

Travel Approval Form

Department: County Court at Law No. 1

Event Name: Texas College of Probate Judges

Location: San Antonio, TX

Event Dates: Aug.27-29,2025

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

Name of Attendees:

Deborah Allison _____

<p>Court Decision:</p> <p><small>This section to be completed by County Judge's Office</small></p> <div style="text-align: center;">  <p>7-14-25</p> </div>
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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

REGISTRATION FORM AND GENERAL INFORMATION QUESTIONNAIRE

Page 1 of 2

Texas College of Probate Judges Annual Meeting The Menger Hotel, San Antonio, Texas

August 28-29, 2025, with special add-on session on August 27

Please **type** or **print** clearly and answer all questions.

You can also register online at www.tcpj.org/conferences



A separate page 1 of this registration form must be filled out by each person attending the conference. If you are sending one check to cover multiple registrations, you may send in only one page 2 of the registration form.

Name Deborah Allison Phone (817) 554-6874
County Johnson Title Assistant Probate Auditor
Mailing Address 204 S. Buffalo Cleburne TX 76033
Email address ~~ddallison@johnsoncountytexas.org~~ ddallison@johnsoncountytexas.org

Please note the annual meeting is not approved for attorney MCLE credit.

Is this your first *Texas College of Probate Judges* Conference attended? Yes ☐ No ☐

Please check appropriate boxes:

- ☐ I am admitted to practice law
- ☒ I am not a lawyer
- ☐ I am Judge of a Constitutional County Court
- ☐ I am Judge of a County Court at Law exercising probate jurisdiction
- ☐ I am Judge of a Statutory Probate Court
- ☐ I am Judge of a _____ Court
- ☐ I am a County Clerk or District Clerk (or both)
- ☐ I am a Deputy Clerk
- ☒ I am a Probate Assistant/Court Staff
- ☐ For lunch, I would like the vegetarian option
- ☐ For lunch, I would like the gluten-free option

Please indicate years of service in your position: I have 12 years of service on the bench, as a County or District Clerk, in the Clerk's Office, or as Court staff.

☒ I have read and agree with the cancellation policy stated on page 2.

Registration form continues on page 2.

REGISTRATION FORM AND GENERAL INFORMATION QUESTIONNAIRE

Page 2 of 2

Texas College of Probate Judges Annual Meeting The Menger Hotel, San Antonio, Texas

August 28-29, 2025, with special add-on session on August 27

Cost for annual meeting (with no additional charge for the special Wednesday add-on session):

\$450.00 per person if registration form is received by **Wednesday, August 13**. (Payment can arrive later.)

\$475.00 per person if the registration form is received after **Wednesday, August 13**.

Cancellation policy:

- Cancellations made **on or before Wednesday, August 13**, can get a full refund of the registration fee.
- Cancellations made **after Wednesday, August 13, but before Saturday, August 23**, are subject to a **\$100** administration fee.
- If a cancellation is made **after Friday, August 22**, the registration fee will be forfeited (although you would receive the conference materials).

1. Payment amount; mark the appropriate box and fill in the amount of the check:

- ☐ I have enclosed a check in the amount of \$ _____ to cover the registrations indicated below.
- ☒ I have requested that our auditor send TCPJ a check in the amount of \$ 450.⁰⁰ to cover the registrations indicated below. *Note: If you are sending a registration form to your auditor with your request for a check, you may want to also email us a copy of the registration form at TCPJconference@gmail.com to ensure we receive your registration by the deadline, even if the check will arrive after the deadline.*

Make check payable to "Texas College of Probate Judges." TCPJ does not accept credit cards.

2. This payment covers 1 (#) registrations. (Please indicate the total number of registrations.)

3. Be sure to enclose a separate page 1 of the registration form for each person registering.

Signature



Date

7/1/2025

Printed name

Deborah Allison

Questions? For the quickest response, email TCPJconference@gmail.com.

Mail registration form(s) and check(s) to:

Texas College of Probate Judges, P.O. Box 2025, Austin, Texas 78768

(Or, if check is to follow, you may email registration form(s) to
TCPJconference@gmail.com)

TEXAS COLLEGE OF PROBATE JUDGES

P.O. Box 2025 ★ Austin, Texas 78768 ★ (512) 480-0600 ★ tcpjconference@gmail.com ★ www.tcpj.org

June 24, 2025



The Hon. Guy Herman
President
Probate Court No. 1
Travis County

Board of Directors

The Hon. Eduardo A. Gamboa
Statutory Probate Judge
El Paso County

The Hon. Gladys Burwell
Senior Statutory Probate Judge
Galveston County

Catherine L. Horvath
Judicial Information Analyst
Data & Research Division
Office of Court Administration

Texas College of Probate Judges

2-Day Annual Meeting – August 28-29, 2025
Special Add-On Session August 27, 2025

Up to 16.25 hours Credit

Conference check-in beginning August 27, 2025

San Antonio – The Menger Hotel



Dear Judges, Clerks, and Court and Clerk Staff:

The Texas College of Probate Judges is proud to sponsor the 2025 Annual Meeting in San Antonio, Texas. This year's meeting will be held at the historic Menger Hotel, located within walking distance to both the Alamo and the River Walk. Probate judges, probate clerks, probate assistants, court administrators, and other court and clerk staff are encouraged to attend our informative and entertaining programs. A copy of the agenda is enclosed for your review.

The San Antonio Annual Meeting features a 14.25-hour educational program on Thursday and Friday covering various aspects of the probate system, including citation and notice under the Estates Code, guardianship law, dependent and independent administration procedures, heirship procedures, the monitoring of administrations and guardianships, responsibilities of the probate clerk, Texas mental health law, as well as a review of recent cases in the areas of probate administration, guardianship, trust, and mental health law.

The annual meeting also includes a 2-hour optional add-on session on Wednesday afternoon.

TEXAS COLLEGE OF PROBATE JUDGES IS A PRIVATE, NON-PROFIT EDUCATIONAL ORGANIZATION

The Texas College of Probate Judges is a private nonprofit educational organization dedicated to the highest-quality education of judges, clerks, and court staff. Our seminars provide continuing education in all aspects of probate law and are designed to benefit both new and longtime judges, clerks, and staff.

Judges and Clerks receive credit towards their annual educational requirement for each classroom hour attended. A maximum of 16.25 hours can be obtained at this Meeting including the special 2-hour add-on session on Wednesday. See the agenda on our website for a breakdown of the available credit hours. All participants receive a certificate of completion.

This is our last program in 2025. We'll send out our year-end letter with information about our 2026 programs around mid-November.

Registration for San Antonio Annual Meeting

The registration fee for the San Antonio Annual Meeting is **\$450.00 per person**, which includes written materials and catered breakfast and lunches on Thursday and Friday.

Each person attending the Annual Meeting should complete a copy of the enclosed **registration form** and return it with the **\$450.00 registration fee** to the address on the form no later than **5:00 pm Wednesday, August 13, 2025**.

<h2>Hotel for San Antonio Annual Meeting</h2>

The conference will be held at the Menger Hotel. If you intend to stay there, **you must reserve no later than Thursday, August 14, 2025. NOTE: there are a limited number of rooms available at the group rate.**

- **Hotel** – The Menger Hotel, 204 Alamo Plaza, San Antonio (www.mengerhotel.com)
- **Room rates** – \$118.00 per night single or double, plus customary tax
- **Hotel Reservations** – (800) 345-9285– indicate group name when making the reservations (Texas College of Probate Judges)

The Texas College of Probate Judges strives to present informative, reliable seminars offering practical tools for all attendees to take back to their home county. We hope to see you in San Antonio at the Annual Meeting.

Sincerely,



Guy Herman, President, Texas College of Probate Judges

Texas College of Probate Judges San Antonio, Texas, Annual Meeting

Wednesday, August 27, 2025

3:00 PM TO 5:00 PM	Registration
4:00 PM TO 4:45 PM	Case Law Updates: Intestacy, Wills, Probate, & Trusts Prof. Gerry W. Beyer, Texas Tech University School of Law
4:45 PM TO 6:00 PM	Legislative Updates Catherine L. Horvath, Judicial Information Analyst, Data & Research Division, Office of Court Administration The Hon. Guy Herman, Travis County Probate Court No. 1

Thursday, August 28, 2025

7:15 AM TO 7:55 AM	Registration/Breakfast
7:55 AM TO 8:00 AM	Welcoming Remarks Guy Herman, TCPJ President
8:00 AM TO 9:30 AM	Mental Health Law The Hon. Guy Herman, Travis County Probate Court No. 1
9:30 AM TO 9:45 AM	Overview of Probate & Probating a Will <i>(including Probating a Will as a Muniment of Title)</i> Craig Hopper, Hopper Mikeska, PLLC, Austin, Texas
9:45 AM TO 10:30 AM	Independent & Dependent Administrations Craig Hopper, Hopper Mikeska, PLLC, Austin, Texas
10:30 AM TO 10:45 AM	Coffee Break
10:45 AM TO 11:15 AM	Small Estate Affidavits Lincoln Monroe, Former Associate Judge – Dallas County
11:15 AM TO NOON	Artificial Intelligence and the Law Laurie Higginbotham, National Trial Law, Austin
NOON TO 1:00 PM	Lunch
1:00 PM TO 2:00 PM	Heirship Proceedings Clint Alexander, Partner, Barnes Lipscomb & Stewart, PLLC, Austin
2:00 PM TO 3:00 PM	Bonds, Inventories, and Accountings The Hon. Steve King, Retired Statutory Probate Judge – Tarrant County
3:00 PM TO 3:15 PM	Stretch Break
3:15 PM TO 4:30 PM	It's a Team Effort: The Intersection between the Role of the Judge and the Role of the Clerk Catherine L. Horvath, Judicial Information Analyst, Data & Research Division, Office of Court Administration
4:30 PM TO 5:00 PM	Questions for the Clerk and Judges

Friday, August 29, 2025

7:30 AM TO 8:00 AM	Breakfast
8:00 AM TO 9:00 AM	Guardianship Law, Part 1: Investigation & Creation The Hon. Jerry Simoneaux, Harris County Probate Court No. 1
9:00 AM TO 10:00 AM	Guardianship Law, Part 2: Nuts & Bolts of Judicial Administration The Hon. Steve King, Retired Statutory Probate Judge – Tarrant County
10:00 AM TO 10:15 AM	Coffee Break
10:15 AM TO 11:15 AM	Divorce and Guardianships Clint Alexander, Partner, Barnes Lipscomb & Stewart, PLLC, Austin
11:15 AM TO NOON	Attorney's Fees in Probate Court Victoria Seybold and Maite Elorduy, Osborne, Helman, Scott, Knisely & Stanton, LLP, Austin
NOON TO 1:00 PM	Lunch
1:00 PM TO 2:00 PM	The Role of the Ad Litem The Hon. Jason Cox, Harris County Probate Court No. 3
2:00 PM TO 3:00 PM	Compliance, Show Cause, and Issues Involving Judges' Bonds Howard M. Reiner, Howard M. Reiner & Associates, Houston & Irving
3:00 PM TO 3:15 PM	Stretch Break
3:15 PM TO 4:15 PM	Notice and Citation in Probate Court Catherine L. Horvath, Judicial Information Analyst, Data & Research Division, Office of Court Administration



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 07/01/2025

DEPARTMENT: County Court at Law No.1

PERSON SENDING REQUEST: Amy Morris EXT: 1340

Person (s) Name Attending:

1. Deborah Allison

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: Texas College of Probate Judges

Hotel Name: The Menger Hotel

Hotel Address: 204 Alamo Plaza

City: San Antonio

State: TX

Zip: 78205

Hotel Phone# (800) 345-9285

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website: www.tcpj.org/conferences

How many rooms needed: 1

Date of Check In: 8/27/25

Date of Check Out: 8/29/25

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: Kristin Slauson <kristinslauson1@gmail.com>
Sent: Tuesday, July 1, 2025 1:15 PM
To: Kristin Slauson
Subject: Fwd: The Historic Menger Hotel | Your Reservation #L7T41LEVAW

----- Forwarded message -----

From: The Historic Menger Hotel <1859historic@maverickcrm.com>
Date: Tue, Jul 1, 2025 at 1:11 PM
Subject: The Historic Menger Hotel | Your Reservation #L7T41LEVAW
To: <kristinslauson1@gmail.com>



Welcome to San Antonio!

Dear deborah allison,

We look forward to your stay with us at the [Menger Hotel](#)! Although much has changed, much remains the same, especially the attentive services performed by our dedicated staff.

For navigating to the hotel valet entrance, please refer to the provided written directions to best route your way to the Menger Hotel.

The hotel only offers valet parking. Valet parking fee is \$49 plus tax with in and out privileges. Self-parking is available at the Shops at Rivercenter and other nearby parking garages, pricing will vary.

Updated Driving Directions: [CLICK TO VIEW](#)

The Menger Hotel offers many amenities including our Colonial Dining Room and the famous Menger Bar

where Teddy Roosevelt recruited the Rough Riders. During your stay, take time to visit our tranquil garden and cool down in our outdoor pool.

The Menger is located in the heart of downtown surrounded by popular historical and cultural attractions, including the Alamo, Riverwalk, Tower of Americas, San Antonio Museum of Art, Majestic Theatre, and numerous Spanish missions. For a full list of area attractions, [click here](#).

We are here to make your stay as pleasurable as possible. If there is anything we can do to better prepare for your arrival, please contact us at any time.

The Historic Menger Hotel Team

RESERVATION INFORMATION

Confirmation Number:

L7T41LEVAW

Guest Name:

deborah allison

Arrival Date:

08/27/2025

Departure Date:

08/29/2025

Number of Adults:

1

Number of Children:

0

Accommodation Type:

Classic King

Rate Type:

Texas College of Probate Judges

Description:

Texas College of Probate Judges

Reservation Amount:

236.00

Estimated Taxes/Fees:

42.97

Estimated Total:

POLICIES & GENERAL INFORMATION

Check-In Time:

04:00 PM

Check-Out Time:

11:00 AM

Cancel Policy:

We allow up to one (1) day prior to 4pm CST of your arrival date to cancel your reservation free of charge. Should you cancel within that period of time or in case of a no-show we will charge one night's room plus tax on the credit card you provided us at the time of booking.

If you book an Advance Purchase rate, pre-payment is due upon booking. This booking will be non-refundable and does not allow changes or modifications.

Deposit Policy:

All reservations require credit card guarantee due at time of booking. The guest will be charged a prepayment of the cost of the first night within 1 day before arrival.

Incidental Charges:

A minimum hold of \$75.00, placed on your credit/debit card is required for incidental charges.

Smoking Policy:

Please note this is a 100% smoke free property. This includes E-Cigarettes and Vaping. A USD \$250.00 fine will be assessed for guests found smoking where prohibited including but not limited to guest rooms, balconies, and public areas. The fine will also be assessed to any room where smoking, vaping or e-cigarettes have been used.

PURSUANT TO SECTION 30.07, PENAL CODE, A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY

CONTACT US

Main Number: [\(210\) 223-4361](tel:2102234361)

Reservations: [\(800\) 345-9285](tel:8003459285)

Fax: [\(210\) 228-0022](tel:2102280022)

