

Travel Approval Form

Department: County Court at Law No. 2

Event Name: 2025 TCRA Annual Convention

Location: Austin, Texas

Event Dates: September 4 - 6, 2025

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

Name of Attendees:

Karen Jones _____

<p>Court Decision:</p> <p><small>This section to be completed by County Judge's Office</small></p>
<div style="text-align: center;"> 6-23-25</div>

Required Documents Checklist:

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

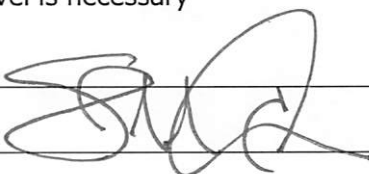
Overnight Travel

- ☐ 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:



2025 TCRA Annual Convention Registration Form - REGISTER ONLINE HERE

Name: <u>Karen Jones</u>	CSR #: <u>3282</u>	NCRA #:
Alternate/Informal Name for Badge: (This is the name you will need to give at event check-in. Only fill this out if the name you go by is different than the name we have on file.)	Court/Firm: <u>Johnson County Court at Law No. 2</u>	
T-Shirt Size: <input type="radio"/> S <input type="radio"/> M <input checked="" type="radio"/> L <input type="radio"/> XL <input type="radio"/> XXL <input type="radio"/> XXX-Large	Address: <u>P.O. Box 2506</u>	
Please select one: <input type="radio"/> Associate <input type="radio"/> ART/Captions <input type="radio"/> Freelance <input checked="" type="radio"/> Official <input type="radio"/> Student	City/State/Zip: <u>Glen Rose, TX 76043</u>	
Cell Phone: <u>817-454-4288</u>	Email: <u>karenjones7899@sbcglobal.net</u>	
Dietary Restrictions:	Special Accessibility Needs:	

Full CSR/ASSOCIATE Convention Registration Rates	Member	Non-Member
Full Early Bird - ends July 1	<input checked="" type="radio"/> \$450	<input type="radio"/> \$525
Full Regular - July 2 - August 1	<input type="radio"/> \$480	<input type="radio"/> \$555
Full Late - August 2 - August 29 (registration closes 8/29)	<input type="radio"/> \$530	<input type="radio"/> \$605
1-Day CSR/ASSOCIATE Registration Rates	Member	Non-Member
Friday Only Early Bird - ends July 1	<input type="radio"/> \$350	<input type="radio"/> \$425
Saturday Only Early Bird - ends July 1	<input type="radio"/> \$350	<input type="radio"/> \$425
Friday Only Regular - July 2 - August 1	<input type="radio"/> \$380	<input type="radio"/> \$455
Saturday Only Regular - July 2 - August 1	<input type="radio"/> \$380	<input type="radio"/> \$455
Friday Only Late - August 2 - August 29 (registration closes 8/29)	<input type="radio"/> \$440	<input type="radio"/> \$515
Saturday Only Late - August 2 - August 29 (registration closes 8/29)	<input type="radio"/> \$440	<input type="radio"/> \$515

Student Registration - Includes TCRA Student Membership through 12/31/2026 if you earn 10.0 CE hours and submit punch card at the end of the event showing your attendance.		
Full Student Registration		\$375
Student Requesting Sponsorship (MUST meet criteria and submit Student Sponsorship Request Form)		\$187.50

SINGLE EVENT / ADD-ONS

Student Attendee Sponsorship Contribution (see pg. 8 for more info)	<input type="checkbox"/> \$187.50	x _____ students
Contests (Realtime and Speed Cup)	<input type="checkbox"/> I'm going to compete in BOTH contests!	<input type="checkbox"/> \$65 Realtime <input type="checkbox"/> \$65 Speed

***Guest Event Tickets: If you have purchased a Full Registration, your admission to the events below is included in your registration fee. If you are purchasing anything less than a Full Registration, you must purchase a ticket to attend events for which you are not registered.**

Friday Breakfast Guest Ticket* <input type="checkbox"/> \$75 x _____	Saturday President's Luncheon Guest Ticket* <input type="checkbox"/> \$80 x _____	Saturday Night Party Guest Ticket* <input type="checkbox"/> \$40 x _____
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RSVP NEEDED FOR EVERY ATTENDEE:

Will you be attending CE sessions on Thursday afternoon, September 4th? (Full Registration)	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE
Will you be attending Breakfast on Fri., September 5th? (Full and Fri-Only Registration)	<input type="radio"/> YES <input type="radio"/> NO <input checked="" type="radio"/> UNSURE
Will you be attending the President's Luncheon on Saturday, September 6th? (Full and Sat. Only Registration)	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE
Will you be attending the Saturday Night Party on Sat., September 6th? (Full and Sat. Only Registration)	<input type="radio"/> YES <input type="radio"/> NO <input checked="" type="radio"/> UNSURE

Your registration rate will only be honored if you pay in full or submit proof that you've completed your county's request form for them to pay. Rates increase after the deadline if we haven't been provided that information. More info below and on page 9.

Total: \$ 450.00

OFFICIAL COURT REPORTERS: It is **REQUIRED** that you email a copy of this form along with a copy of the PO or request form that you have submitted TCRAHQ@EMBARQMAIL.COM **BEFORE** you submit it to your county letting us know they will be sending payment so that we can honor the price you've signed up for and to have you on our registration list as early as possible. Counties usually take several weeks/months to process requests and we must know in advance that you will be attending.

Please consider paying with check to save TCRA on credit card fees. Items or funds paid to TCRA are not deductible as charitable contributions.

Payment Method: Payment **must** accompany registration form. County registrations **must** include a purchase order.

Check Number: _____ Purchase Order Number: _____ County: _____

Credit Card: ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

Card Number _____ Expiration Date _____

Name on Card _____ Billing Zip Code _____

Return to: Texas Court Reporters Association, PO Box 2379, Athens, TX 75751

Email: TCRAHQ@EMBARQMAIL.COM Phone: 903-675-1806

IMPORTANT REGISTRATION INFORMATION:

EARN A TOTAL MAXIMUM OF 14.5 CE HOURS:

3.5 CE hours possible on Thursday

6.0 CE hours possible on Friday

5.0 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 29

*After registration closes on 8/29, 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.

TO QUALIFY FOR THE SPECIFIC RATE WINDOW:

FEES ARE NOT HONORED UNLESS WE RECEIVE PAYMENT OR PROOF YOU HAVE REQUESTED PAYMENT FROM YOUR COUNTY BY THE RESPECTIVE REGISTRATION WINDOW.

We must receive your registration and full payment by the cut-off (EB - 7/1, REG - 8/1, LATE - AUG 29)
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.



TCRA PRESENTS

LAISSEZ LES STENOS ROULER.

*A Mardi
Gras Carnival*

2025 TCRA ANNUAL CONVENTION
SEPTEMBER 4TH - 6TH

AUSTIN MARRIOTT
DOWNTOWN

TCRA-ONLINE.COM

2025 TCRA ANNUAL CONVENTION AGENDA



THURSDAY, SEPTEMBER 4TH



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. - 11:00 a.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. - Choose one to attend:
**"Role" Call for Real Stenographers
Used in TV Series**

Presenters: Deana Tarver and Melinda Walker
1.0 CE hour

Picture this: Courtroom scenes in HBO Max's Love & Death featuring Melinda Walker and Paramount +'s Landman deposition setting with Deana Tarver. These two Texas stenographers were thrilled to be a part of these mini-series in highlighting the profession and boosting the credibility that court reporters are real and valuable. Come and listen as they share their stories.

**Freelance Forum: Charting Your Course
from Prep to Parade**

Presenters: Terri Hill, Reva Rincon, and Lorrie Schnoor
1.0 CE hour (Ethics)

This session explores the foundational experiences that can shape a successful start in freelance court reporting. Topics include working at a court reporting firm prior to certification, how scoping one's own work builds a clearer perspective in how to write cleaner and fosters rapid improvement, and how thorough preparation before certification can lead to early opportunities on high-profile cases. Attendees will gain insight into how strategic early choices can set the stage for long-term success.

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

**From Float to Finish Line:
Planning Your Financial Future**

Presenter: Marques Bono
1.0 CE hour

This seminar will discuss the key elements of financial planning, including protection, investing, tax planning, and retirement planning. Particular focus will cover how to maximize your workplace retirement benefits in your overall retirement plan.

**FORCE From beads to briefs:
A Mock Depo in the French Quarter**

Presenters: Anica Diaz, Lorrie Schnoor, Gabriela Silva, Erica Wofford
1.0 CE hour (Ethics)

Join the FORCE Committee as we explore the ins and outs of being a freelance reporter through a mock deposition. You will learn basic skills and tricks of the trade that will help you navigate the deposition setting.

3:30 p.m. to 5:00 p.m.
Got ET/THEUBGS?

Presenters: Robin Cooksey and Jo Anne Horn Leger
1.5 CE hours (Ethics)

Learn about the do's and don'ts for ethical behavior. Using Texas rules, codes, and AG opinions, we will learn how to apply ethics principles in a fun and interactive way. If you have watched Let's Make a Deal, then you will want to attend this fun session! Be randomly selected to answer the correct ethics questions and you could win ... unless you get zonked!!

2025 TCRA ANNUAL CONVENTION AGENDA

FRIDAY, SEPTEMBER 5TH

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 8:30 a.m.

Annual Business Meeting

TCRA Members may attend the Annual Business Meeting.

Non-members will not be permitted to attend.

8:30 a.m. to 9:00 a.m. - Breakfast Served

9:00 a.m. to 10:00 a.m.

KEYNOTE SESSION

Master Your Calm: How to Keep Your Head While Everyone Around You Loses Theirs

Presenter: Sarah Ciavarri

1.0 CE hour

This is your survival kit for staying cool under fire! Imagine handling high-stakes moments without the sweat, sidestepping stress, and responding like a pro when the heat is on. This keynote will arm you with quick, powerful techniques to stay collected when others are spinning out, helping you lead with clarity, communicate effectively, and keep your confidence strong—even when things get intense. Get ready for insights, humor, and practical hacks that will make calm your new superpower.



10:00 a.m. to 10:30 a.m. Break

10:30 a.m. to 12:00 p.m. - Choose one to attend:

Crowning Your Future: Tips for Retirement Success

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.

Safe in the Crowd: Strategies to Stay Aware and Protected #1

Presenter: Tammy Jo "TJ" McCleney

1.5 CE hours

We all need to be more aware of our surroundings. In TJ's two sessions she will teach you what to be aware of and watch for in the situations we are in during our lives. Reduce your risk of becoming a victim! Know your surroundings, know your options, identify a threat, run, hide or fight! *These sessions will cover different material and do not have to be attended in conjunction with each other. You may attend both, or one or the other.*

2025 TCRA ANNUAL CONVENTION AGENDA

Friday, September 5th (cont'd)

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

1:30 p.m. to 2:30 p.m. - Choose one to attend:
**Safe in the Crowd: Strategies to Stay
Aware and Protected #2**

Presenter: Tammy Jo "TJ" McCleney

1.0 CE hour

We all need to be more aware of our surroundings. In TJ's two sessions she will teach you what to be aware of and watch for in the situations we are in during our lives. Reduce your risk of becoming a victim! Know your surroundings, know your options, identify a threat, run, hide or fight! *These sessions will cover different material and do not have to be attended in conjunction with each other. You may attend both, or one or the other.*

FORCE Mardi Gras Mayhem: Court Is Now in Session

**Presenters: Holly Craven, Laura Payne,
Leslie Ryan-Hash**

1.0 CE hour

Join the FORCE Committee and walk through a day in court with the FORCE Committee. We will explore a typical court docket and discuss different types of hearings held. We will also touch on basic components of a court trial.

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



3:00 p.m. to 4:30 p.m.

A Parade of Legislative Updates

**Presenters: Amy and Steve Bresnen, Mellony Atrial,
Kim Cherry, and Gale Fiasco**

1.5 CE hours Ethics/Rules

The 2025 legislative session has presented unprecedented challenges for our profession. Join our dedicated lobbyists, Steve and Amy Bresnen, along with our Legislative Chairs, as they illuminate the vital effort required to advocate for our field during this crucial time. Learn how your support is essential as we navigate this complex landscape together.

4:30 p.m. to 4:45 p.m. Break

4:45 p.m. to 5:45 p.m. - Choose one to attend:
Officials Forum - Oh, Have You Heard?

Presenters: Charletta Breed and Dee Dee Jones

1.0 CE hour (Ethics)

This session will educate both Official Reporters and Deputy Reporters regarding recent legislative updates. It will also hopefully bring clarity to some little known and/or vague rules regulating reporters. There will also be a Q&A session for any additional lingering questions.

Steno in Sync: Adjusting Your Stenograph Writer for a Smoother Ride

Presenter: Karen Peck

1.0 CE hour

Many adjustments can be made to Stenograph writers manufactured after 2009. We can modify the entire keyboard or individual keys to better fit your writing style. We will also discuss the ergonomic advancements introduced over the years. The improved ergonomics and the extensive adjustments help you write cleaner, resulting in increased comfort and reduced editing.

2025 TCRA ANNUAL CONVENTION AGENDA

SATURDAY SEPTEMBER 6TH

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

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

8:30 a.m. to 9:00 a.m.
Coffee & Pastries Served

9:00 a.m. to 10:30 a.m.

KEYNOTE SESSION

Thrive and Prosper: Eight Keys to Longevity and Vitality for Professional Court Reporters

Presenter: Gena Anderson

1.5 CE hours

Discover the essential strategies for achieving longevity and improving your quality of life as a busy professional in the demanding field of court reporting. This interactive presentation will guide you through actionable steps tailored to your unique challenges, empowering you to create a personalized plan for better health and sustained success both in and out of the courtroom.



10:30 a.m. to 11:00 a.m. Break



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

Fleur-de-Briefs

Presenter: Mellony Atrial

1.0 CE hour

This session will show you briefing methods and techniques to help reporters navigate both challenging and mundane assignments. Master preparation and job dictionaries to improve translation rates and reduce stress in the field.

Reporter's Records & Post-Conviction Writs

Presenter: Jessica "Jessi" Shaye Freud

1.0 CE hour (Ethics)

In non-capital cases, two sections of Chapter 11 of the Code of Criminal Procedure deal with post-conviction writs of habeas corpus: 11.072 deals with writs for individuals on community supervision and 11.07 for individuals with final felony convictions. This presentation will review these statutes and discuss similarities and differences between post-conviction writs and the more familiar direct appeal. Before these cases can be heard, it is vital that the reporter's record is submitted to the court hearing the writ.

2025 TCRA ANNUAL CONVENTION AGENDA

Saturday, September 6th (cont'd)

12:00 p.m. to 1:30 p.m. President's Banquet & Luncheon

2:00 p.m. to 3:00 p.m. - Choose one to attend: Untangling the Beads: Tech Essentials Made Simple

Presenter: Cody Alexander

1.0 CE hour

Dealing with the daily challenges of IT can be the most stressful part of a court reporter's job. It doesn't have to be! Join us as we take a small, fun dive into the technology essentials you need.

Let the Pages Roll: Producing a Depo from Scheduling to Signature

Presenters: Anica Diaz and Kimberly Morales

1.0 CE hour

Gain valuable insights into the full lifecycle of transcript production from the viewpoint of a reporting firm. This seminar will cover best practices in formatting, quality assurance, timeliness, and collaboration between reporters and office staff. Learn how firms manage client expectations, maintain consistency, and ensure compliance with industry standards—all while streamlining workflow and supporting reporter success.

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

3:30 p.m. to 5:00 p.m. - Choose one to attend: Laissez Les Bons Temps Rouler... But Follow the Rules!

Presenter: Kim Xavier

1.5 CE hours (Ethics)

Without rules, there will be chaos. So let's brush up on the basics. This session will be a review of important rules that every court reporter from newbie to veteran can use.

From Tension to Tempo: Pain-Free Reporting...REALLY!

Presenter: Kenneth Moench

1.5 CE hours

Court reporters are tasked with a very challenging job, while seated for long hours every day putting stress on their low backs, neck, shoulders, arms, wrists and hands. Understanding how you can open all of those areas up and keep them open, restoring blood supply and lymphatic drainage throughout your body is the first step to becoming pain free. We will help you with that and give you strategies to stay that way.



2025 TCRA ANNUAL CONVENTION AGENDA



IT'S TIME TO CELEBRATE

SATURDAY, SEPTEMBER 6TH

7:00PM TO 10:00PM



THE NIGHT OF
YOUR LIFE.



APPETIZERS
CASH BAR
PHOTO BOOTH

CONVENTION LOCATION

AUSTIN MARRIOTT DOWNTOWN

304 East Cesar Chavez Street, Austin, TX 78701

RESERVATIONS

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

\$259/night + taxes and fees

Rates for upgrades will be subject to availability and not at the group rate.

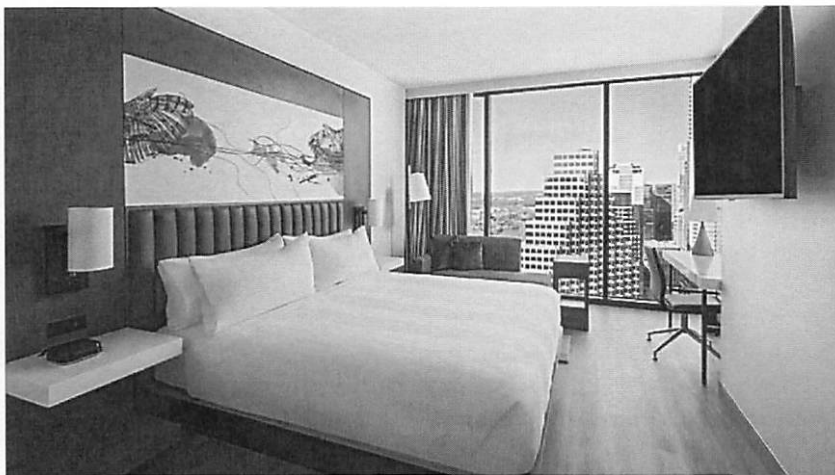
**The cut-off date for room reservations is August 14th
or earlier if the room block sells out.**

Act early to ensure room and rate availability,

but please do not book a room until you have also submitted your registration to TCRA. This prevents people who are registered and certain they are attending from being able to reserve a room.

VALET:

Overnight guests booked within the TCRA group block receive a \$10/day discount on valet parking.
Guests not booked within TCRA's block will be subject to the hotel's standard valet rate.



Karen Jones

From: Kristin Slauson
Sent: Tuesday, June 10, 2025 2:36 PM
To: Karen Jones
Subject: FW: The Austin Marriott Downtown - Reservation Confirmation

From: The Austin Marriott Downtown Team <info@cvent.com>
Sent: Tuesday, June 10, 2025 1:45 PM
To: Purchasing <PUR@johnsoncountytexas.org>
Subject: The Austin Marriott Downtown - Reservation Confirmation

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



Reservation Confirmation



Hi Karen,
Wonderful Hospitality Awaits.

Your Upcoming Event
2025 Annual Convention for Texas Court Report Association
Sep 2, 2025 - Sep 6, 2025

Austin Marriott Downtown

304 East Cesar Chavez Street Austin, TX 78701 | +1 512-457-1111

Date booked
Jun 10, 2025

Acknowledgment number
#3DNCRD4L

Hotel confirmation number
#Pending. Another email will be sent with your hotel number.

Check-in
Sep 4, 2025

Checkout
Sep 7, 2025

Guest information

Karen Jones
411 Marti Dr

Cleburne, TX
76033

**Marriott Bonvoy
Rewards Number**

Room type

King

Guests per room

1

Request

Accessible room

No

Shared with

There are no other guests sharing this room

Need to change something? [Manage stay](#)

Summary of Charges

Rate Summary	Date	Guests	Status	Rate (USD)
	Sep 4, 2025	1	Confirmed	259.00
	Sep 5, 2025	1	Confirmed	259.00
	Sep 6, 2025	1	Confirmed	259.00
			Total	777.00

Add-ons

Tax	City Tax	(11.00 % per night)	85.47
	State Tax	(6.00 % per night)	46.62
	Texas Franchise Recovery Fee	(0.61 % per night)	4.74
	Total tax		136.83

Tax Disclosure Room rates shown do not include 17.614% Room Taxes + Fees Per Night (subject to change). Total charges presented on the website will include all room fees and taxes.

Grand Total 913.83

Cancellation Policy You may cancel your reservation for no additional charge until 48 hours prior to the day of arrival. Please note that a fee of one night's room and tax will be charged if you must cancel after this deadline. If you have made prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.