

Travel Approval Form

Department: JP 2

Event Name: TJCTC Experienced Court Personnel Seminar

Location: Denton

Event Dates: August 8th - August 6th, 2026

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

Name of Attendees:
Margarita DeLeon _____

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

Margarita DeLeon (X005186)
247 Elk Drive
Burleson, TX 76028

Transaction Basket: 23497
Date: 14/Oct/2025 9:28AM
Page 1 of 2

Experience Court Personnel Seminar - Denton

Location: Embassy Suites Denton
Dates: 2026-08-04 - 2026-08-06

Conference Registrations

Cancellation Request Deadline: Jul/21/2026 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

MARGARITA DELEON
247 ELK DRIVE
BURLESON TX 76028



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Page 2 of 2

ACCOUNT ACTIVITY:

On Account

Invoice 23497-1 (Due Date: Jun/26/2026)	\$ 350.00
Total On Account:	<u>\$ 350.00</u>
Total Amount Due:	<u>\$ 350.00</u>

MARGARITA DELEON
247 ELK DRIVE
BURLESON TX 76028

Experienced Court Personnel 16-Hour Conference

Denton

August 4 – 6, 2026

Location:

Embassy Suites Denton

Located at 3100 Town Center Tr., Denton, TX 76201

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

Conference Agenda

Tuesday, August 4th

- 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, August 5th

- 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, August 6th

- 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.