

TRAVEL APPROVAL FORM

Department: CONSTABLE PCT 3

Event Name: 80th Annual JPCA Education Conference

Location: Hilton Fort Worth

Event Dates: June 24 - June 28

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

Name of Attendees:

Constable Steve Williams _____

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



March 25, 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

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:



Jennifer Cagle

From: do-not-reply@county.org
Sent: Tuesday, March 5, 2024 9:29 AM
To: Jennifer Cagle
Subject: Confirmation

You don't often get email from do-not-reply@county.org. [Learn why this is important](#)

**CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.**

Dear Mrs. Jennifer Cagle,

Thank you for your recent online submission. Here are confirmation details for your records.

Order Number: 257999

Order Date: Mar 5, 2024 9:24 AM

Bill To: Mrs. Jennifer Cagle

Order Total: 230.00

Payment Method: You will be billed for the balance due - Purchase Order Number 3/5/24.

Item	Price	Qty	Total
80th Annual JPCA Education Conference - Hon. Steve Williams <i>When:</i> Jun 24, 2024 12:00 PM - Jun 28, 2024 12:00 PM <i>Where:</i> Hilton Fort Worth 815 Main St. Fort Worth, TX 76102 United States	230.00	1	230.00

Registration option: Jun 24, 2024 8:00 AM - Registration

Item Total	230.00
Item Grand Total	230.00
Transaction Grand Total	230.00

You may review your registration and event information at any time on our website by logging into your [Member Portal](#).

Additional information will be emailed to you soon. If you have any questions, please contact Education Services at (800) 456-5974.

Texas Association of Counties

This email was sent to jcagle@johnsoncountytexas.org.



80th Annual Justices of the Peace and Constables Association Conference

📅 June 24, 2024 - June 28, 2024

🕒 12:00 PM - 11:00 AM

📍 Hilton Fort Worth
815 Main St.
Fort Worth, TX 76102

📞 Contact Luz Hinojosa or Sam Burke, or call (800) 456-5974.

[Contact Us](#)

[Registration](#)

[OVERVIEW](#)

[HOTEL](#)

[SCHEDULED
ACTIVITIES](#)

[AGENDA](#)

Noon - 5 p.m.: Registration Open

Location: Hilton Fort Worth

2 - 5 p.m.: Vendors Setup

Location: Hilton Fort Worth

2 - 5 p.m.: Committee Meetings

Location: Hilton Fort Worth

3:30 - 5 p.m.: Budget and Oversight Committee Meeting

Location: Hilton Fort Worth

1 - 2:45 p.m.: Civil Process — Safety in Civil Process Track 1

Presenter: Eric McHugh, Captain, Montgomery County

Location: Hilton Fort Worth

2:45 - 3:15 p.m.: Refreshment Break Track 1

Location: Hilton Fort Worth

3:15 - 5 p.m.: Civil Process — Complex Service Issues Track 1

Presenter: Hon. Michael A. Truitt, Constable, Denton County

Location: Hilton Fort Worth

6 - 8 p.m.: Welcome Reception

Location: Hilton Fort Worth

Resources

Social Media



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[HOTEL](#)

[SCHEDULED
ACTIVITIES](#)

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8 a.m. - 5 p.m.: Registration Open

Location: Hilton Fort Worth

8 a.m. - 4 p.m.: Vendors Open

Location: Hilton Fort Worth

8 a.m. - 5 p.m.: Silent Auction and JPCA Store

Location: Hilton Fort Worth

1 - 2:45 p.m.: General Session: Keynote: Leadership and Teambuilding

Presenter: Pierre Quinn, Leadership Expert and CEO, The Cardell Group, LLC

Location: Hilton Fort Worth

2:45 - 3:30 p.m.: Refreshment Break — Visit With Vendors

Location: Hilton Fort Worth

3:30 - 5 p.m.: General Session: Customer Service vs. Legal Advice

Presenters: Hon. Willie Leal, Justice of the Peace, Atascosa County
James Slack, Lieutenant, Montgomery County

Location: Hilton Fort Worth

6 - 8 p.m.: 42 Domino Tournament

Sign-up onsite.

Join us for a friendly game of dominoes! Sign-in will start at 6 p.m. Entry fees are \$25/team or \$15/single player, to be paid at sign-in.

Location: Skylight Court Lounge, Hilton Fort Worth

8 - 10 p.m.: JPCA Jam Session

Location: Skylight Court Lounge, Hilton Fort Worth



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[HOTEL](#)

[SCHEDULED
ACTIVITIES](#)

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8 a.m. - 5 p.m.: Registration Open

Location: Hilton Fort Worth

7:30 a.m. - 3:30 p.m.: Vendors Open

Location: Hilton Fort Worth

8 a.m. - 5 p.m.: Silent Auction and JPCA Store

Location: Hilton Fort Worth

8 - 9:30 a.m.: Civil Process — Intro to Evictions Track 1

Presenters: Randy Crowder, Deputy, Montgomery County
James Slack, Lieutenant, Montgomery County

Location: Hilton Fort Worth

8 - 9:30 a.m.: JPs Clerks Class — Landlord Tenant Game Show Marathon Track 2

Presenter: John Lackey, Staff Attorney, Texas Justice Court Training Center

Location: Hilton Fort Worth

9:30 - 10 a.m.: Refreshment Break — Visit With Vendors

Location: Hilton Fort Worth

10 a.m. - noon: Civil Process — Intro to Writs of Possession Track 1

Presenter: Steve DeAvila, Assistant Chief, Travis County Center

Location: Hilton Fort Worth

10 a.m. - noon: JPs Clerks Class — Trial and (no) Error Track 2

Presenter: Mark Zuniga, Staff Attorney, Texas Justice Court Training Center

Location: Hilton Fort Worth

Noon - 2 p.m.: Lunch on Your Own

2 - 2:45 p.m.: General Session: Exempt Property Issues

Presenters: Hon. Carlos B. Lopez, Constable, Travis County
Amber Myers, Staff Attorney, Texas Justice Court Training Center

Location: Hilton Fort Worth

2:45 - 3:15 p.m.: Refreshment Break — Visit With Vendors

Location: Hilton Fort Worth

2:45 - 5 p.m.: Voting Open for JPCA Representatives

Location: Hilton Fort Worth

3:15 - 5 p.m.: General Session: Exempt Property Issues (continued)

Location: Hilton Fort Worth

5 p.m.: Night on Your Own

You will be in the heart of downtown Fort Worth, surrounded by dining and nightlife. Sundance Square — home to theaters, restaurants and shops — is a five-minute walk. Nothing embodies Western heritage better than the Fort Worth Stockyards National Historic District. From the original brick walkways to the wooden corrals, every inch of the Stockyards tells the true history of Texas' famous livestock industry. Plan to visit the Stockyards, which are only a 10-minute drive away.

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[Registration](#)

[OVERVIEW](#)

[HOTEL](#)

[SCHEDULED
ACTIVITIES](#)

[AGENDA](#)

7:30 - 9: Prayer Breakfast

Location: Hilton Fort Worth

8 a.m. - 5 p.m.: Registration Open

Location: Hilton Fort Worth

8 - 9:30 a.m.: Voting Open for JPCA Elections

Location: Hilton Fort Worth

8 a.m. - 3 p.m.: Silent Auction (ends at 3 p.m.)

Location: Hilton Fort Worth

8 a.m. - 5 p.m.: JPCA Store

Location: Hilton Fort Worth

9 - 11:30 a.m.: Business Meeting

Location: Hilton Fort Worth

11:30 a.m. - 1 p.m.: Lunch on Your Own

1 - 2:30 p.m.: Civil Process — Writ Scenarios: Fixing Errors Track 1

Presenters: Bronson Tucker, Director of Curriculum and Staff Attorney, Texas Justice Court Training Center

Patrick Youngren, Chief Deputy, Williamson County

Location: Hilton Fort Worth

1 - 2:30 p.m.: JPs Clerks Class — Justice Court Law Family Feud Track 2

Presenter: Rebecca Glisan, Director of Curriculum and Staff Attorney, Texas Justice Court Training Center

Location: Hilton Fort Worth

2:30 - 3 p.m.: Refreshment Break (Silent Auction ends)

Location: Hilton Fort Worth

3 - 4:30 p.m.: Civil Process — You Seized the Property. Now, What Do You Do?: Execution Sales

Track
1

Presenter: Carl Eller, Lieutenant, Travis County

Location: Hilton Fort Worth

3 - 4:30 p.m.: JPs Clerks Class — Governor’s Public Safety Office – Grants for Courts

Track
2




Presenter: Chelssie Lopez, Texas Office of the Governor – Homeland Security Grants Division (HSGD)

Location: Hilton Fort Worth

6 - 10 p.m.: Installation and Awards Banquet

Resources

Social Media

ounties)  (<https://www.instagram.com/texascounties/>)  (<https://twitter.com/TexasCounties>)  (<http://www>

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Disclosure and Privacy Policy



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[HOTEL](#)

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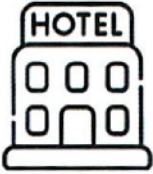
[AGENDA](#)

9 - 11 a.m.: General Session: Mental Health and Self-Care

Presenters: Hon. Wayne L. Mack, Justice of the Peace, Montgomery County
Hon. Jevonne "JC" Pollard, Constable, Jefferson County

Location: Hilton Fort Worth

[Resources](#)



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 03/06/2024

DEPARTMENT: CONSTABLE PCT 3

PERSON SENDING REQUEST: JENNIFER CAGLE EXT: 1533

Person (s) Name Attending:

1. Constable Steve Williams
2.
3.
4.
5.
6.

**If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:*

LEOSE FUNDS

Function Attending: 80TH ANNUAL JPCA EDUCATION CONFERENCE

Hotel Name: COURTYARD MARRIOTT FORT WORTH DOWNTOWN		
Hotel Address: 601 MAIN ST.		
City: FORT WORTH	State: TX	Zip: 76102
Hotel Phone# 817-885-8700		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: JPCA.COM		
How many rooms needed: 1		
Date of Check In: 6/23/24		Date of Check Out: 6/28/24

NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.