

# Travel Approval Form

**Department:** Constable Pct 2

**Event Name:** Civil Process 20-Hour Conference

**Location:** Galveston, TX

**Event Dates:** 05/03/2025 - 05/06/2025

**Purpose:**

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

**Name of Attendees:**

Sean Blanks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>

<b>11-10-2025</b>

**Required Documents Checklist:**

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

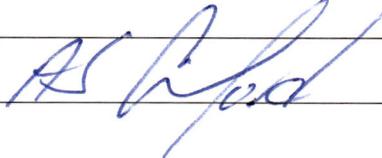
**Overnight Travel**

- 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 State University  
1701 Directors Blvd  
Suite 530  
Austin, TX 78744

512-347-9927

**INVOICE**

**Mr. Sean K. Blanks** (X002101)  
247 New Elk Drive  
Burleson, TX 76028

Transaction Basket: 24267  
Date: 21/Oct/2025 8:18AM  
Page 1 of 2

---

**Civil Process - Galveston**

Location: San Luis Galveston  
Dates: 2026-05-03 - 2026-05-06

**Conference Registrations**

---

Cancellation Request Deadline: Apr/19/2026 12:00 AM

**Conference Registration**

Subtotal: \$ 150.00  
Total: \$ 150.00

**Lodging Fee (Quantity: 1)**

Lodging Fee

Subtotal: \$ 300.00  
Total: \$ 300.00

**Grand Total: \$ 450.00**

MR. SEAN K. BLANKS  
247 NEW ELK DRIVE  
BURLESON TX 76028

# Civil Process 20-Hour Conference

## *Galveston*

**May 3 – 6, 2026**

### **Location:**

#### **San Luis Resort**

Located at 5222 Seawall, Blvd. Galveston, TX

### **How to Register:**

Registration opens October 21st. 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:** \$300 for a single room (\$100 per night for 3 nights)

#### **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/civil-process/registration](https://tjctc.org/civil-process/registration)

# Conference Agenda

---

## Sunday, May 3rd

- 4:00 p.m. Travel Day for those staying at the hotel. Hotel check-in is 4:00 p.m.

## Monday, May 4th

- 7:00 - 8:00 a.m. Registration  
Continental breakfast served  
(Pastries, fruit, coffee)
- 8:00 - 10:00 a.m. **General session:**  
Duties and Responsibilities: Managing Liability
- 10:00 - 12:00 p.m. **Breakout sessions (select 1):**
  - Foundations of Civil Process
  - Working with Your County
- 12:00 - 1:00 p.m. **Hot lunch buffet served**
- 1:00 - 3:00 p.m. **Breakout sessions (select 1):**
  - *Citations 101*
  - *Beyond the Badge: Practical Skills for Constable Office Success*
- 3:00 - 5:00 p.m. **Breakout sessions (select 1):**
  - *Evictions 101 (Including legislative update)*
  - *Evictions Legislative Update*

Dinner is on your own

## Tuesday, May 5<sup>th</sup>

- 7:00 - 8:00 a.m. Continental breakfast served  
(Pastries, fruit, coffee)
- 8:00 - 10:00 a.m. **Breakout sessions (select 1):**
  - *Writs of Possession 101 (including legislative update)*
  - *High Risk Process*

# Conference Agenda cont.

---

• 10:00 – 12:00 p.m.

**Breakout sessions (select 1):**

- *Landlord/Tenant 101: Retrieval, Restoration, Re-Entry, Distress Warrants*
- *Exempt Property Issues*

• 12:00 – 1:00 p.m.

**Hot lunch buffet served**

• 1:00 – 3:00 p.m.

**Breakout sessions (select 1):**

- *Writs of Execution 101: The Basics*
- *Constable Math: Writ Calculations and More*

• 3:00 – 5:00 p.m.

**Breakout sessions (select 1):**

- *Writs of Execution 102: In Practice*
- *Ctrl+Serve: Tech Tools in Civil Process*

Dinner is on your own

## Wednesday, May 5th

• 7:00 – 8:00 a.m.

**Hot Breakfast Buffet served**

• 8:00 – 10:00 a.m.

**Breakout sessions (select 1):**

- *Miscellaneous Process 101: Attachment, Sequestration, Protective Orders, and More*
- *Writ Scenarios*

• 10:00 – 12:00 p.m.

**General session:**

How Can We Help: Approaches to Customer Service

Program ends at 12:00 p.m.

## Credit Information Credit Information

This program qualifies for TCOLE course #1415 and #3131.