

# Travel Approval Form

**Department:** District Clerk

**Event Name:** Texas District Court Alliance Conference

**Location:** Kerrville, Texas

**Event Dates:** 10/14/2025 - 10/16/2025

**Purpose:**

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

**Name of Attendees:**

Dean Sullivan                      Alison Farquhar

Marya Garren                      \_\_\_\_\_

\_\_\_\_\_

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



**10/14/2025**

**Required Documents Checklist:**

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

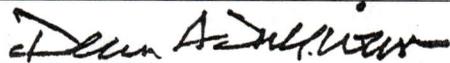
**Overnight Travel**

- 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:**





**TDCA 25th Annual Workshop and CLERKS COLLEGE™**

**COURSE STUDY III ~ Civil (NonFamily) Law Cases:  
Legislative Updates, Registry of the Court, Escheating Funds & Civil Issuances**

**October 14-16, 2025**

**YO Ranch Hotel and Conference Center  
2033 Sidney Baker Street  
Kerrville, Texas 78028**

**TDCA Members & Staff: \$75 each**

**Non-members: \$140 each**

Please complete a form for each attendee and submit your registration by October 3, 2025.

Name: Dean Sullivan

County: Johnson

Mailing address: 204 S Buffalo St

City & Zip: Cleburne, Texas 76033

Phone: ( ) 817-556-6839

Email: dasullivan@johnsoncountytexas.org

T-shirt Size: L

Will you attend the 25 Years Celebration on Wednesday evening?  Yes  No

- District Clerk
- County Clerk
- Combo Clerk

- Chief Deputy/Deputy Clerk
- Court Personnel
- Other \_\_\_\_\_

**Option 1: Credit Card Payment\***  
www.certifiedpayments.net  
Bureau Code 5107861  
Email Registration Form to:  
TDCA.Treasurer@gmail.com  
\*Confirmation Number Required:  
\_\_\_\_\_

**Option 2: Payment by Check**  
Made Payable to: TDCA  
Mail to: TDCA Registration  
c/o Casie Walker, District Clerk  
1701 E. Polk Street, Suite 90  
Burnet, Texas 78611-2757

**Option 3: Payment at the Door**  
Email Registration Form to:  
TDCA.Treasurer@gmail.com

**TDCA TREASURER USE ONLY**  
DATE RECEIVED: \_\_\_\_\_  
CHECK: \_\_\_\_\_ CC PMT: \_\_\_\_\_  
ENTERED: \_\_\_\_\_



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Please complete a form for each attendee and submit your registration by October 3, 2025.

Name: Marya Garren

County: Johnson

Mailing address: 204 S Buffalo St

City & Zip: Cleburne, Texas 76033

Phone: ( ) 817-556-6839

Email: mgarren@johnsoncountytexas.org

T-shirt Size: XL

Will you attend the 25 Years Celebration on Wednesday evening?  Yes  No

- District Clerk
- County Clerk
- Combo Clerk

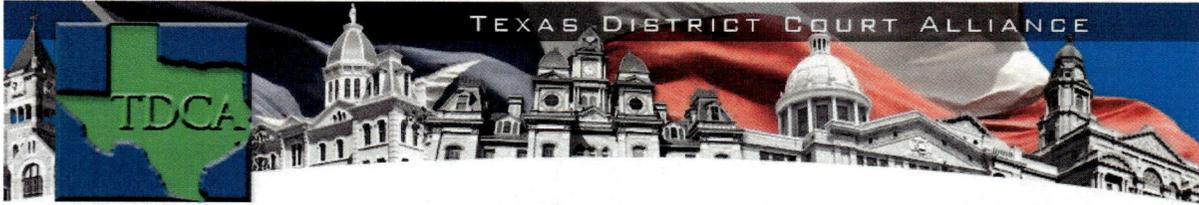
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Please complete a form for each attendee and submit your registration by October 3, 2025.

Name: Alison Farquhar

County: Johnson

Mailing address: 204 S Buffalo St

City & Zip: Cleburne, Texas 76033

Phone: ( ) 817-556-6839

Email: afarquhar@johnsoncountytexas.org

T-shirt Size: XL

Will you attend the 25 Years Celebration on Wednesday evening?  Yes  No

- District Clerk
- County Clerk
- Combo Clerk

- Chief Deputy/Deputy Clerk
- Court Personnel
- Other \_\_\_\_\_

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 ENTERED: \_\_\_\_\_



WORKSHOP AGENDA  
Y.O. Hotel ~ Kerrville, Texas  
October 14-16, 2025

TUESDAY, OCTOBER 14

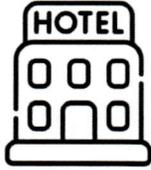
- 1:00 – 2:00      EXCESS PROCEEDS/TAXATION IN ACTION  
Alison Wylie-Williams, Linebarger Goggan Blair & Sampson LLP  
Wade Gent, Linebarger Goggan Blair & Sampson LLP
- 2:00 – 3:00      CIVIL APPEALS  
Christopher Prine, Clerk of the Court, Fifteenth Court of Appeals
- 3:00 – 4:00      INABILITY TO PAY/INDIGENCY  
Wayne Yang, Texas Legal Services Center  
Mary Reed, Texas RioGrande Legal Aid
- 4:00 – 5:00      EXPUNCTIONS  
Honorable Velva Price, Travis County District Clerk

WEDNESDAY, OCTOBER 15

- 7:30 – 8:30      BREAKFAST
- 9:00 – 9:30      TDCA BUSINESS MEETING – Introduction of Founding Board Members
- 9:30 – 11:30      HB1182 and HB2384 REPORTING COMPLIANCE TO OCA  
Sheri Woodfin, Court Services Consultant for Office of Court Administration  
Alejandra Pena, Director of Data & Research for Office of Court Administration
- 11:30 – 1:00      WORKING LUNCH  
Senator Brian Birdwell, Senate District 22
- 1:00 – 2:45      CIVIL ISSUANCES – CITATIONS, WRITS, LETTERS ROGATORY, ETC.  
Bobbie Jackson, Civil Assistant Manager, Tarrant County District Clerk
- 2:45 – 3:00      ~~ BREAK ~~
- 3:00 – 4:00      VEXATIOUS LITIGANTS  
Ariane Flores, Assistant County Attorney, Williamson County
- 4:00 – 5:00      RESEARCHTX / ELECTRONIC SERVICE  
Casey Kennedy, Office of Court Administration  
Raymond Garcia, Tyler Technologies
- 7:00 – 10:00      CELEBRATING 25 YEARS at the Patio by the Pool - Y.O. Hotel

THURSDAY, OCTOBER 16

- 7:30 – 8:30      BREAKFAST
- 9:00 – 10:00      JURY VOIR DIRE PROCESS  
Hon. Lisa David, Williamson County District Clerk
- 10:00 – 11:00      BUSINESS COURT  
Charles Eldred, Chief Staff Attorney, Texas Business Court  
Beverly Crumley, Court Clerk, Texas Business Court Clerk
- 11:00– 12:00      CIVIL LAW Q&A



# TRAVEL HOTEL RESERVATION REQUEST

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

DATE: 09/19/2025

DEPARTMENT: District Clerk

PERSON SENDING REQUEST: Kaylee Hill EXT: 1147

Person (s) Name Attending:

1. Dean Sullivan
2. Alison Farquhar
3. Marya Garren
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 District Court Alliance Conference

Hotel Name: YO Ranch Hotel and Conference Center
Hotel Address: 2033 Sidney Baker Street
City: Kerrville                      State: Texas                      Zip: 78028
Hotel Phone#
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website: <a href="https://tdcaonline.com/Workshops.html">https://tdcaonline.com/Workshops.html</a>
How many rooms needed: 3
<b>Date of Check In:</b> 10/14/25 <b>Date of Check Out:</b> 10/16/25

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.