

Travel Approval Form

Department: JP # 3

Event Name: EXPERIENCED COURT PERSONNEL
SEMINAR- CORPUS CHRISTI

Location: CORPUS CHRISTI, TEXAS

Event Dates: MAY 19-21, 2025

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

Name of Attendees:

Christi McClelland _____

Court Decision:

This section to be completed by County Judge's Office



10-27-2025

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



Experience Court Personnel Seminar - Corpus Christi Email Receipt

From Texas Justice Court Training Center <noreply@enroll.tjctc.txstate.edu>

Date Tue 10/7/2025 8:32 AM

To Christina McClelland <cmccllelland@johnsoncountytexas.org>

1 attachment (119 KB)

Invoice.pdf;

CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.



Christi McClelland

Experience Court Personnel Seminar - Corpus Christi

Date: 07 Oct 2025

Transaction Number: 22185

This is confirmation of the following registrations and purchases:

Christi McClelland is now registered in:

Registration Option:	Conference Registration
Registration Date:	07 Oct 2025
Registration Fee:	\$150.00
Amount (including fees, discounts, and taxes):	\$150.00

With the following Add-Ons:

Add-On Option:	Lodging Fee
Add-On Quantity:	1
Add-On Fee:	\$200.00
Amount (including fees, discounts, and taxes):	\$200.00

Subtotal:	\$350.00
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Grand Total:

Total amount = \$350.00

Paid by: Invoice
Payment Status: Full Payment Outstanding

Log in to the [conference registration site](#) to select sessions, purchase or cancel add-ons, or cancel your registration.

IMPORTANT NOTICE: PLEASE KEEP THIS RECEIPT FOR YOUR RECORDS.

If you registered by invoice, please remit payment to
Texas Justice Court Training Center
1701 Directors Blvd, Suite 530
Austin, TX 78744

Checks should be made out to Texas State University.

IF YOU HAVE ANY QUESTIONS, CONTACT Experience Court Personnel Seminar - Corpus Christi anytime by emailing tjctcoffice@txstate.edu.

Conference Agenda

Tuesday, May 19th

- 11:00 – 12:45 p.m. Travel & Registration Day for those staying at the hotel. Hotel check-in is 4:00 p.m.

No meals served this day.
- 12:45 – 1:00 p.m. **General session:**
Welcome & Intro
- 1:00 – 3:00 p.m. **General session:**
The People's Court: Engaging with the Community
- 3:00 – 5:00 p.m. **Breakout sessions (select 1):**
 - *Animal Law: Dangerous, Dogs, Cruelly Treated Animals, and More*
 - *Evictions Update*
 - *Juvenile Criminal – Advanced Topics*

Dinner is on your own

Wednesday, May 20th

- 7:00 – 8:00 a.m. Continental breakfast served
(Pastries, fruit, coffee)
- 8:00 – 10:00 a.m. **Breakout sessions (select 1):**
 - *Spanish Terms and Court Interpreters/Language Barriers*
 - *Tricky Pre-Judgment Civil Procedure Scenarios*
 - *Pre-Judgment Criminal Procedure Scenarios*
- 8:00 – 10:00 a.m. **Breakout sessions (select 1):**
 - *ODL Hot Topics*
 - *The Clerk Side of Civil Trials*
 - *Mental Health Topics for Clerks*

Conference Agenda cont.

- 12:00 – 1:00 p.m. **Hot lunch buffet served**
- 1:00 – 3:00 p.m. **Breakout sessions (select 1):**
 - *Court Management and Technology Roundtable*
 - *Receivers*
 - *The Clerk Side of Criminal Trials*
- 3:00 – 5:00 p.m. **Breakout sessions (select 1):**
 - *Texas Truancy*
 - *Civil Writs Jeopardy*
 - *Post-Judgment Criminal Procedure Scenarios*

Dinner is on your own

Thursday, May 21st

- 7:00 – 8:00 a.m. **Hot Breakfast Buffet served**
 - 8:00 – 10:00 a.m. **General session:**
Conflict Resoltuion and De-escalation Panel
 - 10:00 – 12:00 p.m. **General session:**
Teambuilding Activities
- Program ends at 12:00 p.m.

Experienced Court Personnel 16-Hour Conference

Corpus Christi

May 19 – 21, 2026

Location:

Omni Corpus Christi

Located at 900 N. Shoreline Blvd, Corpus Christi, TX 78401

How to Register:

Registration opens October 14th for all court personnel. Programs fill quickly. Visit our education events page that day to sign up.

Cost & Payment Information

Registration cost: \$150. This cost includes a \$90 registration fee and a \$60 overhead assessment.

Hotel cost: \$200 for a single room (\$100 per night for 2 nights)

*Please note: The night before the conference is not included.

If you need a room, email Darby after you have registered at d_s520@txstate.edu for availability.

Payment Information:

You can pay by check, echeck, credit card, purchase order, or money order.

**Please Make Checks
Payable to:**

Texas Justice Court
Training Center
1701 Directors Blvd, Ste 530
Austin, Texas 78744

Please visit our Registration page for
detailed information about payment,
cancellations, and more!



Or visit:

tjctc.org/court-personnel/registration

Night Before Request Confirmation

From Swoboda, Darby M <d_s520@txstate.edu>

Date Tue 10/7/2025 4:21 PM

CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.

You are receiving this email because you have requested the night before a court personnel conference.

I have made a note in your registration that you will be coming in the night before your conference.
Below is some information that you need to know about the extra night.

You will be responsible for 100% of the charges for any and all extra nights outside of the 2 provided by the training center. We will make your reservation for the night before and the 2 nights of the conference for you so that you can receive our contracted price. You will need to bring the payment for the hotel with you to the hotel (**do not send to TJCTC**). Not all hotels accept checks, but if you are paying by check, the check needs to be made out to the hotel you are staying at (**NOT TO TJCTC**). We cannot make any reservations outside of the night before and 2 nights of the conference, if you would like to stay any extra nights you will need to make those reservations on your own.

Below are the prices for each of the hotels **NOT** including taxes and fees:

Location & Hotel	Date	Rate	Accept Checks?
Galveston – San Luis	2/22/2026	\$169.00	NO – CARD ONLY
San Marcos – Embassy Suites	4/13/2026	\$110.00	Yes (cannot be handwritten)
Corpus Christi – Omni Corpus Christi	5/18/2026	\$110.00	Yes (no personal checks)
Denton – Embassy Suites Denton	8/3/2026	\$149.00	Yes (county checks only)
NEW CLERKS – San Marcos – Embassy Suites	8/17/2026	\$110.00	Yes (cannot be handwritten)

The hotel will not have your reservation until 2 weeks prior to your conference, but you are set in our system. If you have any questions, please let me know.

Best Regards,



Darby Swoboda

Court Personnel Program Administrator

Texas Justice Court Training Center

www.tjctc.org

O: 512-347-9927 | D: 512-408-0826



Outlook

Experienced Clerk - Corpus Christi

From Christina McClelland <cmcclelland@johnsoncountytexas.org>

Date Tue 10/7/2025 8:09 AM

To d_s520@txstate.edu <d_s520@txstate.edu>

Good morning Darby,

I have sent in my registration request for the May experienced clerk Corpus seminar. If my registration is confirmed, I will need a hotel room the night before on the 18th.

Thank you in advance.

Christi McClelland

Master Justice Court Clerk / Administrator

Justice of the Peace Precinct Three

Johnson County, Texas

817-558-0111 Ext. 2550

Omni Corpus Christi Hotel - Corp... [Oct 09 - Oct 10](#) [1 room, 2 guests](#) [Special rates](#) [BOOK](#)

IS THE HOTEL PET FRIENDLY?



[900 North Shoreline Blvd., Corpus Christi, Texas 78401](#) [Phone: \(361\) 937-1600](#) [More Contact Options](#)



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SELECT GUEST LOYALTY PROGRAM

Earn free nights and enjoy a complimentary welcome drink and Wi-Fi starting on your first stay. [Join for Free](#)



#1 in Upper Upscale
Guest Satisfaction

For J.D. Power 2025 award information, visit

[jdpower.com/awards](#)

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