AM  
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**Experience Court Personnel Seminar - Corpus Christi**

Location: Omni Corpus Christi  
Dates: 2024-07-22 - 2024-07-24

**Conference Registrations/Cancellations**

Cancellation Request Deadline: Jul/08/2024 12:00 AM

**Conference Registration**

Subtotal: \$ 150.00  
Total: \$ 150.00

**Lodging Fee (Quantity: 1)**

Lodging Fee

Subtotal: \$ 110.00  
Total: \$ 110.00

**Grand Total:** \$ 260.00

TRAMIECE WEBB  
226 FEATHERSTON ST.  
CLEBURNE TX 76033



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Date:

**INVOICE**  
929  
17/Oct/2023 8:35AM  
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**ACCOUNT ACTIVITY:**

**On Account**

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Invoice 929-1 (Due Date: Jun/28/2024)

\$ 260.00

Total On Account: \$ 260.00

**Total Amount Due: \$ 260.00**

TRAMIECE WEBB  
226 FEATHERSTON ST.  
CLEBURNE TX 76033

# Court Personnel Experienced Clerk Schematic

<b>Day 1</b> 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)
<b>Day 2</b> 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*
<b>Day 3</b> 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