

# Travel Approval Form

**Department:** District Clerk

**Event Name:** TDCA 24th Annual Workshop and Clerk's College

**Location:** Kerrville, TX

**Event Dates:** October 15-17, 2024

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

**Name of Attendees:**

David Lloyd \_\_\_\_\_

Carly Casey \_\_\_\_\_

Chris Taylor \_\_\_\_\_

<p><b>Court Decision:</b> This section to be completed by County Judge's Office</p>
<p style="text-align: center;">  <b>August 26, 2024</b></p>

**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:**





**TDCA 24th Annual Workshop and CLERKS COLLEGE™**

**COURSE STUDY II ~ Family Law Cases:  
Post Judgment Actions, OCA Reporting, Protective Orders & Issuance**

**October 15-17, 2024**

**YO Ranch Hotel and Conference Center  
2033 Sidney Baker Street  
Kerrville, Texas 78028**

**TDCA Members & Staff: \$75 each**

**Non-members: \$100 each**

Please complete a form for each attendee. Please submit your registration by October 4, 2024.

Name: David Lloyd County: Johnson  
 Mailing address: P.O. Box 495  
 City & Zip: Cleburne, TX 76033 Phone: (817) 556-6839  
 Email: dlloyd@johnsoncountytexas.org

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> District Clerk | <input type="checkbox"/> Deputy District Clerk |
| <input type="checkbox"/> County Clerk              | <input type="checkbox"/> Deputy County Clerk   |
| <input type="checkbox"/> Combo Clerk               | <input type="checkbox"/> Deputy Combo Clerk    |
| <input type="checkbox"/> Court Personnel           | <input type="checkbox"/> Other _____           |

<input type="checkbox"/> <b>Option 1: Credit Card Payment*</b> www.certifiedpayments.net Bureau Code 5107861 Email Registration Form to: TDCA.Treasurer@gmail.com *Confirmation Number Required: _____	<input checked="" type="checkbox"/> <b>Option 2: Payment by Check</b> Made Payable to: TDCA Mail to: TDCA Registration c/o Casie Walker, District Clerk 1701 E. Polk Street, Suite 90 Burnet, Texas 78611-2757
--	---

<input type="checkbox"/> <b>Option 3: Payment at the Door</b> Email Registration Form to: TDCA.Treasurer@gmail.com
--

**TDCA TREASURER USE ONLY**  
 DATE RECEIVED: \_\_\_\_\_  
 CHECK NUMBER: \_\_\_\_\_  
 COUNTY \_\_\_\_\_ PERSONAL \_\_\_\_\_



**TDCA 24th Annual Workshop and CLERKS COLLEGE™**

**COURSE STUDY II ~ Family Law Cases:  
Post Judgment Actions, OCA Reporting, Protective Orders & Issuance**

**October 15-17, 2024**

**YO Ranch Hotel and Conference Center  
2033 Sidney Baker Street  
Kerrville, Texas 78028**

**TDCA Members & Staff: \$75 each**

**Non-members: \$100 each**

Please complete a form for each attendee. Please submit your registration by October 4, 2024.

Name: Chris Taylor

County: Johnson

Mailing address: P.O. Box 495

City & Zip: Cleburne, TX 76033

Phone: (817) 556-6839

Email: cltaylor@johnsoncountytexas.org

- District Clerk
- County Clerk
- Combo Clerk
- Court Personnel

- Deputy District Clerk
- Deputy County Clerk
- Deputy Combo Clerk
- Other \_\_\_\_\_

**Option 1: Credit Card Payment\***  
[www.certifiedpayments.net](http://www.certifiedpayments.net)  
 Bureau Code 5107861  
 Email Registration Form to:  
 TDCA.Treasurer@gmail.com  
 \*Confirmation Number Required:  
 \_\_\_\_\_

**Option 2: Payment by Check**  
 Made Payable to: TDCA  
 Mail to: TDCA Registration  
 c/o Casie Walker, District Clerk  
 1701 E. Polk Street, Suite 90  
 Burnet, Texas 78611-2757

**Option 3: Payment at the Door**  
 Email Registration Form to:  
 TDCA.Treasurer@gmail.com

**TDCA TREASURER USE ONLY**  
 DATE RECEIVED: \_\_\_\_\_  
 CHECK NUMBER: \_\_\_\_\_  
 COUNTY \_\_\_\_\_ PERSONAL \_\_\_\_\_



**TDCA 24th Annual Workshop and CLERKS COLLEGE™**

**COURSE STUDY II ~ Family Law Cases:  
Post Judgment Actions, OCA Reporting, Protective Orders & Issuance**

**October 15-17, 2024**

**YO Ranch Hotel and Conference Center  
2033 Sidney Baker Street  
Kerrville, Texas 78028**

**TDCA Members & Staff: \$75 each**

**Non-members: \$100 each**

Please complete a form for each attendee. Please submit your registration by October 4, 2024.

Name: Carly Casey

County: Johnson

Mailing address: P.O. Box 495

City & Zip: Cleburne, TX 76033

Phone: (817) 556-6839

Email: ccasey@johnsoncountytexas.org

- District Clerk
- County Clerk
- Combo Clerk
- Court Personnel

- Deputy District Clerk
- Deputy County Clerk
- Deputy Combo Clerk
- Other \_\_\_\_\_

**Option 1: Credit Card Payment\***  
[www.certifiedpayments.net](http://www.certifiedpayments.net)  
 Bureau Code 5107861  
 Email Registration Form to:  
[TDCA.Treasurer@gmail.com](mailto:TDCA.Treasurer@gmail.com)  
 \*Confirmation Number Required:  
 \_\_\_\_\_

**Option 2: Payment by Check**  
 Made Payable to: TDCA  
 Mail to: TDCA Registration  
 c/o Casie Walker, District Clerk  
 1701 E. Polk Street, Suite 90  
 Burnet, Texas 78611-2757

**Option 3: Payment at the Door**  
 Email Registration Form to:  
[TDCA.Treasurer@gmail.com](mailto:TDCA.Treasurer@gmail.com)

**TDCA TREASURER USE ONLY**  
 DATE RECEIVED: \_\_\_\_\_  
 CHECK NUMBER: \_\_\_\_\_  
 COUNTY \_\_\_\_\_ PERSONAL \_\_\_\_\_





**24th Annual Workshop and "CLERK'S COLLEGE"  
Course Study II – Family Law Cases Agenda  
October 15-17, 2024**

**TUESDAY, OCTOBER 15**

9:00am – 1:00pm REGISTRATION DESK OPEN

1:00pm – 2:15pm AG BILLING  
Attorney General/SDU

2:15pm – 3:15pm DIVORCE/QDRO  
TBD

3:15pm – 4:15pm CPS  
CPS Attorney or Judge TBD

4:15pm – 5:15pm ADOPTIONS/TERMINATIONS  
TBD

**WEDNESDAY, OCTOBER 16**

7:30am – 8:30am BREAKFAST

9:00am – 9:30am BUSINESS MEETING

9:30am – 11:15am HB1182 and HB2384 REPORTING COMPLIANCE TO OCA  
Sheri Woodfin, OCA

11:15am – 1:00pm WORKING LUNCH  
TBD

1:00pm – 1:15pm ~~BREAK~~

1:15pm – 2:15pm REDACTION PROCESS: WHAT WE CAN AND CAN NOT DO  
TBD

2:15pm – 4:00pm URGENT! Protective Orders, TROs, Writs, Etc.  
Family Law Attorney? TBD

4:00pm – 5:00pm DELAYED BIRTH CERTIFICATES  
Bureau of Vital Statistics TBD

7:00pm – 9:00pm ENTERTAINMENT by the Pool – Y.O. Hotel

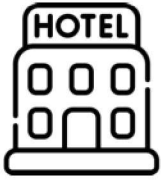
**THURSDAY, OCTOBER 17**

7:30am – 8:30am BREAKFAST

9:00am – 10:00am JURY VOIR DIRE PROCESS  
District Clerk TBD

10:00am – 11:00am FILING ISSUANCE THROUGH SOCIAL MEDIA/ALTERNATIVE SERVICE  
Hon. Laura Hinojosa, Hidalgo County District Clerk

11:00am – 12:00pm FAMILY LAW Q&A  
District Clerk Panel



# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 08/06/2024

DEPARTMENT: District Clerk

PERSON SENDING REQUEST: \_\_\_\_\_ EXT: \_\_\_\_\_

Person (s) Name Attending:

1. David Lloyd
2. Carly Casey
3. Chris Taylor
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: TDCA 24th Annual Workshop & Clerk's College

Hotel Name: YO Ranch Hotel & Conference Center
Hotel Address: 2033 Sidney Baker Street
City: Kerrville                      State: TX                      Zip: 78028
Hotel Phone# (830) 257-4440 or 877-967-3767
Special Requirements:
Conference Hotel Block Code: TDCA Rate: \$107/night - King or Two Queens
Conference/Training Website: <a href="https://tdcaonline.com/Workshops.html">https://tdcaonline.com/Workshops.html</a> - <a href="http://www.yoranchotel.com">www.yoranchotel.com</a>
How many rooms needed: 3
<b>Date of Check In:</b> 10/15/24 <b>Date of Check Out:</b> 10/17/24

**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.**