

Travel Approval Form

Department: JP1

Event Name: NTJPCA September Conference 2025

Location: Decatur, TX

Event Dates: 9/10/2025 - 9/11/2025

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

Name of Attendees:

Brandy Wood Rhonda Houghton

Court Decision:
This section to be completed by County Judge's Office



8/25/2025

Required Documents Checklist:

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

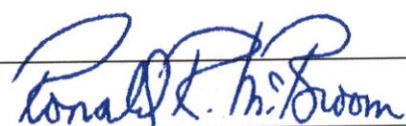
Overnight Travel

- 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



NORTH TEXAS JUSTICES OF THE PEACE AND CONSTABLES ASSOCIATION

September Conference 2025 Registration

September 10th & 11th

Decatur, TX

- Justice of the Peace Court Clerk
 Constable Deputy Constable Constable's Clerk

IMPORTANT – Only ONE person per registration form.

Name: Brandy Wood
County: Johnson Precinct/Place: 1/1
Office Address: 226 Featherston St.
City/State/Zip: Cleburne, TX 76033
Phone: (817) 556-6033 Email: bwood@jocotx.org

If you are not yet a member, please consider joining NTJPCA. We are working diligently to have training opportunities throughout the North Texas Region.

Check our [Facebook](#) page and [website](#) for more information.

TRAINING INFORMATION:

Class Agenda: Parks & Wildlife Code, Office Topics Roundtable, Receiverships, AI for Courts, Evictions, and Inquests ([Click HERE for the class schedule](#))

Earn credit from TJCTC!

Registration Fee: \$75.00

- Make checks payable to NTJPCA; Mail to 3390 FM 1434, Cleburne, TX 76033
- Lunch and dinner will be on your own at this event.

Training Site (approximately 2 miles from the hotel):

- Decatur Police Department
1601 S. State St.
Decatur, TX 76234
-

HOTEL INFORMATION

You will make your own reservation.

[Click HERE to book your room by 8/15/2025 to receive the group rate!](#)

- Fairfield Inn & Suites Decatur at Decatur Conference Center
1910 W US Highway 380
Decatur, TX
(940) 627-0645

Fairfield Inn & Suites provides a Deluxe Continental Breakfast each morning with your hotel room.
Group Rate: State rate of \$110 plus taxes.

Check-in after 3PM on Tuesday, September 9, 2025



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Decatur, TX

- Justice of the Peace Court Clerk
 Constable Deputy Constable Constable's Clerk

IMPORTANT – Only ONE person per registration form.

Name: Rhonda Houghton

County: Johnson Precinct/Place: 1/1

Office Address: 226 Featherston St.

City/State/Zip: Cleburne, TX 76033

Phone: (817) 556-6032 Email: rhoughton@jocotx.org

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**North Texas Justices of the Peace and Constable Association, Inc.
Itinerary
September 9-11, 2025**

Tuesday - 9/9/25

3pm-5pm: hotel check-in; dinner on your own

- [Fairfield Inn & Suites](#)
1901 E Highway 380
Decatur, Tx 76234

Wednesday - 9/10/25

8am – 8:30am

Class registration

- [Decatur Police Department](#)
1601 S State St
Decatur, Tx 76234

8:30am-10am

Parks & Wildlife Code

Instructor: Judge Tony Norton

10am-12 noon

Office Topics Roundtable

Instructors: Judge Tony Norton, Judge Christopher Gregory,
Judge Mike Missildine

12 noon-1pm

Lunch on your own

1pm-3pm

Receiverships

Instructor: Judge Christopher Gregory/Attorney

3pm-5pm

AI for Courts

Instructor: Judge Mike Missildine

5pm – Classes dismissed; dinner on your own

Thursday - 9/11/25

8am – Classes resume at the Decatur Police Department

8am-10am

Evictions

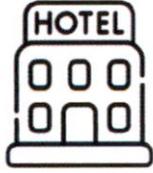
Instructor: Judge Christopher Gregory

10am-12 noon

Inquests

Instructor: Judge Mark Russo

12 noon – Classes dismissed



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 08/14/2025

DEPARTMENT: JP1

PERSON SENDING REQUEST: Brandy Wood EXT: 1511

Person (s) Name Attending:

1. Rhonda Houghton
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: NTJPCA September Conference 2025

Hotel Name: Fairfield Inn & Suites Decatur at Decatur Conference Center
Hotel Address: 1910 W US Highway 380
City: Decatur State: TX Zip: 76234
Hotel Phone# (940) 627-0645
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website: https://www.marriott.com/event-reservations/reservation-link.mi?id=
How many rooms needed: 1
Date of Check In: 9/9/20 Date of Check Out: 9/11/20

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.

Brandy Wood

From: North Texas JPCA <ntjpc@gmail.com>
Sent: Thursday, August 14, 2025 10:44 AM
To: Tony Norton; Judge Mike Missildine; Brandy Wood; Mark Russo
Subject: Hotel reservations for September 9-11 in Decatur

CAUTION: This email originated from outside of the Johnson County email system.

Use care when opening links or attachments. Report suspicious emails.

The following are your confirmation numbers for your stay at the Fairfield Inn in Decatur for September 9th and 10th, departing on the 11th.

Russo - 84655

Norton - 84656

Missildine - 84657

Wood - 84658

We will take care of the room rate/taxes, any other charges will be your responsibility. Thanks, d.

*As a Boardmember, my room is provided.
Need room for my clerk who is also attending.*

Brandy Wood