

# Travel Approval Form

**Department:** County Court at Law No. 2

**Event Name:** Texas College of Probate Judges Annual Meeting

**Location:** San Antonio, Texas

**Event Dates:** August 27-29, 2025

**Purpose:**

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

**Name of Attendees:**

Janelle Parker \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p><b>Court Decision:</b></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>

## 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:**



# 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](http://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 Janelle Parker Phone (817) 680-3138  
County Johnson Title Probate Auditor  
Mailing Address 204 S. Buffalo St. Suite 305 Cleburne, TX 76033  
Email address jparker@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 8 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:**

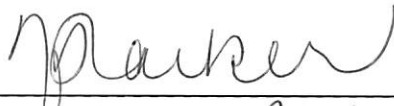
- ☐ I have enclosed a check in the amount of \$\_\_\_\_\_ to cover the registrations indicated below.
- ☒ I have requested that our auditor send TCPJ a check in the amount of \$ 450.00 to cover the registrations indicated below. *Note: If you are sending a registration form to your auditor with your request for a check, you may want to also email us a copy of the registration form at [TCPJconference@gmail.com](mailto: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 \_\_\_\_\_

  
Janelle Parker

Date \_\_\_\_\_

7/1/25

Printed name \_\_\_\_\_

Janelle Parker

**Questions?** For the quickest response, email [TCPJconference@gmail.com](mailto: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](mailto:TCPJconference@gmail.com))

# TEXAS COLLEGE OF PROBATE JUDGES

P.O. Box 2025 ★ Austin, Texas 78768 ★ (512) 480-0600 ★ [tcpjconference@gmail.com](mailto:tcpjconference@gmail.com) ★ [www.tcpj.org](http://www.tcpj.org)

June 24, 2025



## 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



*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

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.

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## 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**.

<b>Hotel for San Antonio Annual Meeting</b>
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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](http://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)

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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	<b>Registration</b>
4:00 PM TO 4:45 PM	<b>Case Law Updates: Intestacy, Wills, Probate, &amp; Trusts</b> Prof. Gerry W. Beyer, Texas Tech University School of Law
4:45 PM TO 6:00 PM	<b>Legislative Updates</b> 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	<b>Registration/Breakfast</b>
7:55 AM TO 8:00 AM	<b>Welcoming Remarks</b> Guy Herman, TCPJ President
8:00 AM TO 9:30 AM	<b>Mental Health Law</b> The Hon. Guy Herman, Travis County Probate Court No. 1
9:30 AM TO 9:45 AM	<b>Overview of Probate &amp; Probating a Will</b> <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	<b>Independent &amp; Dependent Administrations</b> Craig Hopper, Hopper Mikeska, PLLC, Austin, Texas
10:30 AM TO 10:45 AM	<b>Coffee Break</b>
10:45 AM TO 11:15 AM	<b>Small Estate Affidavits</b> Lincoln Monroe, Former Associate Judge – Dallas County
11:15 AM TO NOON	<b>Artificial Intelligence and the Law</b> Laurie Higginbotham, National Trial Law, Austin
NOON TO 1:00 PM	<b>Lunch</b>
1:00 PM TO 2:00 PM	<b>Heirship Proceedings</b> Clint Alexander, Partner, Barnes Lipscomb & Stewart, PLLC, Austin
2:00 PM TO 3:00 PM	<b>Bonds, Inventories, and Accountings</b> The Hon. Steve King, Retired Statutory Probate Judge – Tarrant County
3:00 PM TO 3:15 PM	<b>Stretch Break</b>
3:15 PM TO 4:30 PM	<b>It's a Team Effort: The Intersection between the Role of the Judge and the Role of the Clerk</b> Catherine L. Horvath, Judicial Information Analyst, Data & Research Division, Office of Court Administration
4:30 PM TO 5:00 PM	<b>Questions for the Clerk and Judges</b>

## **Friday, August 29, 2025**

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



## TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 07/01/2025

DEPARTMENT: County Court at Law No. 2

PERSON SENDING REQUEST: Karen Jones EXT: 1350

Person (s) Name Attending:

\*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

☐

LEOSE FUNDS

1. Janelle Parker

2.

3.

4.

5.

6.

Function Attending: Texas College of Probate Judges Annual Meeting

Hotel Name: The Menger Hotel

Hotel Address: 204 Alamo Plaza

City: San Antonio

State: Texas

Zip: \_\_\_\_\_

Hotel Phone# (800) 345-9285

Special Requirements: \_\_\_\_\_

Conference Hotel Block Code: Texas College of Probate Judges

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.