

Travel Approval Form

Department: JP1

Event Name: Experienced Court Personnel Seminar

Location: San Marcos, TX


Event Dates: 5/13/2024 - 5/15/2024

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

Name of Attendees:

Melanie White

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:





Approved in CC on 9/11/2023



Melanie White (X003212)
226 Featherston St.
Cleburne, TX 76033

Transaction Basket:
Date:

923
17/Oct/2023 8:30AM
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INVOICE

Experience Court Personnel Seminar - San Marcos

Location: Embassy Suites San Marcos

Dates: 2024-05-13 - 2024-05-15

Conference Registrations/Cancellations

Cancellation Request Deadline: Apr/29/2024 12:00 AM

Conference Registration

Subtotal: \$ 150.00
Total: \$ 150.00

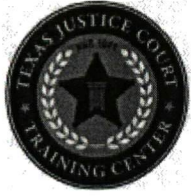
Lodging Fee (Quantity: 1)

Lodging Fee

Subtotal: \$ 110.00
Total: \$ 110.00

Grand Total: \$ 260.00

MELANIE WHITE
226 FEATHERSTON ST.
CLEBURNE TX 76033



Melanie White (X003212)
226 Featherston St.
Cleburne, TX 76033

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ACCOUNT ACTIVITY:

On Account

Invoice 923-1 (Due Date: Apr/19/2024)

\$ 260.00

Total On Account: \$ 260.00

Total Amount Due: \$ 260.00

MELANIE WHITE
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