

## TRAVEL APPROVAL FORM

Department: 249th DC / Court Reporter  
Event Name: 2025 TCRA Annual Convention  
Location: Austin Marriott Downtown  
Event Dates: \_\_\_\_\_  
Purpose: ☒ Required Continuing Education/Certification  
☐ Job Training  
☐ Other: \_\_\_\_\_

Name of Attendees:  
Robin Howe  
\_\_\_\_\_  
\_\_\_\_\_

|                                                                                                         |
|---------------------------------------------------------------------------------------------------------|
| Court Decision:<br><small>This section to be completed by County Judge's Office</small>                 |
| <br><b>8/11/2025</b> |

### 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

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**Registration for 2025 TCRA Annual Convention**

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**Texas Court Reporters Association** <noreply@t.tcra.membercentral.org>

Thu, Jul 31 at 9:50 AM

Reply-To: &lt;tcrahq@embarqmail.com&gt;

To: Robin Howe &lt;rshowe18@gmail.com&gt;

**Texas Court Reporters Association Registration Confirmation**

Robin Howe:

Thank you for your registration with Texas Court Reporters Association.

Here are the details for your registration:

**Registrant Information**

Robin Howe  
249th District Court  
204 S. Buffalo Ave.; Suite 208  
Cleburne TX 76033

**Registration Total: \$480.00**

E-mail: rshowe18@gmail.com  
Work Phone: 817-556-6829  
Cell Phone: 817-713-1634

**Add Event to Your Calendar**

Outlook Calendar   Google Calendar   iCal Calendar

**Registration Details****Registered Rate**

2025 TCRA Annual Convention - Full Member - Regular Rate \$480.00

**Additional Registrant Items**

Reporter Type  
Official

T-Shirt Size  
Large

RSVP: Will you be attending CE sessions on Thursday afternoon, September 4th (included in Full Registration)?

Unsure

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)

Unsure

## 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

# AUSTIN MARRIOTT DOWNTOWN RESERVATIONS

304 East Cesar Chavez Street, Austin, TX 78701

[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 PRESENTS

# LAISSEZ LES STENOS ROULER:

*A Mardi  
Gras Carnival*

2025 TCRA ANNUAL CONVENTION  
SEPTEMBER 4<sup>TH</sup> - 6<sup>TH</sup>

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 Bobo**  
**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 (Ethics)**

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)**

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



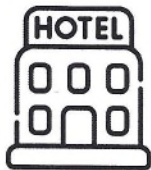
IT'S TIME TO CELEBRATE

SATURDAY, SEPTEMBER 6TH

7:00PM TO 10:00PM



APPETIZERS  
CASH BAR  
PHOTO BOOTH



## TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 8-1-2025

DEPARTMENT: 249th DC

PERSON SENDING REQUEST: Robin Howe, CSR EXT: 1133

Person (s) Name Attending:

1. Robin Howe

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: 2025 Annual Convention for Texas Court Reporters Association

Hotel Name: Austin Marriott Downtown

Hotel Address: 304 East Cesar Chavez Street

City: Austin State: TX Zip: 78701

Hotel Phone# 512-457-1111

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website:

How many rooms needed: 1

Date of Check In: 9-4-2025

Date of Check Out: 9-7-2025

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.

## The Austin Marriott Downtown - Reservation Modification Confirmation

The Austin Marriott Downtown Team <info@cvent.com>

Thu, Jul 31 at 5:43 PM

Reply-To: <noreply@noreply.com>

To: <Rshowe18@gmail.com>



(\*) I had to go ahead  
book reservation because  
the blocked rooms were  
almost gone.

### Reservation Modification Confirmation



Hi Robin,  
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**

Jul 31, 2025

**Acknowledgment number**

#H77HZ01Z

**Hotel confirmation number**

#74083779

**Date Modified:**

Jul 31, 2025

**Check-in**

Sep 4, 2025

**Checkout**

Sep 7, 2025