

# Travel Approval Form

**Department:** 18th District Court

**Event Name:** 2025 Court Professionals Conference


**Location:** Westin Galleria-Houston

**Event Dates:** June 16-17

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

**Name of Attendees:**

Teresa Steed  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Court Decision:</b>	
<small>This section to be completed by County Judge's Office</small>	
	
2-24-25	

## Required Documents Checklist:

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

### Overnight Travel

- ☒ Travel Approval Form
- ☒ Registration Information or Confirmation \$75.00
- ☒ 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:**



Approved in CC on 9/11/2023



# TEXAS CENTER ★ FOR THE JUDICIARY

Registration  
\$ 75.00

[SCHEDULE](#)[REGISTRATION](#)[SPEAKERS](#)[TRAVEL & LODGING](#)[REIMBURSEMENTS](#)[PAYMENTS/CANCELLATION](#)[CE CREDIT](#)

## 2025 Court Professionals Conference



Registration will open February 12.

This one-and-a half day training (9 hours) provides continuing education for court professionals at all points in their careers.

This program is designed for court professionals who work directly for County Court at Law, District Court, Associate Court and Child Protection Court judges, including court coordinators, administrators and managers.

- Travel costs reimbursed (mileage or airfare reimbursed by TCJ)
- Lodging paid directly by TCJ. NO OUT OF POCKET EXPENSE.
- Only expense to county is the \$75 registration fee and meal reimbursement for dinner

**Price** 75.00

**When** 6/16/2025 8:30 AM - 6/17/2025 12:00 PM

Central Daylight Time

**Where** Westin Galleria Houston

5060 W Alabama St

<https://www.marriott.com/en-us/hotels/hougw-the-we>

Houston, TX 77056

UNITED STATES

Add to Calendar

### Registration

**Teresa Steed**

Court Coordinator

18th District Court

Remove

Check Out & Confirm Registration

Last day to register is 5/23/2025

### Questions - Teresa Steed

Do you have any special dietary requirements?

(None) ▼

Other-Please describe

Save Responses

### Emergency Contact Information



# TEXAS CENTER FOR THE JUDICIARY

L1

*Itinerary*

SCHEDULE

REGISTRATION

SPEAKERS

TRAVEL & LODGING

REIMBURSEMENTS

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**Conference materials can be found in the conference app and mobile conference website approximately one week prior to the conference date.**

To download the app search for *Texas Center for the Judiciary* in the Apple App Store or Google Play Store.

To view on the web visit: <https://25cpc.eventpedia.us>

**Username:** your email address

**Password:** judge1210

Export

<u>Date</u>	<u>Title</u>	<u>Begin Time</u>	<u>End Time</u>
Sunday, Jun 15, 2025	<u>Welcome Reception Please RSVP to attend</u>	5:00PM	6:00PM
Monday, Jun 16, 2025	<u>Breakfast Day 1</u>	7:30AM	8:30AM
Monday, Jun 16, 2025	<u>The AI-Enabled Courtroom: Tackling Challenges &amp; Utilizing New Tools</u>	8:30AM	9:30AM
Monday, Jun 16, 2025	<u>The Highlight Reel from the 89th Legislative Session</u>	9:45AM	10:45AM
Monday, Jun 16, 2025	<u>What Story Does Your Court's Data Tell? Ensuring Accuracy with Mandated Reporting Requirements</u>	11:00AM	12:00PM



<u>Date</u>	<u>Title</u>	<u>Begin Time</u>	<u>End Time</u>
Monday, Jun 16, 2025	<u>Lunch Day 1</u>	12:00PM	1:00PM
Monday, Jun 16, 2025	<u>Mastering Statutory Timelines, Procedures &amp; Motions in Family Law</u>	1:00PM	2:00PM
Monday, Jun 16, 2025	<u>From Criminal Courts to Civil Courts: Essentials of Indigent Representation and Reporting</u>	1:00PM	2:00PM
Monday, Jun 16, 2025	<u>Mastering Statutory Timelines, Procedures &amp; Motions in Civil Law</u>	1:00PM	2:00PM
Monday, Jun 16, 2025	<u>Commitments, Competency, and Court Coordination: Dealing with Mental Health Matters</u>	1:00PM	2:00PM
Monday, Jun 16, 2025	<u>No Lawyer, No Problem? Resources for Litigants Who Go It Alone</u>	2:15PM	3:15PM
Monday, Jun 16, 2025	<u>Mastering Statutory Timelines, Procedures &amp; Motions in Criminal/Juvenile Law</u>	2:15PM	3:15PM
Monday, Jun 16, 2025	<u>The Coordinator's Guide to Adoption and Termination in CPS and Family Cases</u>	2:15PM	3:15PM
Monday, Jun 16, 2025	<u>DWOP Woes? Solutions for Case Management Challenges</u>	2:15PM	3:15PM
Monday, Jun 16, 2025	<u>Fundamentals in Probate &amp; Guardianship Administration</u>	3:30PM	4:30PM
Monday, Jun 16, 2025	<u>Ask the Experts: Suburban/Urban Courts Edition</u>	3:30PM	4:30PM
Monday, Jun 16, 2025	<u>Ask the Experts: Rural/Multi-County Courts Edition</u>	3:30PM	4:30PM
Tuesday, Jun 17, 2025	<u>Breakfast Day 2</u>	7:30AM	8:30AM
Tuesday, Jun 17, 2025	<u>Battling and Banishing Burnout</u>	8:30AM	9:30AM
Tuesday, Jun 17, 2025	<u>Understanding the Appellate Process and Your Role</u>	9:45AM	10:45AM
Tuesday, Jun 17, 2025	<u>Protecting Yourself and Your Courtroom: Strategies That Work</u>	11:00AM	12:00PM

All conference cancellations must be submitted in writing via mail, [email](#) or fax (512-469-7664). | [Return to TCJ Homepage](#)

## Hotel Information



(TCJ reimburses attendee for hotel so there will be no cost to County for hotel)

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## Westin Galleria and Westin Oaks at the Galleria

**5060 West Alabama/5011 Westheimer at Post Oak,  
Houston, Texas, USA, 77056**

**Both hotels are attached to the Galleria Mall in Houston.**

- The meetings will be held at the Westin Galleria but the Oaks is a quick 3 minute walk away through the mall.
- Traveling with family? Consider choosing the Westin Oaks where all of the double rooms have two KING size beds. Plenty of room for everyone to get a good night's sleep.
- TCJ manages the hotel reservations for this program. You will be prompted to make a reservation after conference registration.

TCJ manages the hotel reservations for this program. You will be prompted to make a reservation after conference registration. **Please DO NOT contact the hotels.** For assistance, contact us at [texascenter@yourhonor.com](mailto:texascenter@yourhonor.com) or (512) 482-8986.

\*Lodging is available for all attendees whose home is more than a 30-minute drive from the hotel.

Read more about travel & lodging