

Travel Approval Form

Department: 413TH

Event Name: 2025 TCRA ANNUAL CONVENTION

Location: AUSTIN, TEXAS

Event Dates: SEPTEMBER 4TH-6TH, 2025

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

Name of Attendees:

PAMELA WAITS

Court Decision: <small>This section to be completed by County Judge's Office</small>

6-23-25

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:





Approved in CC on 9/11/2023



Fwd: Fw: Registration for 2025 TCRA Annual Convention

From P Waits <p_waits@413thdistrictcourttex.us>
Date Wed 5/28/2025 1:22 PM
To Alissa Krokum <akrokum@johnsoncountytex.org>

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

I am forwarding the email where I registered my information (without payment). If you need to fill it out the TCRA Registration form again with the PO information, that will be fine too.

Thank you,
Pamela Waits, CSR, TCRR, TMR
Official Court Reporter
413th District Court
204 S. Buffalo
Cleburne, Texas 76033
817-556-6041

----- Forwarded message -----
----- Forwarded Message -----
From: Texas Court Reporters Association <noreply@t.tcra.membercentral.org>
To: Pamela Waits <waits.pamela@yahoo.com>
Sent: Wednesday, May 28, 2025 at 11:33:02 AM CDT
Subject: Registration for 2025 TCRA Annual Convention

Texas Court Reporters Association Registration Confirmation

Pamela Waits:

Thank you for your registration with Texas Court Reporters Association.

Here are the details for your registration:

Registrant Information	
Pamela Waits 413th District Court 204 South Buffalo Avenue Cleburne TX 76033 E-mail: waits.pamela@yahoo.com Work Phone: (817) 556-6041 Cell Phone: (817) 996-6922	Registration Total: \$450.00

Add Event to Your Calendar		
Outlook Calendar	Google Calendar	iCal Calendar

Registration Details	
Registered Rate	
2025 TCRA Annual Convention - Full Member - Early Bird	
	\$450.00
Additional Registrant Items	
Reporter Type	
Official	
T-Shirt Size	
X-Large	
RSVP: Will you be attending CE sessions on Thursday afternoon, September 4th (included in Full Registration)?	
Yes	
RSVP: Will you be attending the Breakfast on Friday, September 5th? (Full and Friday Only Registration)	
Yes	
RSVP: Will you be attending the President's Banquet & Luncheon on Saturday, September 6th? (Full and Sat.-Only Registrations)	
Yes	
RSVP: Will you be attending the Saturday Night Party on Saturday, September 6th? (Full and Sat. Only Registration)	
No	

Event Details
Event Name
2025 TCRA Annual Convention
Event Date
Thu, September 4, 2025 12:00 PM to Sat, September 6, 2025 10:00 PM CT
<div><div>AUSTIN MARRIOTT DOWNTOWN 304 East Cesar Chavez Street, Austin, TX 78701 RESERVATIONS</div></div>

[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.

TCRA Registration, Refund & Cancellation Policies

1. By either registering online or through mail, you are accepting all registration policies stated within this brochure.
2. Payment in full **or** proof of submission to your county for approval must accompany all registrations. Registrations received without payment will not be processed. Registration forms must be completed online, mailed or emailed to TCRA HQ.
3. Confirmation & event details will be sent to each registrant whose registration form is marked with an email address and is received by August 29, 2025, at 5:00 p.m.
4. Substitutions may be made for the entire convention (no "split" registrations). Written notifications of substitution must be received by email or phone and received by August 29, 2025, at 5:00 p.m.
5. Please do not plan to register on-site, availability may be sold out so we highly recommend that you register in advance. If you do not register in advance, you must contact TCRA prior to arrival to ensure space and food availability. There is a possibility that this event may sell out and TCRA may not be able to accept on-site registrations.
6. The Annual Convention and optional events will be limited to the number of registrations we are able to adequately accommodate.
7. **Written requests for cancellation/refund must be emailed by the Regular registration cut-off date, August 1, 2025. A 15% administrative fee shall be assessed for each refund issued. No refunds or compensation towards a future event will be given to cancellations received after August 1st and will be considered late cancellations or no-shows. Food guarantees must be given to all meal events and packets must be prepared in advance; therefore, no refunds will be given for cancellations received after the cancellation time/date.**
8. Refunds will be processed after the event; please allow 4-6 weeks. TCRA is not responsible for nonrefundable airline tickets or other travel expenses.
9. Should you need specialized dietary restrictions (EX: an allergy, vegetarian, or gluten-free), please be sure that this need is identified. We are unable to serve specialized meals without advance notice (2 weeks prior to event). We do not accommodate preferential requests such as "low carb."
10. To obtain the TCRA member registration rate, registrant must join or renew their TCRA membership **before or at the same time** the registration fee is submitted.
11. **Non-member rates DO NOT include a TCRA membership.**

12. CE credits will not be awarded to any attendee unless the "CSR" registration is paid.

13. CE credits will not be issued to you until your registration is paid in full.

Registration Confirmation - 2024 TCRA Annual Convention

This is confirmation of your registration for the 2025 TCRA Annual Convention! You will receive a separate email with an invoice attached showing your method of payment or the remaining balance due.

If you have not already submitted payment, please make sure to do so by the end of the registration period in which you registered for us to honor the fee you selected. Early bird ends 7/1, Regular rate ends 8/1, Late registration ends 8/29.

This email is not necessarily confirmation of your payment, *simply that you successfully registered online. If you submitted a payment, you would have received an attached invoice showing the balance paid in full.*

Thank you for supporting TCRA!

Texas Court Reporters Association



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



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 Ariail,
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 Ariail

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



APPETIZERS
CASH BAR
PHOTO BOOTH

STUDENT INFORMATION

STUDENT SESSIONS

**Students who have requested sponsorship to attend convention are required to attend student sessions. If you are unable to attend these sessions, then you will need to pay your full registration fee yourself without requesting sponsorship.*

THURSDAY - 3:30 p.m. to 5:00 p.m. - The Tortoise and the Hare: How Writing Slow Can Help You Win The Race Presenter: Erminia Uviedo

Being a tortoise doesn't mean what you think. It doesn't mean court reporting school will take forever. Nobody has time for that. We will be going over different approaches to improving your writing and how going slow can actually make you faster! **Students, please feel free to bring your steno machine.** You will definitely leave this session learning a lot.

FRIDAY - 10:30 a.m. to 12:00 p.m. - Student Wish List - Presenter: Erica Wofford

Do you wish you could speedbuild more efficiently? Do you know what you should be doing to prepare for certification testing? Do you want to know what equipment you'll need to save up for to make the transition from student to working reporter? The TCRA Student Committee will provide some great tips on speedbuilding, writing and practicing more efficiently, what to do to prepare for certification tests and graduating, and give you a condensed list of the basic equipment you'll need and how much it will cost to add to your wish list when you're ready to make the jump from student to Texas Certified Shorthand Reporter. Attend this session and make all of your wishes come true! Come and be inspired!

FRIDAY - 4:45 p.m. to 5:45 p.m. - Student Feud - Presenters: Student Committee and Special Guest Host

We surveyed court reporters and survey says: This session will have you laughing, playing along, and feuding with your fellow students over the top answers on the board.

CRITERIA & GUIDELINES FOR STUDENT CONVENTION REGISTRATION SPONSORSHIPS

Fill out the request form completely and submit no later than **July 1, 2025**. Form and guidelines for how sponsorships are awarded [here](#). Form can also be downloaded from the Convention page of the TCRA website: www.tcra-online.com

You will be notified via email once you are matched with a sponsor, which may take several weeks. We will notify all applicants no later than July 15, 2025, if they have been matched or not. If you are sponsored or request sponsorship and no longer able to attend, it is your responsibility to contact TCRA immediately. This allows us to open up the spot to another deserving student. By being a no-show, you prevent another student from attending, and you may be required to reimburse the donated portion of your registration fee.

If you are not able to meet these requirements, we still encourage you to register/pay on your own and attend the event!

1. Students requesting sponsorship must pay 50% of their \$375 registration fee, the student's portion being \$187.50;
2. Be reporting through use of machine shorthand method;
3. Be currently enrolled and in actual attendance in a court reporting school or an online program;
4. Priority will be given to TCRA Student Members for sponsorship. Sponsorships will be awarded in order that the student's portion of payment is received. Non-member student requests will be filled after all student members have been covered;
5. Students requesting sponsorship must fulfill a 2-hour volunteer time slot (*volunteer sign-up information will be sent out in August*);
6. Sponsored students will be required to attend the Full Convention from September 4-6, 2025. **Student sessions are mandatory for sponsored students.** Sponsorships are not available for one-day only attendance;
7. All students will be provided a punch card that is required to be turned in at the end of the convention. Sponsored students must attend at least 10.0 hours of courses and submit their punch card as attendance proof at the close of Convention to receive their complimentary membership. If you are unable to spend that many hours in sessions, you will just need to pay the entire student registration fee of \$375 by completing the registration form in the brochure or sign up online;
8. Failure by any student to account for their time at Convention during the sessions or to no-show will constitute ineligibility to apply for financial assistance for any TCRA Convention for two years;
9. TCRA does not cover or orchestrate any hotel or travel arrangements. You are entirely responsible for those plans and costs yourself;
10. Payment will be run through the method you provide below upon receiving a matching sponsorship.

SPONSOR A STUDENT TO ATTEND

Donating half (\$187.50) of the student registration fee (\$375) will help a court reporting student to attend Convention. Students who request sponsorship are required to pay the remaining \$187.50 and meet the criteria above. You can add a Student Sponsorship to your registration form.

Student Convention attendees who complete 10.0 CE hours earn a complimentary TCRA Student Membership 1/1/2026 - 12/31/2026.

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.

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

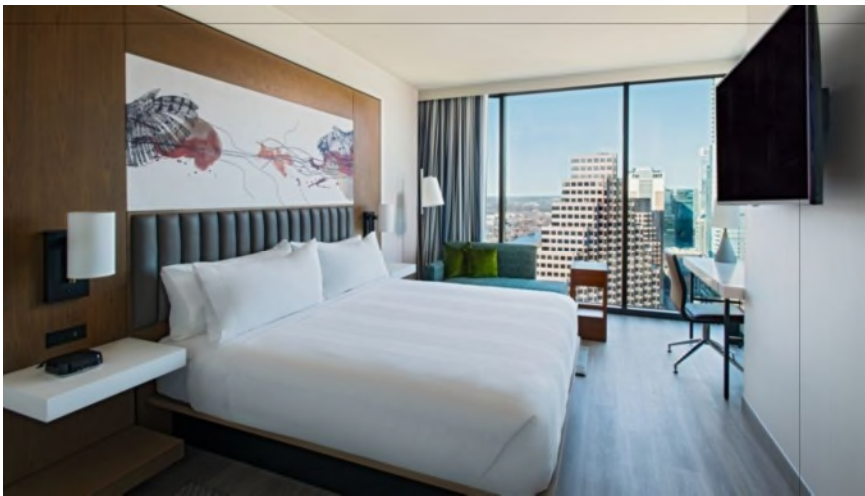
Rates for upgrades will be subject to availability and not at the group rate.

**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.



CONTESTS

CONTESTS WILL BE HELD IN THE SAME ROOM, BACK TO BACK.

Please be aware that you will not be able to enter the room for the Speed Cup until the Realtime Contest is completed. *Test material will be played from recording.*

Realtime Contest

Thursday, September 4th: 8:00 a.m. to 8:30 a.m.

This competition consists of five minutes of Q&A dictation at 200 wpm written via realtime to a computer, no editing allowed. The contestants must create an ASCII file of the unedited contest material, and in order to qualify, they must have at least 96% accuracy. Registrants must be a Texas CSR, a TCRA Professional member and a current resident of Texas.

Speed Cup Contest

Thursday, September 4th: 8:30 a.m. to 1:30 p.m.

The Speed Cup is awarded to the reporter displaying the highest accuracy and speed in a timed writing. The dictation speeds are 220 wpm Literary, 230 wpm Legal Opinion, and 280 wpm Q&A. In order to qualify, a contestant must have at least 95% accuracy in all three categories. Registrants must be a TCRA Professional member, NCRA member, a current resident of Texas and a Registered Merit Reporter.

REALTIME CONTEST

Dana Hayden - 2001
Terri Boling - 2002
Dana Hayden - 2003 & 2004
Jo Anne Leger - 2005
Keith Johnson - 2006
Dana Hayden - 2007
Keith Johnson - 2008 & 2009
Terra Gentry - 2010
Lorrie Schnoor - 2011
Linda Kaiser - 2012
Erminia Uviedo - 2013
Terri Boling - 2014
Della Rothermel - 2015
Terra Gentry - 2016
Kimberly Xavier - 2017
Tami Lewis - 2018
Della Duett - 2019
No Contest - 2020
Gabriela Silva - 2021
Gabriela Silva - 2022
Terra Gentry - 2023
Chavella Crain - 2024



SPEED CUP CONTEST

Jerry Callaway - 1973
Jerry Lancaster - 1975
William Odom - 1976
Ron Wilson - 1978
Peggy Antone - 1979
Roger Miller - 1980, 1981, 1982, 1983, 1984, 1985
Ron Wilson - 1986 & 1987
Niki Murray - 1988
Ron Wilson - 1990
Susan Henley - 1991 & 1992
Kim Dickman - 1994
Mark Kislingbury - 1995 & 1996
Mark Kislingbury - 1998
Susan Henley - 2000
Dana Hayden - 2002, 2003 & 2004
Keith Johnson - 2006
Mark Kislingbury - 2007
Keith Johnson - 2008
Chavella Crain - 2009 & 2010
Kimberly Xavier - 2011
Cori Warren - 2012
Kimberly Xavier - 2013 & 2014
Keith Johnson - 2015
Chavella Crain - 2016
Teresa Alexander - 2017
Tami Lewis - 2018
No Qualifiers - 2019
No Contest - 2020
No Qualifiers - 2021
No Qualifiers - 2022
No Qualifiers - 2023
No Qualifiers - 2024

Challenge
Yourself!

TCRA REGISTRATION/REFUND POLICIES

EARLY BIRD DEADLINE: JULY 1

REGULAR REGISTRATION DEADLINE: JULY 2 - AUGUST 1

LATE REGISTRATION DEADLINE: AUGUST 2 - AUGUST 29 (Registration CLOSES August 29th.)

Full Convention: Individuals who purchase a "Full" registration (Thursday-Saturday) will receive a name badge, access to general/concurrent sessions, handouts, convention program CE hours, admittance to the Exhibit Hall, refreshment breaks, breakfast on Friday, lunch on Saturday, and the Saturday evening party.

1-Day Only: Individuals who purchase a "1-Day Only" registration will receive a name badge, access to general/concurrent sessions on the day they have registered for, handouts, convention program, CE hours, access to the Exhibit Hall, and refreshment breaks. 1-Day Only registration includes the meals served on that day. Tickets to extra events on other days must be purchased separately.

TCRA Registration, Refund & Cancellation Policies

1. By either registering online or through mail, you are accepting all registration policies stated within this brochure.
2. Payment in full or proof of submission to your county for approval must accompany all registrations. Registrations received without payment will not be processed. Registration forms must be completed online, mailed or emailed to TCRA HQ.
3. Confirmation and event details will be sent to each registrant whose registration form is marked with an email address and is received by August 29, 2025, at 5:00 p.m.
4. Substitutions may be made for the entire convention (no "split" registrations). Written notifications of substitution must be received by email or phone and received by August 29, 2025, at 5:00 p.m.
5. **Please do not plan to register on-site.** Availability may be sold out so we highly recommend that you register in advance. If you do not register in advance, you must contact TCRA prior to arrival to ensure space and food availability. There is a possibility that this event may sell out and TCRA may not be able to accept on-site registrations.
6. The Annual Convention and optional events will be limited to the number of registrations we are able to adequately accommodate.
7. **Written requests for cancellation/refund must be emailed by the Regular registration cut-off date, August 1, 2025. A 15% administrative fee shall be assessed for each refund issued. No refunds or compensation towards a future event will be given to cancellations received after August 1st and will be considered late cancellations or no-shows. Food guarantees must be given to all meal events and packets must be prepared in advance; therefore, no refunds will be given for cancellations received after the cancellation time/date.**
8. Eligible refunds will be processed after the event; please allow 4-6 weeks. TCRA is not responsible for nonrefundable airline tickets or other travel expenses.
9. Should you need specialized dietary restrictions (EX: an allergy, vegetarian, or gluten-free), please be sure that this need is identified. We are unable to serve specialized meals without advance notice (2 weeks prior to event). We do not accommodate preferential requests such as "low carb."
10. To obtain the TCRA member registration rate, registrant must join or renew their TCRA membership **before or at the same time** the registration fee is submitted.
11. **Non-member rates DO NOT include a TCRA membership.**
12. CE credits will not be awarded to any attendee unless the "CSR" registration is paid.
13. **CE credits will not be issued to you until your registration is paid in full.**

Questions?

TCRA Staff will be happy to answer any questions you have pertaining to convention registration.

*Please note that Staff will depart HQ on Tuesday, September 2, 2025, and the office will be closed on Monday, September 1st to observe Labor Day. If you need assistance, please email **TCRAHQ@EMBARQMAIL.COM** or call TCRA Staff at (903) 675-1806 and be sure to leave a detailed message so that your request can be handled as seamlessly as possible.*

CODE OF CONDUCT POLICY

TCRA is committed to providing an environment that encourages the expression and exchange of technical and professional ideas and promotes equal opportunities and respectful treatment for all participants. All participants are expected to treat others with respect and consideration, follow venue rules, and alert TCRA staff or security of any dangerous situations or anyone in distress. This Code of Conduct applies to all TCRA meetings or events, including but not limited to those sponsored by organizations other than TCRA but held in conjunction with TCRA events.

TCRA prohibits and will not tolerate any form of harassment or bullying. Harassment is unwanted and unwelcome attention or other conduct that creates an environment where a reasonable person would feel unwelcome, intimidated, excluded, or abused. Harassment based on gender, race, religion, national origin, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability, occupation, political affiliation, and any other personal characteristic is prohibited. Bullying is defined as the activity of aggressive behavior intended to hurt another individual, physically, mentally, or emotionally.

TCRA prohibits and will not tolerate any form of misconduct. Misconduct includes, but is not limited to using demeaning, derogatory, or discriminatory language; comments intended to cause offense or harm, intimidation tactics, yelling, threatening, following, inappropriate physical contact, unwelcome sexual attention or stalking any staff member, attendee, speaker, volunteer, exhibitor, service provider, or other meeting guest, or disruption of presentations during sessions, in exhibit halls, or at other events organized by TCRA. All participants must comply with the instructions of the moderator and any TCRA staff or event staff.

In addition, participants are required to adhere to the following rules:

It is forbidden to record or transmit any keynote address, education session, presentation, demo, meetings, video, or content in any format without express written authorization from TCRA.

Participants shall not cause disruption at any TCRA-sponsored event. All participants must comply with the instructions of TCRA event staff.

Event attendees are required to register and must always have their conference ID visible. Name badges from previous events are not considered valid. If you purchase a ticket to a meal or social event, that is your admittance to that event ONLY and does not permit you to sit in any sessions or visit the exhibitor area. Volunteering and not registering for the event does not earn a volunteer admittance to educational sessions or social events.

Unless they have received permission from the President or Executive Director, guests of non-registered attendees are only allowed in public areas of the event venue and shall not consume any food or supplies provided by TCRA.

Violating this Code of Conduct may result in removal, whether in person or virtually, without warning or refund; being barred from attending TCRA events in the future; and, if relevant, being barred from or revocation of membership in TCRA. Event security and local police may be contacted in the event violators pose an imminent threat to others or are disrupting the event.

This policy applies to all attendees, speakers, exhibitors, contractors, volunteers, and guests at TCRA-sponsored events. Anyone to experience or witness harassment or misconduct should contact TCRA staff or the TCRA Board of Directors as soon as possible or, if they feel unsafe, contact 911 or security.

TCRA EVENT ATTENDEE COMMITMENT:

****Participants violating these expectations may be asked to leave the premises at the sole discretion of TCRA.***

Texas Court Reporters Association is honored to provide a safe environment for the court reporting community to come together to connect, engage, and learn.

By registering to attend the 2025 TCRA Annual Convention, attendees agree to the following TCRA Event Attendee Commitment:

I pledge to conduct myself with integrity, courtesy, and respect for others. I will support a harassment-free conference experience for everyone by maintaining the highest level of professionalism at all conference programs and events. I support and will foster a welcoming, safe experience for all attendees and event staff.

TCRA provides a harassment-free conference experience for everyone, regardless of age, culture, disability, ethnicity, race, religion/spirituality, gender, gender identity, sexual orientation, marital/partnership status, language preference, socioeconomic status, immigration status, or any basis proscribed by law.

We do not tolerate harassment of attendees, speakers, volunteers, partners, vendors, exhibitors, or staff in any form.

CONSENT TO USE OF PHOTOGRAPHIC IMAGES:

By attending the 2025 TCRA Annual Convention, you are entering an area where photography, audio, and video recording may occur. Your entry and presence on the event premises constitute your consent to be photographed, filmed, and/or otherwise recorded and to the release, publication, exhibition, or reproduction of any recorded media of your appearance, voice, and name for any purpose whatsoever in perpetuity in connection with TCRA and its initiatives, including, by way of example only, use on websites, in social media, news and advertising.

By entering the event premises, you waive and release any claims you may have related to the use of recorded media of you at the event, including, without limitation, any right to inspect or approve the photo, video or audio recording of you, any claims for invasion of privacy, violation of the right of publicity, defamation, and copyright infringement or for any fees for use of such record media.

You understand that all photography, filming, and/or recording will be done in reliance on this consent. If you do not agree to the foregoing, please do not enter the event premises.

From: The Austin Marriott Downtown Team <info@cvent.com>
Sent: Wednesday, May 28, 2025 2:46 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 PAMELA,
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 May 28, 2025	Acknowledgment number #N4A99D8A	Hotel confirmation number #75564164
Check-in Sep 4, 2025	Checkout Sep 6, 2025	
Guest information	PAMELA WAITS 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
			Total	518.00

Add-ons

Tax	City Tax	(11.00 % per night)	56.98
	State Tax	(6.00 % per night)	31.08
	Texas Franchise Recovery Fee	(0.61 % per night)	3.16
	Total tax		91.22

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 609.22

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