

# Travel Approval Form

**Department:** County Court at Law No. 2

**Event Name:** 2026 TCRA Annual Convention

**Location:** The Woodlands, Texas

**Event Dates:** September 10-12, 2026

**Purpose:**

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

**Name of Attendees:**

Karen Jones \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

5.26.2026

**Required Documents Checklist:**

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

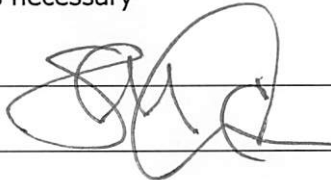
**Overnight Travel**

- 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:**





### 2026 TCRA Annual Convention

#### Details

REGISTER ONLINE USING THE BUTTON TO THE RIGHT ►

**[CLICK HERE TO DOWNLOAD THE FULL BROCHURE & REGISTRATION INFORMATION](#)**

**STUDENT CONVENTION SPONSORSHIP CRITERIA & REQUEST FORM**

Due no later than July 15, 2026.

### REGISTRATION WINDOWS:

The earlier we know you plan to attend, the better we can plan to ensure a great event!

**EARLY BIRD DEADLINE: JULY 1**

**REGULAR REGISTRATION DEADLINE: JULY 2 - AUGUST 1**

**LATE REGISTRATION DEADLINE: AUGUST 2 - SEPTEMBER 4**

\*After registration closes on 9/4, you must contact TCRA via phone to inquire about registration availability. We would hate for you to show up on-site and have to turn you away!

Because we plan extensively and order supplies well in advance to deliver the best possible event, we encourage early registration so you can take advantage of the lower fees while they last.

### To qualify for the specific rate window:

FEEES ARE ONLY GUARANTEED IF RECEIVED BY THE DEADLINE FOR YOUR SELECTED RATE WINDOW. YOU MUST SUBMIT EITHER:

We must receive your registration form **AND** full payment by the **cut-off** (EB - 7/1, REG - 8/1, LATE - SEPT 4)

OR

We must receive your registration form **AND** proof that you've submitted a county payment request by the cut-off dates listed above. **MORE INFO BELOW!**

## REQUIRED STEPS FOR OFFICIAL COURT REPORTERS/COUNTY PAYMENTS:

If your county is paying your registration, you must complete the steps below by the cut-off date of the pricing window you've selected in order for us to honor those fees. Otherwise, your rate will increase:

1. Submit your registration form to TCRA (either online or via email) **AND**
2. Email proof that your county payment request has been submitted requesting that they pay your registration fee (either a copy of your email to them, a copy of the

#### Registration

##### Event:

Thu, September 10, 2026  
12:00 PM to  
Sat, September 12, 2026  
10:00 PM CT

[Register Now](#)

#### Event Rates

\$475.00	Full Member - Early Bird
\$370.00	1 Day - Friday Only Member - Early Bird
\$370.00	1 Day - Saturday Only Member - Early Bird
\$575.00	Full Non-Member - Early Bird
\$470.00	1 Day - Friday Only Non-Member - Early Bird
\$470.00	1 Day - Saturday Only Non-Member - Early Bird
\$375.00	Student Registration - Includes TCRA Student Membership through 12/31/2026 if you earn 10.0 CE hours

#### Tell a Colleague!



#### Add to My Calendar

- Outlook Calendar
- Google Calendar
- iCal Calendar

*Reminder: Adding to your calendar does not register you for the event.*

### NEWS & EVENTS CSR EXAM INFORMATION

#### BOARD MEETINGS

June 6, 2026  
Conference Call

July 25, 2026  
Conference Call

September 10, 2026  
The Woodlands, TX

#### EVENTS

[2026 TCRA Annual Convention](#)  
[September 10-12, 2026](#)  
[The Woodlands, TX](#)  
[Woodlands Waterway Marriott](#)  
[Click here for more info!](#)



## 2026 TCRA Annual Convention Registration Form - REGISTER ONLINE HERE

Name: <u>Karen Jones</u>	CSR #: <u>3282</u>	NCRA #:
Alternate/Informal Name for Badge: <small>(This is the name you will need to give at event check-in. Only fill this out if the name you go by is different than the name we have on file.)</small>	I'd like to receive email offers from exhibitors/sponsor <input type="checkbox"/> YES <input type="checkbox"/> NO	
T-Shirt Size: <input type="checkbox"/> S <input type="checkbox"/> M <input checked="" type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XX-Large <input type="checkbox"/> XXX-Large	Address: <u>PO Box 2506</u>	
Please select one <input type="checkbox"/> Associate <input type="checkbox"/> CART/Captioner <input type="checkbox"/> Freelance <input checked="" type="checkbox"/> Official <input type="checkbox"/> Student	City/State/Zip: <u>Glen Rose, Tx 76043</u>	
Cell Phone: <u>817-454-4288</u>	Email: <u>Karenjones7899@sbcglobal.net</u>	
Dietary Restrictions:	Special Accessibility Needs:	

Full CSR/ASSOCIATE Convention Registration Rates	Member	Non-Member
Full Early Bird - ends July 1	<input checked="" type="checkbox"/> \$475	<input type="checkbox"/> \$575
Full Regular - July 2 - August 1	<input type="checkbox"/> \$525	<input type="checkbox"/> \$625
Full Late - August 2 - September 4 (registration closes 9/4)	<input type="checkbox"/> \$575	<input type="checkbox"/> \$675
1-Day CSR/ASSOCIATE Registration Rates	Member	Non-Member
Friday Only Early Bird - ends July 1	<input type="checkbox"/> \$370	<input type="checkbox"/> \$470
Saturday Only Early Bird - ends July 1	<input type="checkbox"/> \$370	<input type="checkbox"/> \$470
Friday Only Regular - July 2 - August 1	<input type="checkbox"/> \$420	<input type="checkbox"/> \$520
Saturday Only Regular - July 2 - August 1	<input type="checkbox"/> \$420	<input type="checkbox"/> \$520
Friday Only Late - August 2 - August 4 (registration closes 9/4)	<input type="checkbox"/> \$470	<input type="checkbox"/> \$570
Saturday Only Late - August 2 - August 4 (registration closes 9/4)	<input type="checkbox"/> \$470	<input type="checkbox"/> \$570

Student Registration - Includes TCRA Student Membership through 12/31/2027 if you earn 10.0 CE hours and submit punch card at the end of the event showing your attendance.

Full Student Registration	<input type="checkbox"/> \$375
Student Requesting Sponsorship (MUST meet criteria and submit <u>Student Sponsorship Request Form</u> )	<input type="checkbox"/> \$187.50

**SINGLE EVENT / ADD-ONS**

Student Attendee Sponsorship Contribution (see pg. 8 for more info)	<input type="checkbox"/> \$187.50	x _____ students
Contests (Realtime and Speed Cup)	<input type="checkbox"/> \$120 I'm going to compete in BOTH contests!	<input type="checkbox"/> \$65 Realtime <input type="checkbox"/> \$65 Speed

**\*Guest Event Tickets: If you have purchased a Full Registration, your admission to the events below is included in your registration fee. If you are purchasing anything less than a Full Registration, you must purchase a ticket to attend events for which you are not registered.**

Friday Breakfast Guest Ticket* <input type="checkbox"/> \$80 x _____	Saturday President's Luncheon Guest Ticket* <input type="checkbox"/> \$80 x _____	Saturday Night Party Guest Ticket* <input type="checkbox"/> \$40 x _____
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**RSVP NEEDED FOR EVERY ATTENDEE:**

Will you be attending CE sessions on Thursday afternoon, September 10th? (Full Registration)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Will you be attending Breakfast on Fri., September 11th? (Full and Fri-Only Registration)	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Will you be attending the President's Luncheon on Saturday, September 12th? (Full and Sat. Only Registration)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Will you be attending the Saturday Night Party on Sat., September 12th? (Full and Sat. Only Registration)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> UNSURE

Your registration rate will only be honored if you pay in full or submit proof that you've completed your county's request form for them to pay. Rates increase after the deadline if we haven't been provided that information. More info below and on page 14.

**Total: \$ 475.00**

**OFFICIAL COURT REPORTERS:** You must email your registration form and a copy of the PO/request you submitted to your county to TCRAHQ@EMBARQMAIL.COM **at the same time** you submit it to your county auditor's office. If you only submit paperwork to your county, we will not know you are attending until payment arrives (often weeks/months later) which may result in a higher registration rate or not having you registered at all. Counties do not notify us of your intent to attend, so advance proof is required to secure your rate and be included on the attendee list. *Items or funds paid to TCRA are not deductible as charitable contributions.*

**Payment Method:** Payment **must** accompany registration form. County registrations **must** include a purchase order.

Check Number: _____	Purchase Order Number: _____	County: _____
Credit Card: <input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Card Number _____	Expiration Date _____	
Name on Card _____	Billing Zip Code _____	

# 2026 TCRA ANNUAL CONVENTION AGENDA



8:00 a.m. - 8:30 a.m. Realtime Contest  
8:30 a.m. - 1:30 p.m. Speed Cup Contest  
10:00 a.m. - 11:00 a.m. Board of Directors Meeting  
12:00 p.m. - 5:00 p.m. Registration Desk Open

1:00 p.m. to 2:30 p.m. - Choose one to attend:

## **Case CATalyst: Edit Smarter/Save Time**

**Presenter: René White**

**1.5 CE hours**

What if editing your transcripts could be faster and less frustrating? In this session, Rene' White, Stenograph Certified Independent Training Agent, will explore ways to work more efficiently in Case CATalyst using smarter editing techniques. From reducing repetitive steps to making better use of built-in tools, you'll discover ways to clean up your transcript with less effort. Less time editing means more time where it counts.

## **Eclipse: 20 Ways to Slay**

**Presenter: Julie Samford**

**1.5 CE hours**

Julie's all-time favorite Top 20 list of absolute best must-know Eclipse features. Don't do another transcript without these shortcuts and power moves, from realtime to editing and production. Slay all day when you learn the best way.

## **StenoCAT's New Features and In-File Remote Scoping**

**Presenters: Robin Cooksey, Jo Anne Leger, and Judy Werlinger**

**1.5 CE hours**

StenoCAT's software changes allow instant in-file scoping! StenoCAT's new features for editing, together with an overview of the system and Trial Book deliver daily copy and attorney hookups at "Stealth" speed!

2:45 p.m. to 3:45 p.m. - Choose one to attend:

## **The Business of Reporting**

**Presenter: LaTresta Ginyard**

**1.0 CE hour**

It's never too late, or too early, to get our business affairs in order. Come be encouraged for success and moving your career onward and upward. Let's eliminate some stress by learning tips to help manage our professional life.

## **Business Entities & Tax Planning**

**Presenter: Candido Gomez**

**1.0 CE hour**

Properly structuring your business is vital to your business success. Understanding tax entities and tax planning can transform your freelance practice into a tax-efficient business. You'll learn how to maximize the deductions and credits available and have a clear roadmap to maintaining audit-ready records while keeping more of your hard-earned transcript fees!

## **Zoomed & On The Record**

**Presenter: Iris Bencomo**

**1.0 CE hour (Ethics/Rules)**

As remote depositions continue to dominate the clients' preferred setting, this class covers conducting Professional Depositions in Texas. Conducting depositions and other hearings with confidence and with consistence, court reporters will continue to be our legal community's choice for taking down the record. This session is the place for freelancers to get the best practices for remote depositions.

# 2026 TCRA ANNUAL CONVENTION AGENDA

## Thursday, September 10th

4:00 p.m. to 5:00 p.m. - Choose one to attend:

### Medicare Made Clear:

#### What Every Court Reporter Should Know Before Age 65

**Presenter: Samuel Holmes**

**1.0 CE hour**

This educational session is designed to help court reporters confidently understand their healthcare options as they approach retirement age or transition away from employer-sponsored coverage. Attendees will gain clarity on how Medicare works, including the differences between coverage options, enrollment timeliness and common mistakes that can lead to lifelong penalties. The session will also highlight how proper planning can protect income, reduce out-of-pocket costs, and support long-term financial stability. By the end of this session, participants will be equipped to make informed healthcare decisions that align with their personal and professional goals.

#### From Havana Heat to Transcript Neat

**Presenter: Leslie Ryan-Hash**

**1.0 CE hour (Ethics/Rules)**

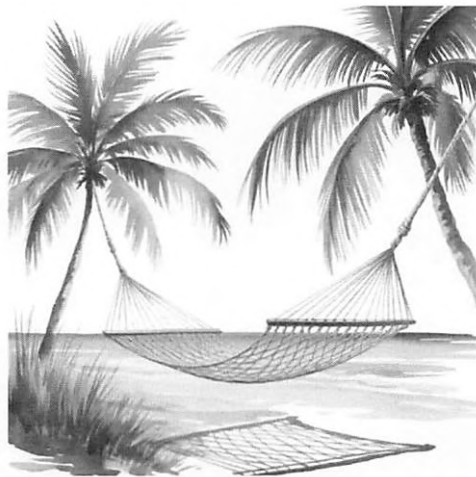
Turn up the rhythm while tightening your transcripts. This lively Havana Nights-themed session helps court reporters refine their proofreading process with practical strategies for catching mistranslates, punctuation errors, homophones, and formatting inconsistencies. Learn a streamlined final-pass system that strengthens accuracy, efficiency, and confidence—so every record you produce is polished, precise, and courtroom-ready.

#### How to Deal with Difficult People

**Presenter: Hon. John Hafley**

**1.0 CE hour (Ethics/Rules)**

The court system is built around high-performing individuals that are often overworked and stressed out. They often take their stress out on court staff. This presentation is geared toward handling these situations at the lowest level.



# 2026 TCRA ANNUAL CONVENTION AGENDA



## Friday, September 11th

**7:30 a.m. to 4:00 p.m. - Registration Desk Open**

**7:30 a.m. to 6:00 p.m. - Exhibitors Open**

**8:00 a.m. to 8:30 a.m.**

### **Annual Business Meeting**

TCRA Members may attend the Annual Business Meeting.  
Non-members will not be permitted to attend.

**8:30 a.m. to 9:00 a.m.**

**Breakfast Served**

**9:00 a.m. to 10:00 a.m. - Choose one to attend:**

### **Excellence on the Record: Leadership Lessons for a Successful Court Reporting Career**

**Presenter: Richard J. Noriega, Major General (Ret.)**  
**1.0 CE hour (Ethics/Rules)**

Success in the court reporting profession requires more than technical skill - it demands strong leadership, organization, and a commitment to excellence. In this engaging session, participants will explore practical strategies to strengthen their professional discipline, manage demanding workloads, and position themselves as trusted leaders in the legal process.

Drawing from real-world leadership principles, attendees will learn key habits that enhance productivity, build professional reputation, and open new opportunities for career growth. This presentation will provide court reporters with actionable insights to elevate both their business practices and long-term success.

### **Ignite Your Extraordinary**

**Presenter: Julie Samford**  
**1.0 CE hour**

In times of uncertainty in our industry, fear of the unknown can be overwhelming and dim your spark. Julie is here to remind you who you are and that you are unstoppable and inextinguishable. Discover the science behind how you can choose your response to challenges and reclaim your power. Because true greatness isn't found in comfort. It's forged in the heat. This is your time to rise, to transform, and to become absolutely extraordinary.



### **Your Scopist Is Not a Mind Reader: Setting Expectations for Better Transcripts**

**Presenter: Tina Wilson**  
**1.0 CE hour**

A strong reporter/scopist partnership is key to producing accurate, timely transcripts. This session covers what scopists need from court reporters, along with best practices for onboarding a new scopist, setting expectations, and improving workflow efficiency. Attendees will gain practical strategies to enhance collaboration, reduce revisions, and deliver cleaner transcripts.

**10:00 a.m. to 10:30 a.m. Break**

# 2026 TCRA ANNUAL CONVENTION AGENDA

## Friday, September 11th

10:30 a.m. to 12:00 p.m. - Choose one to attend:

### **Havana Nights and Courtroom Insights: A Practical Guide for CSRs**

**Presenters:** Paula Frederick, Wendy Kirby, and Charla Reamy

**1.5 CE hours (Ethics/Rules)**

This session provides an overview of the roles and responsibilities of a CSR working or subbing in a courtroom environment. Attendees will review relevant governing statutes, gain insight into record-filing requirements, and explore best practices that support accuracy and professionalism in the courtroom.

### **Can Artificial Intelligence lead to Algorithmic Injustice? You be the judge.**

**Presenter:** Stacey E. Raikes

**1.5 CE hours**

When it comes to the services we provide, whether judicial reporting or CART/Captioning, the words we write matter. Let's sit down and have an interactive and informative chat about the AI boom, its advantages, its pitfalls, and its role in the court reporting community.

### **Empowered Presence: Situational Awareness for Court Professionals**

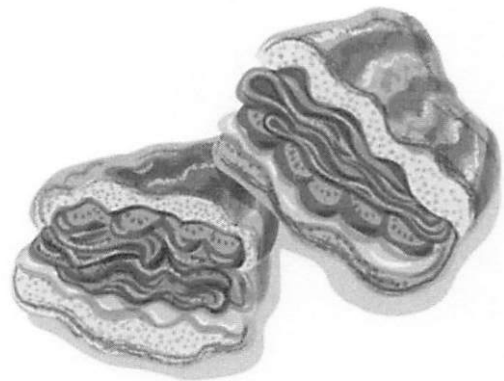
**Presenter:** Francine Calvert

**1.5 CE hours**

This session equips court reporters with practical situational awareness skills for courthouses, depositions, travel, and unfamiliar settings. Learn to recognize risk, strengthen boundaries, and incorporate personal protection tools into your professional routine. Increased awareness builds confidence, sharper focus, and stronger decision-making under pressure. Enhance your professional presence, protect yourself, and strengthen long-term career success. Build confidence, stay alert, and elevate your career - your safety is your superpower!

12:00 p.m. to 1:30 p.m.

**Lunch On Your Own**



1:30 p.m. to 2:30 p.m.

### **Another Year, Another Round of Compliance**

**Presenters:** Ron Morgan and Melinda Saucedo  
**1.0 CE hour (Ethics/Rules)**

Ron Morgan, Director of the Judicial Branch Certification Commission (JBCC), and Melinda Saucedo, the Commission's Compliance Manager, will provide an update on recent developments within the Commission and trends impacting the court reporting profession. Ron will discuss the Court Recording Study, the Office of Court Administration's recommendations, and broader industry trends, while Melinda will share insights into common issues identified through recent complaints involving Certified Shorthand Reporters. This session will also address compliance issues identified in 2025–2026 and offer practical guidance on maintaining compliance with JBCC rules, standards, and the Court Reporter's Code of Ethics. Attendees will gain insight into common problem areas and learn proactive strategies to address them, reinforcing the critical role compliance plays in maintaining the integrity of the profession.

# 2026 TCRA ANNUAL CONVENTION AGENDA

## Friday, September 11th

**2:30 p.m. to 2:45 p.m. Break**

**2:45 p.m. to 3:45 p.m. - Choose one to attend:**

### **Write Like a Champion**

**Presenters: Tami Lewis, Gabriela Silva, and Erminia Uviedo**

**1.0 CE hour**

This session brings together experienced realtime writers and contest champions to share practical strategies for writing shorter, more efficient outlines that support speed, accuracy and realtime performance. Attendees will gain insight into how top writers approach stroke reduction, brief creation and dictionary management to improve translation and reduce editing time. Through real-world examples and discussion, participants will explore ways to refine their writing style for greater efficiency and consistency in high-demand settings.

### **Being Over Doing: Reclaiming Wellbeing in a Demanding World**

**Presenter: Brandi Ray**

**1.0 CE hour**

In a fast-paced, detail-driven world of court reporting, it is easy to become defined by what you do rather than who you are. In this empowering session, Brandi Ray invites you to pause and reconnect with the power of simply being. This session isn't about adding more to your plate, it's about learning to be fully present so that you can be more productive. Doing great is a byproduct of being great, and in this session Brandi will share a framework to help you leave recharged and ready to approach your life and your profession with renewed clarity and confidence.

**2:45 p.m. to 3:45 p.m. (con't) -**

**Choose one to attend:**

### **Your Road to Retirement with TCDRS**

**Presenter: Desiree Casazza**

**1.0 CE hour**

The road to retirement began on day one of your career. TCDRS is there for you whether you are just getting started, driving through the middle of your career, or cruising into retirement. In this session, we will answer common questions and build confidence in your knowledge of TCDRS retirement benefits.

**3:45 p.m. to 4:15 p.m. Break**

**4:15 p.m. to 5:45 p.m.**

### *Keynote Speaker*



### **Off the Record: A Moment for You**

**Presenter: Dr. Kristen Guillory, Ph.D. MSSW**

**1.5 CE hours**

You carry more than most people will ever fully understand—and this closing keynote is designed with that in mind. This is your moment to pause, breathe, and celebrate. We're mixing movement, reflection, encouragement, and yes... a bit of dancing, to help you reset your energy and shift how you show up in your life. It's interactive, real, and created to leave you feeling appreciated, valued, and fully reconnected to the power of who you are, with tools you can actually use long after you leave.

# 2026 TCRA ANNUAL CONVENTION AGENDA



## Saturday, September 12th

**8:30 a.m. to 2:00 p.m. - Registration Desk Open**

**8:30 a.m. to 4:00 p.m. - Exhibitors Open**

**8:30 a.m. to 9:00 a.m. Breakfast Served**

**9:00 a.m. to 10:30 a.m. - Choose one to attend:**

### **Wellbeing as a Business Strategy**

**Presenter: Janis Davis-Street, Ehd**

**1.5 CE hours**

Long-term professional success depends on more than skill alone - it requires sustained energy, focus, and resilience. This session explores practical strategies to prevent burnout, manage stress, and maintain physical and mental wellbeing in a demanding profession. Attendees will learn how prioritizing personal health directly supports improved performance, professional engagement and personal resilience growth. Investing in well-being isn't a luxury - it's a strategic advantage for personal and career longevity.

### **Havana Nights & Hot Mics: A Mock Deposition Experience**

**Presenters: Holly Craven, Anica Diaz, Laura Payne, and Lorrie Schnoor**

**1.5 CE hours (Ethics/Rules)**

Join the FORCE Committee as we explore the ins and outs of being a freelance reporter through a mock deposition. Whether you're new to the field or a seasoned reporter, this session blends education with entertainment, offering practical tips, best practices, and a memorable experience that proves even under Havana Nights flair, professionalism and precision never miss a beat.

### **From Court Reporting to CART/Captioning: What You Don't Know (Yet)**

**Presenter: Heidi C. Thomas**

**1.5 CE hours**

CART Captioning demands specialized skills veteran court reporters often don't see coming. You've mastered the record, but realtime CART/Captioning asks for something more. Until you've explored the critical differences between court reporting and realtime captioning, you don't know what you don't know. This story-driven seminar explores realtime captioning through the eyes of a veteran captioner. Hear firsthand accounts, including eight intense weeks providing captioning for a deaf U.S. Attorney during a federal racketeering conspiracy trial. Explore differences between court reporting and CART captioning, strategies for supporting deaf or hard-of-hearing consumers, and why the transition is a journey, not a leap.

**10:30 a.m. to 11:00 a.m. Break**

# 2026 TCRA ANNUAL CONVENTION AGENDA

## Saturday, September 12th

11:00 a.m. to 12:00 p.m.

### **From Study to Strategy: Legislative Update for 2027**

**Presenters: Amy Bresnen, Steve Bresnen, Gale Fiasco, and Destiny Moses**  
**1.0 CE hour (Ethics/Rules)**

Join TCRA's lobbyists, Amy Bresnen and Steve Bresnen, along with Legislative Co-Chairs, Gale Fiasco and Destiny Moses, for insight into HB 16, the "Digital Recording Study." They will take you through the process on how the study was conducted, who the stakeholders were, and how the expected results will influence TCRA's legislative work for 2027. The upcoming 90th Legislative Session could be the fight of our lifetime that will impact the future of all Texas CSRs. They will set out how YOU can help and the steps to take if called upon.

12:00 p.m. to 1:30 p.m.

### **President's Banquet & Luncheon**

2:00 p.m. to 3:30 p.m. - Choose one to attend:

### **When the Record Matters: Ethics, Accuracy, and the Human Advantage**

**Presenter: Hon. Tammy Kemp**  
**1.5 CE hours (Ethics/Rules)**

Human reflection and recollection has proven to be fallible. We live in an age of alternative facts, sound bites and inaccurate sensational reporting which necessitate a clear, complete, accurate record of the proceedings. Consequences may impact every party involved in the proceeding and may be immediate and irreversible. The court reporter's record makes the difference between confusion and clarity, delay and decision, justice and error. The court reporter's record also presents immediate and moment-by-moment opportunity for review.

### **Handle with Care: Best Practices in Evidence Handling**

**Presenters: Charletta Breed and Dee Dee Jones**  
**1.5 CE hours (Ethics/Rules)**

This session will provide an overview of proper evidence handling, including marking, clear documentation, uploading, and maintaining the integrity of evidence, both during and after proceedings. Attendees will learn essential procedures for retaining exhibits and transferring them to the appropriate clerk or law enforcement agency in compliance with applicable rules. Designed as a practical refresher, this session highlights common pitfalls and promotes confidence in managing evidence from introduction through final disposition.

### **Building an Efficient Team Workflow for Greater Flexibility and Productivity**

**Presenter: Heather J. Bautista**  
**1.5 CE hours**

In this session, Heather J. Bautista, CSR, will walk through the systems and strategies her and her team use to create a highly efficient workflow. By streamlining processes and prioritizing collaboration, their approach supports faster turnaround times—including rough drafts and expedited copy—while allowing team members more flexibility and balance in their day-to-day work.



# 2026 TCRA ANNUAL CONVENTION AGENDA

## Saturday, September 12th

4:00 p.m. to 5:00 p.m. - Choose one to attend:

### **The Importance of Accurate and Timely Reporter's Records at the Texas Court of Criminal Appeals - and a few stories**

**Presenter: Hon. Kevin Patrick Yeary**

**1.0 CE hour (Ethics/Rules)**

This session will discuss some important timelines for preparation and filing of records on appeal. It will also include some reflections on specific cases where timelines have not been followed or other problems have arisen.

### **Beyond the Usual Docket: Understanding Probate Proceedings**

**Presenter: Hon. Claudia Laird**

**1.0 CE hour (Ethics/Rules)**

The session will focus on matters encountered in guardianship, probate, and mental health proceedings. Attendees will learn how these proceedings differ from those handled in other types of courts. After attending the session, attendees will have a better understanding regarding these important proceedings and the exhibits they might expect to receive.

### **Guardians of the Record: Motions to Seal**

**Presenter: Brittney Aaron**

**1.0 CE hour (Ethics/Rules)**

In criminal proceedings, there is no undo button. Once something is in the record, it may be public unless it is properly sealed. This session explores how motions to seal function in real-world courtroom settings and what must happen to truly protect sensitive information. Court reporters will learn how to recognize sealing issues as they arise and how their role is critical in preserving confidentiality. If it's not clear in the record, it's not protected.



# CONVENTION LOCATION

## *The Woodlands Waterway Marriott Hotel & Convention Center*

1601 Lake Robbins Drive, The Woodlands, TX 77380



## *Reservations*

[Click here to reserve your room at the group rate.](#)

\$249/night + taxes and fees

Rates for upgrades will be subject to availability and not at the group rate.

**The cut-off date for room reservations is August 18th  
or earlier if the room block sells out.**

Act early to ensure room and rate availability, but please do not book a room until you have also submitted your registration to TCRA. This prevents people who are registered and certain they are attending from being able to reserve a room.

## *Parking*

Self-Parking in Town Center Garage on Six Pines Drive is Complimentary.

Valet parking is available at the hotel at standard rates.

The parking rates for the parking garage located at the entrance of the Hotel on Lake Robbins Drive are as follows:

- 0-1 hours: \$6
- 1-2 hours: \$10
- 2-3 hours: \$12
- 3-4 hours: \$15
- 4+ hours: \$20

**Self-Parking at The Woodlands Waterway Marriott Hotel:**

Overnight Guest, Self Parking: \$25

PO/requestion form, etc.)

These should be emailed to: [TCRAHQ@EMBARQMAIL.COM](mailto:TCRAHQ@EMBARQMAIL.COM).

**DO NOT rely on your county to notify us of your registration details.** They typically do not forward registration forms - only payment - which may take several weeks/months for us to receive, and we must have proof in advance of your attendance and their intent to pay in order to honor the registration fee you signed up for.

**When you register, you will receive an invoice automatically via email. You are responsible for submitting this invoice with your payment request to your county, as most counties will not process payment without it.**

#### Location

# The Woodlands Waterway Marriott Hotel & Convention Center

1601 Lake Robbins Drive, The Woodlands, TX 77380

## Reservations

**Click here to reserve your room at the group rate.**

**\$249/night + taxes and fees**

*Rates for upgrades will be subject to availability and not at the group rate.*

**The cut-off date for room reservations is August 18th  
or earlier if the room block sells out.**

**Act early to ensure room and rate availability, but please do not book a room until you have also submitted your registration to TCRA. This prevents people who are registered and certain they are attending from being able to reserve a room.**

## Parking

Self-Parking in Town Center Garage on Six Pines Drive is Complimentary.

Valet parking is available at the hotel at standard rates.

The parking rates for the parking garage located at the entrance of the Hotel on Lake

Robbins Drive are as follows:

0-1 hours: \$6  
1-2 hours: \$10  
2-3 hours: \$12  
3-4 hours: \$15  
4+ hours: \$20

Self-Parking at The Woodlands Waterway Marriott Hotel:

Overnight Guest, Self Parking: \$25

#### Cancellation Policy

##### **TCRA Registration, Refund & Cancellation Policies**

1. By either registering online or through mail, you are accepting all registration policies stated within this brochure.
2. Payment in full or proof of submission to your county for approval must accompany all registrations. Registrations received without payment will not be processed. Registration forms must be completed online, mailed or emailed to TCRA HQ.
3. Confirmation and event details will be sent to each registrant whose registration form is marked with an email address and is received by September 4, 2026, at 5:00 p.m.
4. Substitutions may be made for the entire convention (no "split" registrations). Written notifications of substitution must be received by email or phone and received by September 4, 2026, at 5:00 p.m.
5. **Please do not plan to register on-site.** Availability may be sold out so we highly recommend that you register in advance. If you do not register in advance, you must contact TCRA prior to arrival to ensure space and food availability. There is a possibility that this event may sell out and TCRA may not be able to accept on-site registrations.
6. The Annual Convention and optional events will be limited to the number of registrations we are able to adequately accommodate.
7. **Written requests for cancellation/refund must be emailed by the Regular registration cut-off date, August 1, 2026. A 15% administrative fee shall be assessed for each refund issued. No refunds or compensation towards a future event will be given to cancellations received after August 1st and will be considered late cancellations or no-shows. Food guarantees must be given to all meal events and packets must be prepared in advance; therefore, no refunds will be given for cancellations received after the cancellation time/date.**