

# Travel Approval Form

Department: JP 2

Event Name: TJCTC Experienced Court Personnel Seminar

Location: San Marcos

Event Dates: April 13th - April 16th, 2026

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

**Name of Attendees:**

Nikki Ashley \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



**11-10-2025**

**Required Documents Checklist:**

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

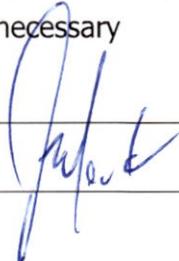
**Overnight Travel**

- 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:**





Remit to:

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

512-347-9927

**INVOICE**

**Nikki Ashley** (X001621)  
247 Elk Drive, Ste. 107  
Burleson, TX 76028

Transaction Basket: 23301  
Date: 14/Oct/2025 8:52AM  
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**Experience Court Personnel Seminar - San Marcos**

Location: Embassy Suites San Marcos  
Dates: 2026-04-14 - 2026-04-16

**Conference Registrations**

Cancellation Request Deadline: Mar/31/2026 12:00 AM

**Conference Registration**

Subtotal: \$ 150.00  
Total: \$ 150.00

**Lodging Fee (Quantity: 1)**

Lodging Fee

Subtotal: \$ 200.00  
Total: \$ 200.00

**Grand Total: \$ 350.00**

NIKKI ASHLEY  
247 ELK DRIVE, STE. 107  
BURLESON TX 76028



Remit to:

Texas Justice Court Training Center  
1701 Directors Blvd  
Suite 530  
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**ACCOUNT ACTIVITY:**

**On Account**

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Invoice 23301-1 (Due Date: Mar/06/2026)	\$ 350.00
Total On Account:	<u>\$ 350.00</u>
<b>Total Amount Due:</b>	<b><u>\$ 350.00</u></b>

NIKKI ASHLEY  
247 ELK DRIVE, STE. 107  
BURLESON TX 76028

# Experienced Court Personnel 16-Hour Conference

*San Marcos*

**April 14 – 16, 2026**

## **Location:**

### **Embassy Suites San Marcos**

Located at 1001 E. McCarty Ln, San Marcos, TX 78666

## **How to Register:**

Registration opens October 14<sup>th</sup> 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](mailto: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](http://tjctc.org/court-personnel/registration)

# Conference Agenda

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## Tuesday, April 14th

- 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, April 15th

- 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.

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- 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, April 16<sup>th</sup>

- 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.