

Travel Approval Form

Department: County Court at Law No. 2

Event Name: 2024 Annual Convention

Location: Arlington, Texas

Event Dates: September 5-7, 2024

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

Name of Attendees:

Karen Jones _____

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



May 13, 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:





2024 TCRA Annual Convention

Details

REGISTER ONLINE USING THE BUTTON TO THE RIGHT ►

[CLICK HERE TO DOWNLOAD THE FULL BROCHURE & REGISTRATION INFORMATION](#)

STUDENT CONVENTION SPONSORSHIP CRITERIA & REQUEST FORM

Due no later than July 1, 2024.

REGISTRATION WINDOWS:

EARLY BIRD DEADLINE: JULY 1

REGULAR REGISTRATION DEADLINE: JULY 2 - AUGUST 1

LATE REGISTRATION DEADLINE: AUGUST 2 - AUGUST 31

*After registration closes on 8/31, you must contact TCRA via phone to inquire about registration availability. We would hate for you to show up on-site and have to turn you away!

To qualify for the specific rate window:

We must receive your registration and full payment by the cut-off (EB - 7/1, REG - 8/1, LATE - AUG 31)

OR

We must receive your registration form **AND** proof that you've submitted your registration for payment through your county by the cut-off dates listed above. **MORE INFO BELOW!**

REQUIRED STEPS FOR OFFICIAL COURT REPORTERS/COUNTY PAYMENTS:

If your county is paying your registration:

AT THE SAME TIME you submit your registration form to TCRA (either online or via email) we **MUST ALSO** receive proof of the PO/request form that you have submitted to your county requesting payment.

This should be emailed to: TCRAHQ@EMBARQMAIL.COM. We must receive this information by the cut-off date of the pricing window you've selected in order to honor those fees. Otherwise, the rate will increase - EEK!!!

DO NOT rely on your county to notify us of your registration details. They typically do not forward registration forms to us and mail only the check, which may take several weeks/months for us to receive, and we must have proof in advance of your attendance and their intent to pay in order to honor the registration fee you signed up for.

THANK YOU TO OUR SPONSORS!

\$1500 Cattle Drive Level
[Delta Reporting & Video Services](#)

Registration

Event:

Thu, September 5, 2024

12:00 PM to

Sat, September 7, 2024

10:00 PM CT

[Register Now](#)

Event Rates

\$430.00 Full Member - Early Bird

\$330.00 1 Day - Friday Only Member - Early Bird

\$330.00 1 Day - Saturday Only Member - Early Bird

\$505.00 Full Non-Member - Early Bird

\$405.00 1 Day - Friday Only Non-Member - Early Bird

\$405.00 1 Day - Saturday Only Non-Member - Early Bird

\$365.00 Student Registration - Includes TCRA Student Membership through 12/31/2025 if you earn 10.0 CE hours

Tell a Colleague!

Add to My Calendar

Outlook Calendar

Google Calendar

iCal Calendar

Reminder: Adding to your calendar does not register you for the event.

NEWS & EVENTS

CSR EXAM INFORMATION

BOARD MEETINGS

June 15, 2024 -

Conference Call

July 20, 2024 -

Conference Call

August 24, 2024 -

Conference Call

September 5, 2024 -

Arlington, TX

EVENTS

[2024 TCRA Annual Convention](#)

[Arlington, TX](#)

[September 5-7, 2024](#)

[CLICK HERE FOR](#)

[MORE INFO](#)

INSIDE THE ALEX MURDAUGH TRIAL

MIKE WATKINS

Mike was a court reporter for almost 33 years. In that time, he freelanced for 7 years and was an official in Alabama for 5 years, and an official in South Carolina for 21 years. Mike most recently served as the court reporter for the Alex Murdaugh trial.

IMPORTANT REGISTRATION INFORMATION

Earn a total maximum of 15.5 CE hours:

3.5 CE hours possible on Thursday

6.0 CE hours possible on Friday

6.0 CE hours possible on Saturday

REGISTRATION WINDOWS:

The earlier that we know you are going to attend, the better planning decisions we can make to ensure a great event!

EARLY BIRD DEADLINE: JULY 1

REGULAR REGISTRATION DEADLINE: JULY 2 - AUGUST 1

LATE REGISTRATION DEADLINE: AUGUST 2 - AUGUST 31

***After registration closes on 8/31, you must contact TCRA via phone to inquire about registration availability. We would hate for you to show up on-site and have to turn you away!**

We have a lot of planning to do, supplies to order, and want to put on the best event possible FOR YOU, so we hope that this will encourage you to make your decision to attend early and take advantage of the lower registration fees.

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AGENDA

CLICK HERE TO DOWNLOAD THE FULL BROCHURE FROM OUR WEBSITE

Thursday, September 5th

8:00 a.m. - 8:30 a.m. Realtime Contest

8:30 a.m. - 1:30 p.m. Speed Cup Contest

10:00 a.m. - 12:00 p.m. Board of Directors Meeting

12:00 p.m. - 5:00 p.m. Registration Desk Open

1:00 p.m. to 2:00 p.m.

Launching Your Own Business

Presenter: Len Chavez and Joe Palmer, 1.0 CE hour

How to launch your own court reporting business and key steps to consider. Learn the 7 easy steps to begin working for yourself!

2:15 p.m. to 3:15 p.m. - Choose one to attend:

The Menu?

Presenters: Amy and Steve Bresnen, 1.0 CE hour

Come hear from our esteemed lobbyists what lies ahead during the next legislative session and why you need to be at the table and not on the menu!

Hear Ye, Hear Ye... Understanding Hearing Loss and Its Impact on You in the Courtroom

Presenter: Elizabeth Brassine, 1.0 CE hour

This session will explore hearing statistics and how prevalent hearing loss is in America. The attendees will also learn about what's involved in a hearing test, impact on communication, basics of current hearing technology and what's on the horizon. Also, the attendees will understand the impact of hearing and hearing loss from typical courtroom acoustics and settings.

3:30 p.m. to 5:00 p.m. - Choose one to attend:

Destination Retirement, Presented by TCDRS

Presenter: Richard Ashcraft, 1.5 CE hours

TCDRS provides survivor benefits as well as disability and service retirement benefits for more than 870 counties and districts across Texas. Join us for a presentation to get a better understanding of how your TCDRS plan works. We'll cover "from hire to retire," including beneficiary details, survivor benefits, vesting and eligibility requirements, account growth if you leave employment, retirement payment options, and much more.

Tech Talk

Presenter: Diana Bengs, 1.5 CE hours

Diana will discuss her Zoom setup for depositions and court, sharing lots of different tech she uses for live and remote proceedings, along with forms for depositions and court to keep track of proceedings. Diana will share her equipment setup for live-hybrid depositions.

Friday, September 6th

7:30 a.m. to 4:00 p.m. - Registration Desk Open

7:30 a.m. to 5:00 p.m. - Exhibitors Open

8:00 a.m. to 8:45 a.m.

Annual Business Meeting

TCRA Members may attend the Annual Business Meeting. Non-members will not be permitted to attend.

8:45 a.m. to 9:15 a.m. - Breakfast Served

9:15 a.m. to 10:45 a.m.

KEYNOTE SESSION

Realtiming History: The Paxton Impeachment Trial

Presenters: Mary Berry, Kim Cherry, Tami Lewis and Lorrie Schnoor

1.5 CE hours Ethics/Rules

Tasked with the responsibility of reporting Senate proceedings for one of the most prestigious trials in Texas history, a team of four reporters from across Texas rose to the challenge and made the court reporting profession proud. Follow along as we share a behind-the-scenes look at providing realtime and daily copy to a room full of legislators and to a nation watching the impeachment trial of the Texas Attorney General.

10:45 a.m. to 11:00 a.m. Break

11:00 a.m. to 12:00 p.m. - Choose one to attend:

Rules That Make You Go Hmmm

Presenter: Kimberly Xavier, 1.0 CE hour Ethics/Rules

Have you ever wondered what the heck "they" were thinking when "they" came up with this rule or that statute? Does your heart skip a beat when someone asks you about a particular rule? Because who can remember all these rules? This interactive session will shine a light on some of the most overlooked rules and why some of the most annoying rules are needed in the court reporting profession. As a bonus, you'll leave with interesting strategies for how to find and remember the court reporting rules that you need the most.

Texas Business Courts and the Fifteenth Court of Appeals: What Impact do they have on the Court Reporting Business?

Presenter: Charles L. "Chip" Babcock, 1.0 CE hour Ethics/Rules

Effective September 1, 2024, a specialized business courts system will go into effect with jurisdiction to hear specific types of disputes. Appeals will go to the new Fifteenth Court of Appeals. Chip litigates at both the trial and appellate levels across the United States. He has represented many well-known individuals and corporate clients in highly publicized cases.

12:00 p.m. to 1:30 p.m. - Lunch On Your Own

Enjoy lunch in the hotel restaurants, at Texas Live! or at Live! by Loews.

1:30 p.m. to 2:30 p.m. - Choose one to attend:

From Writer to Author

Presenter: Diana Kilpatrick, 1.0 CE hour

Let's let our steno machines rest for a bit as we look into creative writing, perhaps about our own beloved field! Not only is Diana a court reporter from Idaho, she is also the author of a #1 New Release on Amazon! In this seminar, Diana will walk us through her journey from infant scribbler to published author, covering everything from creative writing software to editing to the battle of professional publication. Court reporters are masters in the use of the English language, especially in written form. They acquire vast amounts of information about a plethora of different subjects, and many believe that they "have a book in them." And many of them do! Let's take a look at how to get that book out and into the world.

ABCs of Association Work**Presenters: Tandra Baxter and Wendy Kirby, 1.0 CE hour**

Do you ever wonder what it is that happens behind the scenes of your association or why we do what we do? Join us to learn exactly that. We will cover everything from the importance of volunteering, board structure, conducting meetings, and so much more.

2:30 p.m. to 3:00 p.m. Break**3:00 p.m. to 4:30 p.m. - Choose one to attend:****Real Talk with The Honorable Judge Rangel****Presenters: Hon. Ron Rangel, Charletta Breed, Anica Diaz, Paula Frederick and Lorrie Schnoor, 1.5 CE hours Ethics/Rules**

This real talk session will answer pertinent questions regarding deposition processes and procedures. It will also address what to do in an unexpected situation. This session will delve into questions related to working the court arena and best practices.

Stayin' Alive: Learning Life-Saving Skills**Presenter: Sheila Elliott, 1.5 CE hours**

In this fun and interactive class, we will discuss and practice hands only (no mouth-to-mouth) CPR/AED and choking techniques for adults, children, infants and pets. We will also cover some first aid topics, such as allergic reactions, seizures and bleeding control. ***This course does NOT result in a certification.***

4:30 p.m. to 4:45 p.m. Break**4:45 p.m. to 5:45 p.m.****The Three S's: Strength, Stability & Support****Presenters: Cody Alexander, Bruce Barnett, Todd Tarver, and moderated by Shari Krieger 1.0 CE hour**

The demands of court reporting can take a toll on our well-being. We rely on the encouragement of family, friends, and work colleagues in our professional arena. They are effective in helping us manage our work-life balance. Our moderator will facilitate the panelists in this platform presentation.

Saturday, September 7th**7:30 a.m. to 2:00 p.m. - Registration Desk Open****7:30 a.m. to 4:00 p.m. - Exhibitors Open****8:00 a.m. to 9:00 a.m. - Choose one to attend:****I'm Not Old, I'm Just Retiring****Presenter: Bruce Barnett, 1.0 CE hour**

There are many retirement plans, but which one is the best for you? Will you have to rely on Social Security to pay living expenses? Find out which plan to choose, eligibility requirements, and key advantages for each one.

Should I Jump? An Overview of Considerations When Going Out on Your Own**Presenter: Michael Martinez, 1.0 CE hour Ethics/Rules**

This session will discuss some of the considerations you should analyze when thinking of starting your own business as a freelance court reporter. We will discuss everything from incorporation to marketing yourself, and ideas on how to distinguish yourself from the rest of the market. We will also discuss ethical considerations related to safeguarding of confidential information.

9:00 a.m. to 9:15 a.m. Break**9:15 a.m. to 10:45 a.m.****KEYNOTE SESSION****Inside the Alex Murdaugh Trial****Presenter: Mike Watkins****1.5 CE hours**

Mike will cover everything from keeping cool in a high-profile, stressful trial, handling and organizing 800-plus exhibits, and daily trusting his court reporting training to get him through this trial that the nation was watching.

10:45 a.m. to 11:00 a.m. Break

11:00 a.m. to 12:00 p.m. - Choose one to attend:

From "Oh, no!" to "No problem": Tried-and-true tips for working with court interpreters.

Presenters: Holly Behl, Yovana Gonzalez, Jackie Sandoval and Carol Shaw, 1.0 CE hour

Court reporters and court interpreters share important goals in legal proceedings. Learn how to work together for maximum efficiency and minimum headaches.

- Source and schedule interpreters with the appropriate credentials;
- Navigate the credentials of interpreters; and
- Best practices to partner with the interpreter for an accurate record.

Participants are invited to submit questions on this topic to the speakers at shawtrans@gmail.com with Subject: TCRA Convention.

I See You, Court Reporters: Talk to me, what do you WISH you could tell attorneys?

Presenter: Cindy Carrasco-Valencia, 1.0 CE hour

A trial paralegal's perspective on the importance of a court reporter's duties. What can we (paralegals) do for you to make things easier prior to a deposition? What is the best deposition notice you have ever seen?

12:00 p.m. to 1:30 p.m.

President's Banquet and Luncheon

2:00 p.m. to 3:00 p.m. - Choose one to attend:

A Step Beyond the Norm: Administrative Hearings, Arbitrations, and other Freelance Jobs

Presenter: Lorie Schnoor, 1.0 CE hour Ethics/Rules

Join Lorie as she details jobs that she covers that are outside the normal freelance realm of depositions. You will leave with knowledge of what these assignments entail so that you will have the courage to try them for yourselves!

Fish in the Sea: How to lure, catch and keep a court substitute

Presenters: Jennifer Jacobs and Janet Saavedra, 1.0 CE hour Ethics/Rules

As an official, what do you need to know about using a court sub? How can you best support them? We can work together to show subs how court works and what subs need to know about court.

3:00 p.m. to 3:30 p.m. Break

3:30 p.m. to 5:00 p.m. - Choose one to attend:

Let's Make Things Easier

Presenters: Paula Frederick, Breck Record and Erica Wofford, 1.5 CE hours

This dynamic team will discuss how to make your job easier as a court reporter! Erica will share how she's using block files and steno strokes. She will be sharing information about her wireless microphones and how her flexible setup can work for any courtroom or conference room. Paula and Breck will show you how to use Adobe, scanning exhibits and all the parameters involved to be able to upload to TAMES for the Court of Appeals. They will also go over the steps to create a TAMES account and uploading a reporter's record on appeal.

Journey of a New Reporter

Presenters: Holly Craven, Terri Hill and Leslie Ryan-Hash, 1.5 CE hours Ethics/Rules

Have you just recently started your court reporting journey and are not sure about which path you want to take? Come explore the court reporting world and learn the importance of the UFM.

Saturday, September 7th

7:00pm to 10:00pm

888 NOLAN RYAN EXPRESSWAY, ARLINGTON, TX

Are you at the right spot?

LOEWS ARLINGTON HOTEL HAS A SISTER HOTEL, LOEWS LIVE! ACROSS THE STREET, BE SURE YOU DO NOT GO TO LOEWS LIVE! FOR CHECK-IN.

RESERVATIONS

[Click here to reserve your room at the group rate.](#)

\$199/night + taxes and fees

Group code for reservation by phone: TCR924 - call: 1-682-318-2810

If you wish to upgrade to anything other than a standard room, make your reservation and then send your request for an upgrade to TCRAHQ@EMBARQMAIL.COM to see if the hotel can accommodate your request. Rates for upgrades will be subject to availability and not at the group rate.

The cut-off date for room reservations is August 13th or earlier if the room block sells out.

Act early to ensure room and rate availability, but please do not book a room until you have also submitted your registration to TCRA.

When booking online, the dates default to these check-in, check-out dates.

Click the dates to edit for your appropriate arrival/departure.



VALET:

Overnight guest valet parking is \$30.00 per day

for those booked in our group block at the Loews Arlington Hotel.

Guests not booked within TCRA's block will be subject to the hotel's standard valet rate.

Day guest valet parking is \$22.00 per day.

*for those NOT staying overnight at the Loews Arlington Hotel but attending for the day. Tell the valet attendant you are with **Texas Court Reporters Conference** and the valet team will note it on their ticket and give them the \$22.00 rate when they go to retrieve their cars.*

SELF PARKING:

Self parking rates for the public are dictated by events happening in the area.

We recommend that ALL attendees valet at Loews Arlington Hotel, whether you have a reservation in our group block or not.

Travel Approval Form

Department: County Court at Law No. 1

Event Name: 2024 TCRA Annual Convention

Location: Arlington TX.


Event Dates: Sept. 5-7 2024

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

Name of Attendees:

Janet McConathy _____

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This section to be completed by County Judge's Office



May 13, 2024

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- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



IMPORTANT REGISTRATION INFORMATION:

EARN A TOTAL MAXIMUM OF 15.5 CE HOURS:

3.5 CE hours possible on Thursday

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THE BETTER PLANNING DECISIONS WE CAN MAKE TO ENSURE A GREAT EVENT!**

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2024 TCRA ANNUAL CONVENTION AGENDA



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8:30 a.m. - 1:30 p.m. Speed Cup Contest
10:00 a.m. - 12:00 p.m. Board of Directors Meeting
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Launching Your Own Business

Presenter: Len Chavez and Joe Palmer

1.0 CE hour

How to launch your own court reporting business and key steps to consider. Learn the 7 easy steps to begin working for yourself!

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Presenter: Elizabeth Brassine

1.0 CE hour

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7:30 a.m. to 5:00 p.m. - Exhibitors Open

8:00 a.m. to 8:45 a.m.
Annual Business Meeting

TCRA Members may attend the Annual Business Meeting.
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8:45 a.m. to 9:15 a.m. - Breakfast Served

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KEYNOTE SESSION

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**Presenters: Mary Berry, Kim Cherry,
Tami Lewis and Lorrie Schnoor**
1.5 CE hours Ethics/Rules

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Friday, September 6th (cont'd)

12:00 p.m. to 1:30 p.m. - Lunch On Your Own
Enjoy lunch in the hotel restaurants, at Texas Live! or at Live! by Loews.

1:30 p.m. to 2:30 p.m. - Choose one to attend:
From Writer to Author

Presenter: Diana Kilpatrick

1.0 CE hour

Let's let our steno machines rest for a bit as we look into creative writing, perhaps about our own beloved field! Not only is Diana a court reporter from Idaho, she is also the author of a #1 New Release on Amazon! In this seminar, Diana will walk us through her journey from infant scribbler to published author, covering everything from creative writing software to editing to the battle of professional publication. Court reporters are masters in the use of the English language, especially in written form. They acquire vast amounts of information about a plethora of different subjects, and many believe that they "have a book in them." And many of them do! Let's take a look at how to get that book out and into the world.

ABCs of Association Work

Presenters: Tandra Baxter and Wendy Kirby

1.0 CE hour

Do you ever wonder what it is that happens behind the scenes of your association or why we do what we do? Join us to learn exactly that. We will cover everything from the importance of volunteering, board structure, conducting meetings, and so much more.

2:30 p.m. to 3:00 p.m. Break

3:00 p.m. to 4:30 p.m. - Choose one to attend:
Real Talk with The Honorable Judge Rangel

Presenters: Hon. Ron Rangel, Charletta Breed, Anica Diaz, Paula Frederick and Lorrie Schnoor
1.5 CE hours Ethics/Rules

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Presenter: Sheila Elliott

1.5 CE hours

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Presenters: Cody Alexander, Bruce Barnett, Todd Tarver, and moderated by Shari Krieger

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SATURDAY, SEPTEMBER 7TH

7:30 a.m. to 2:00 p.m. - Registration Desk Open

7:30 a.m. to 4:00 p.m. - Exhibitors Open

**8:00 a.m. to 9:00 a.m. - Choose one to attend:
I'm Not Old, I'm Just Retiring**

Presenter: Bruce Barnett

1.0 CE hour

There are many retirement plans, but which one is the best for you? Will you have to rely on Social Security to pay living expenses? Find out which plan to choose, eligibility requirements, and key advantages for each one.

Should I Jump?

**An Overview of Considerations When
Going Out on Your Own**

Presenter: Michael Martinez

1.0 CE hour Ethics/Rules

This session will discuss some of the considerations you should analyze when thinking of starting your own business as a freelance court reporter. We will discuss everything from incorporation to marketing yourself, and ideas on how to distinguish yourself from the rest of the market. We will also discuss ethical considerations related to safeguarding of confidential information.

9:00 a.m. to 9:15 a.m. Break

9:15 a.m. to 10:45 a.m.

KEYNOTE SESSION
Inside the Alex Murdaugh Trial



Presenter:
Mike Watkins
1.5 CE hours

Mike will cover everything from keeping cool in a high-profile, stressful trial, handling and organizing 800-plus exhibits, and daily trusting his court reporting training to get him through this trial that the nation was watching.

10:45 a.m. to 11:00 a.m. Break



2024 TCRA ANNUAL CONVENTION AGENDA

Saturday, September 7th (cont'd)

11:00 a.m. to 12:00 p.m. - Choose one to attend:

From "Oh, no!" to "No problem":

Tried-and-true tips for working with court interpreters.

Presenters: Holly Behl, Yovana Gonzalez, Jackie Sandoval and Carol Shaw

1.0 CE hour

Court reporters and court interpreters share important goals in legal proceedings. Learn how to work together for maximum efficiency and minimum headaches.

- Source and schedule interpreters with the appropriate credentials;
- Navigate the credentials of interpreters; and
- Best practices to partner with the interpreter for an accurate record.

Participants are invited to submit questions on this topic to the speakers at shawtrans@gmail.com with Subject: TCRA Convention.

I See You, Court Reporters:

Talk to me, what do you WISH you could tell attorneys?

Presenter: Cindy Carrasco-Valencia

1.0 CE hour

A trial paralegal's perspective on the importance of a court reporter's duties. What can we (paralegals) do for you to make things easier prior to a deposition? What is the best deposition notice you have ever seen?

12:00 p.m. to 1:30 p.m.

President's Banquet and Luncheon

2:00 p.m. to 3:00 p.m. - Choose one to attend:

A Step Beyond the Norm:

Administrative Hearings, Arbitrations, and other
Freelance Jobs

Presenter: Lorrie Schnoor

1.0 CE hour Ethics/Rules

Join Lorrie as she details jobs that she covers that are outside the normal freelance realm of depositions. You will leave with knowledge of what these assignments entail so that you will have the courage to try them for yourselves!

Fish in the Sea:

How to lure, catch and keep a court substitute

Presenters: Jennifer Jacobs and Janet Saavedra

1.0 CE hour Ethics/Rules

As an official, what do you need to know about using a court sub? How can you best support them? We can work together to show subs how court works and what subs need to know about court.

3:00 p.m. to 3:30 p.m. Break

3:30 p.m. to 5:00 p.m. - Choose one to attend:

Let's Make Things Easier

Presenters: Paula Frederick, Breck Record and Erica Wofford

1.5 CE hours

This dynamic team will discuss how to make your job easier as a court reporter! Erica will share how she's using block files and steno strokes. She will be sharing information about her wireless microphones and how her flexible setup can work for any courtroom or conference room Paula and Breck will show you how to use Adobe, scanning exhibits and all the parameters involved to be able to upload to TAMES for the Court of Appeals. They will also go over the steps to create a TAMES account and uploading a reporter's record on appeal.

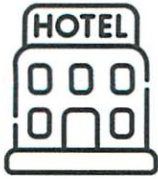
Journey of a New Reporter

Presenters: Holly Craven, Terri Hill and Leslie Ryan-Hash

1.5 CE hours Ethics/Rules

Have you just recently started your court reporting journey and are not sure about which path you want to take? Come explore the court reporting world and learn the importance of the UFM.





TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 05/01/2024

DEPARTMENT: County Court at Law No. 1

PERSON SENDING REQUEST: Amy Morris EXT: 1340

Person (s) Name Attending:

| |
|--------------------|
| 1. Janet McConathy |
| 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: 2024 TCRA Annual Convention

| |
|---|
| Hotel Name: Loews Arlington Hotel |
| Hotel Address: 888 Nolan Ryan Expressway |
| City: Arlington State: TX Zip: 76011 |
| Hotel Phone# 1-682-318-2810 |
| Special Requirements: |
| Conference Hotel Block Code: TCR924 |
| Conference/Training Website: www.tcra-online.com |
| How many rooms needed: 1 |
| Date of Check In: 9/5/24 Date of Check Out: 9/7/24 |

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.

Amy Morris

From: Alissa Krokum
Sent: Wednesday, May 1, 2024 11:16 AM
To: Amy Morris
Subject: RE: Travel Hotel Reservation Request- 2024 TCRA Convention
Attachments: Your stay at Loews Arlington Hotel is coming up

Hi!

I have attached the Hotel Confirmation. The hotel charged a deposit for this reservation of \$235.33. If you can go ahead and do your Req for TIB, once it has become a PO – this will need to be receipted. You can use the screenshot below. For some reason, the deposit is not noted on the confirmation email.

Also – I am not sure if you are aware but the new Travel Policy states that surrounding County travel has to be an Action Item for CC instead of a Consent Item.

Let me know if you have any questions.