

# TRAVEL APPROVAL FORM

Department: CONSTABLE PCT 4

Event Name: CONSTABLE CLERK TRAINING

Location: GRANBURY CONFERENCE CENTER

Event Dates: DECEMBER 10TH-11TH, 2025

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

**Name of Attendees:**

BRENDA TUCKER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 \*\***

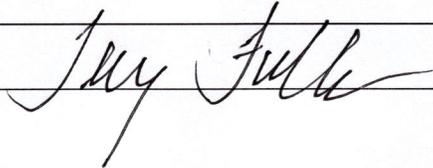
**Overnight Travel**

- 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:





**NORTH TEXAS JUSTICES OF THE PEACE  
AND CONSTABLES ASSOCIATION**

**December Conference 2025 Registration**

**Granbury Conference Center**

621 E Pearl St. Granbury, TX 76048

December 10th & 11th

- Justice of the Peace       Court Clerk  
 Constable       Deputy Constable       Constable's Clerk

**IMPORTANT – Only ONE person per registration form.**

Name: BRENDA TUCKER

County: JOHNSON Precinct/Place: 4 / 1

Office Address: Z.N. MAIN ST. Room B6

City/State/Zip: CLEBURNE TX 76033

Phone: 817-556-6363 Email: btucker@johnsoncountytx.org

TCOLE PID: 498961

If you are not yet a member, please consider joining NTJPCA. We are working diligently to have training opportunities throughout the North Texas Region. Check our [Facebook](#) page and [website](#) for more information.

**TRAINING INFORMATION:**

Earn education credit from the Texas Justice Court Training Center!

AGENDA				
		Judges & Court Clerks	Constables	Constable Clerks
12/09/25	5PM	NTJPCA Business Meeting & Election of Officers (location TBA)		
12/10/25	8AM – 10AM	Inquests/TXever	FBI - Domestic Terrorism	Office Management
12/10/25	10AM – 12PM	Evictions		
12/10/25	12PM – 1PM	LUNCH ON YOUR OWN		
12/10/25	1PM – 3PM	Office Topics Roundtable	Task Force - Drug Recognition	Office Management (cont.)
12/10/25	3PM – 5PM	Receiverships		
12/11/25	8AM – 12PM	LEGISLATIVE UPDATE		

**REGISTRATION FEE: \$100.00**

- **Make checks payable to NTJPCA; Mail to 3390 FM 1434, Cleburne, TX 76033**
- **NTJPCA will provide a continental breakfast each morning and a break Wednesday afternoon.**
- **Lunch and dinner will be on your own at this event.**

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**HOTEL INFORMATION**

**You will make your own reservation.**

Click **HERE** to **book your room by 11/10/2025** to receive the group rate:  
State rate of \$110.00 plus tax

**Check in after 3PM on Tuesday, 12/9/2025.**

- Hilton Garden Inn  
635 Pearl St.  
Granbury, TX  
(817) 579-3800