AGENDA ITEM
CA 5

TRAVEL APPROVAL FORM

Department: District Attorney

Event Name: 2026 Annual Criminal & Civil Law Conference

Location: Waco, TX

Event Dates: 9/16/26 - 9/18/26

Purpose:
- ☑ Required Continuing Education/Certification
- ☐ Job Training
- ☐ Other: _____

Name of Attendees:

Amy Lee

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

Johnson County ★ APPROVED ★ Commissioners Court

7.13.2026

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: Teresa Heath

Approved in CC on 9/11/2023

INVOICE #	292175
Registered By: Amy Lee (amlee@johnsoncountytx.org)	
Registration Date 6/22/2026 10:54:38 AM	Registration Amount $500.00
Invoice Date 6/22/2026	Amount Paid $0.00
	Amount Due $500.00
Paid Date	

TDCAA
Texas District & County Attorneys Association
505 W. 12th St., Ste 100 • Austin, TX 78701 • 512-474-2436

Registration Invoice

To ensure that you receive credit PLEASE ENTER YOUR BAR NUMBER and or PID NUMBER.

Contact Information: If any pre-populated information needs updating, please contact Kaylene Braden at kaylene.braden@tdcaa.com.

Title:	Ms.
Badge Name:	Amy
First Name:	Amy
Last Name:	Lee
Suffix:	
Position:	Asst. District Attorney
BAR Number:	24086078
PID Number:	
Employer:	18th - Johnson/Somervell County - DA
Office Address 1:	204 S. Buffalo Ave., Ste. 209
Office Address 2:	
Office City:	Cleburne

2026 Annual Criminal & Civil Law Conference

Event Date: 9/16/2026 1:15 PM
End Date: 9/18/2026 12:15 PM
Location: Waco Convention Center
100 Washington Ave.
Waco, TX 76701

Please hover over each registration item for full descriptions.

-Full Registration $500.00

Payment Method: Payment by Check

OPTIONAL:
Click below to register for the 9:00 a.m. Rural Prosecutors' Forum on Wednesday, September 16 (2 hours MCLE).

-Rural Prosecutor Forum

Office State:	TX
Office Zip:	76033-5404
Office Phone:	817.556.6801
Office Fax:	817.556.6816
Cell Phone:	
Office Email:	amlee@johnsoncountytx.org

OPTIONAL:
Click below to register for the 11:15 a.m. Juvenile Forum on Wednesday, September 16 (1 MCLE hr).

On Thursday morning, September 17, I plan to attend the following track:

-Advanced Trial Work

On Thursday afternoon, September 17, I plan to attend the following track:

-Advanced Trial Work

On Friday, September 18, I plan to attend the following track:

-Trial Ethics

T D C A A

Annual Criminal & Civil Law Conference

September 16–18, 2026

Waco

12 hours of MCLE, including 3 hours of ethics
12 hours of TCOLE (General Law #3150)

All training held at the Waco Convention Center
100 Washington Ave., Waco, TX 76701
(See the other side of this brochure for hotel information.)

TDCAA's Annual Criminal & Civil Law Conference is the destination for anyone in search of top-tier training. Regardless of what role you fill in a prosecutor's office, we have something for you. This year's course includes presentations on AI issues in county government, DWI voir dire, warrants, service dogs, and much more. Have you been looking to advance your trial advocacy skills? We have six hours set aside just for you! This is *your* training delivered by *your* Association. Join us in Waco for three days of continuing legal education, networking, and celebration.

Registration for this conference and other information is at tdcaa.com.

This program is funded by a grant from the Texas Court of Criminal Appeals and by the Texas District and County Attorneys Association.

RETURN SERVICE REQUESTED

Texas District & County Attorneys Association
505 W. 12th St., Ste. 100
Austin, TX 78701

PRSRT STD
U.S. POSTAGE
PAID
AUSTIN, TEXAS
PERMIT NO. 1557

Payment options, Reimbursement, & CLE and TCOLE Credit

Payment options:

❑ **$500 Full Registration** ($250 Training fee + $250 Association fee): For CAs, DAs, CDAs, C&DAs, and their office personnel. The voluntary Association fee of $250 is each participant's share of costs over and above what the grant allows (association overhead, including excess costs for on-site meals and receptions). In addition, this fee enables TDCAA to lock in discounted hotel rates for participants and entitles them to attend all association functions, including the reception Wednesday night and lunch on Thursday.

❑ **$250 "Training Only" Registration:** For CAs, DAs, CDAs, C&DAs, and their office personnel. Paying only this fee does not allow an attendee to participate in receptions or meals but does entitle the attendee admittance to all training sessions.

❑ **$750 Registration:** For everyone else.

Reimbursement: TDCAA will reimburse only eligible prosecutors and prosecutor office employees up to $110 per night for Wednesday and Thursday nights at a hotel. TDCAA will not reimburse for meals, travel, registration fees, hotel tax, parking, taxi costs, or other extraordinary expenses. All meals not provided by TDCAA and other expenses are your own. Associate members are not eligible for reimbursement.

CLE and TCOLE credit: Attendees will receive up to 12 hours of CLE and TCOLE credit, including 3 hours of ethics.

Annual Criminal & Civil Law Conference Agenda
(all training is at the Waco Convention Center)

Tuesday, September 15

Noon–4:00 p.m. Early registration is open for the Annual Criminal & Civil Law Conference

Wednesday, September 16

8:00 a.m. Registration for the Annual Conference and the Rural Prosecutors' Forum opens

9:00 a.m. FREE Rural Prosecutors' Forum
(2.0 hours MCLE; requires separate on-site sign-in from the Annual)
Moderated by Staley Heatly, County Attorney, Wilbarger County, & Rebekah Whitworth, County Attorney, Mason County

11:15 a.m. FREE Juvenile Prosecutors' Forum
(1.0 hour MCLE; requires separate on-site sign-in from the Annual)
Moderated by Colleen Davis, First Asst. County Attorney, Burnet County, & Maegan Williams, Asst. District Attorney, Harris County

General Session

1:15 p.m. Welcome & Course Introduction

1:20 p.m. Statewide Innovation
Mike Holley, District Attorney, Montgomery County

3:05 p.m. Awards & Special Recognitions

3:30 p.m. CCA & SCOTUS Update (Including DPS Policy Review)
Britt Houston Lindsey, Asst. Criminal District Attorney, Taylor County, & Emily Johnson-Liu, Asst. State Prosecuting Attorney, Austin

5:00 p.m. Election to adopt revised TDCAA bylaws
Adjourn after election

5:30 p.m. Opening Reception (provided by TDCAA) at The Backyard, an offsite outdoor venue with live music (shuttle service will be provided from the conference hotels to the venue)

Thursday, September 17

	Advanced Trial Work	Civil Law	Issues in Focus	Financial Crimes	Investigators	KP & VACs
8:30 a.m.	**Voir Dire** *Allenna Bangs, Asst. Criminal District Attorney, Tarrant County, & Sunni Mitchell, Asst. District Attorney, Fort Bend County*	**Top County Government AI Issues** *Christy Gilbert & DeAnne Lin, Asst. County Attorneys, Harris County*	**Bonds: Analysis & Procedure** *Tara Avants, Asst. Criminal District Attorney, McLennan County*	**Intake & Investigation** *Tiffany Johnson, Asst. District Attorney, Fort Bend County*	**Testimony for Investigators** *Kara Comte, Asst. District Attorney, Brazos County*	**Responding to Victim & Witness Trauma** *Regina Brooks, Victim Assistance Coordinator, Cherokee County*
9:45 a.m.	**Defendant Statements** *Dale Smith, Asst. Criminal District Attorney, Tarrant County*	**Construction Contracts** *Jennifer Fox, Asst. County Attorney, Fort Bend County*	**Witness Unavailability** *Kristin Burns, First Asst. Criminal District Attorney, Bastrop County*	**At Trial** *Nicole Thornbro, Asst. Criminal District Attorney, Bexar County*	**Case Study: High Risk Family Violence**	**Marshaling Resources: Paralegals** *Michelle Bork, Paralegal, Kaufman County*
11:00 a.m.	**Extraordinary Exhibits** *Sepi Zimmer, Asst. District Attorney, Harris County*	**Legal Writing** *Elizabeth Kerr, Justice, & Keith Ogle, Staff Attorney, Second Court of Appeals, Fort Worth*	**Serious Mental Injury** *Ben Kaminar, First Asst. County & District Attorney, Lamar County*	**What Can the FCIC Do For You?** *Adam Colby, Chief Investigator, Financial Crimes Intelligence Center, Tyler*	**Anatomy of a Warrant** *Gary McDonald, Asst. Criminal District Attorney, Dallas County*	**Record Confidentiality Realities** *Brandon Dakroub, First Asst. County & District Attorney, Milam County*
Noon	**Lunch (provided by TDCAA)**					
	Advanced Trial Work	**Civil Law**	**DWI Now**	**Human Trafficking Institute**	**Investigators**	**KP & VACs**
1:30 p.m.	**Preparing Expert Testimony** *Jessica Escue, Asst. District Attorney, Brazos County, & Andrew James, Asst. Criminal District Attorney, Dallas County*	**Emergency Management**	**DWI Now: Voir Dire** *Matt Foye, Asst. District Attorney, Travis County*	**Spotting Trafficking: Myths & Realities** *Kim Duchamp, State Director, & Tyler Dunman, Vice President of Programs, Human Trafficking Institute*	**ICAC Hurdles & Trends** *Det. Tony Godwin, Garland Police Department*	**VAC Ethics** *Sara Bill, Victim Assistance Coordinator, & Jacquelyn Johnson, Asst. County & District Attorney, Aransas County*
2:45 p.m.	**Charging Fundamentals** *Tori Oblon-Ford, Asst. Criminal District Attorney, Tarrant County*	**Top Tax Assessor Issues** *Patricia Lopez, Asst. County Attorney, El Paso County*	**DWI Now: Intoxication** *Jessica Frazier, Asst. Criminal District Attorney, Comal County*	**Corroboration: Force, Fraud, or Coercion** *Kim Duchamp, State Director, & Jason Lundquist, Law Enforcement Advisor, Human Trafficking Institute*	**Interpreting Phone Extractions** *Brent Howell, CDA Investigator, McLennan County*	**Impact Statements & Allocution** *Craig Oglesby, Asst. Criminal District Attorney, Lubbock County*
4:00 p.m.	**Storytelling** *John Gillespie, Criminal District Attorney, Wichita County*	**Top Commissioners Court Issues** *Keith Adkisson, Asst. County &, District Attorney, Ellis County, & Mark Kratovil, Asst. Criminal District Attorney, Tarrant County*	**DWI Now: Closing Argument** *Alison Baimbridge, Asst. District Attorney, Fort Bend County*	**Victim Complications** *Kim Duchamp, State Director, Human Trafficking Institute*	**DRE Update** *Carlos Champion, Texas DRE & SFST State Coordinator, Austin*	**Qualified Facility Dogs** *Sheri Soltes, JD, Founder & CEO of Service Dogs Inc., & Pamela Traylor, DA's VAC (ret'd) and service dog handler, Montgomery County*
5:00 p.m.	**Adjourn // Dinner is on your own**					

Friday, September 18

	Trial Ethics	Civil Law (ethics)	Investigators	VAC Core Training
9:00 a.m.	**Disclosure & Disclosure Advocacy** *Tiana Sanford, Asst. District Attorney, Harris County, & Shanna Redwine, Asst. District Attorney, Montgomery County*	**Conflicts Workshop** *C. Scott Brumley, County Attorney, Potter County*	**Forum: Common Case Checklists** *Moderated by Joe Hooker, TDCAA Asst. Training Director, with panelists Joe Medrano, Ruben Segovia, & Amber Howell*	**Advanced VAC Training** *Jalayne Robinson, LMSW, TDCAA Victim Services Director*
		Adjourn	**Adjourn**	**Adjourn**
10:45 a.m.	**Resiliency Strategies for Professional Longevity** *Maroun Koutani, Asst. District Attorney, Harris County, & W. Clay Abbott, TDCAA DWI Resource Prosecutor, Austin*			
12:15 p.m.	**Adjourn**			

Location of Training, Parking Information, & Hotel Information

Location of training: All training will be held at the Convention Center in downtown Waco.

Parking information: Downtown Waco provides free parking lots, garages, and on-street parking. Free parking can be found at the following locations: The Convention Center parking lot at 225 Franklin Ave.; Heritage Square at 310 Washington Ave (in front of City Hall); Franklin Ave. & North 4th Street Garage at 401 Franklin Ave.; and South 4th St. & Franklin Ave., at 400 Franklin Ave. For a map of locations, please visit www.wacocc.com/venue-info/parking.

Hotel information:

Hilton Waco, 113 S. University Parks Dr.: The discounted rate is $154 per night plus tax. This rate is available until August 24 or until the block is full, whichever comes first. This hotel is connected to the Convention Center and offers free internet and free self-parking. Reservation cancelations must be made 48 hours in advance.

Courtyard Waco, 101 Washington Ave.: The discounted rate is the prevailing government per diem (currently $110 per night) plus tax. This rate is available until August 24 or until the block is full, whichever comes first. This hotel is located across the street from the Convention Center and offers free internet and free self-parking. Reservation cancelations must be made 48 hours in advance.

AC Marrriott Waco, 600 Mary Ave.: The discounted rate is $169 per night plus tax. This rate is available until August 14 or until the block is full, whichever comes first. This hotel is 3 minutes (half a mile) from the Convention Center and offers free internet. Self-parking is currently $12 per night and rates are subject to change without notice. Reservation cancelations must be made 24 hours in advance.

Holiday Inn Express, 101 Taylor St.: The discounted rate is $119.99 per night plus tax. This rate is available until August 24 or until the block is full, whichever comes first. This hotel is 2 minutes (less than half a mile) from the Convention Center. The hotel offers free internet, free self-parking, and free breakfast. Reservation cancelations must be made 24 hours in advance.

Hyatt Place Waco South, 5400 Bagby Ave.: The discounted rate is $149 per night plus tax. This rate is available until August 24 or until the block is full, whichever comes first. This hotel is 14 minutes (5.4 miles) from the Convention Center. The hotel offers free internet, free self-parking, and free breakfast. Reservation cancelations must be made 24 hours in advance.

Home2 Suites, 2500 Bagby Ave.: The discounted rate is $149 per night plus tax. This rate is available until August 14 or until the block is full, whichever comes first. This hotel is 9 minutes (2.8 miles) from the Convention Center. The hotel offers free internet, free self-parking, and free breakfast. Reservation cancelations must be made 24 hours in advance.

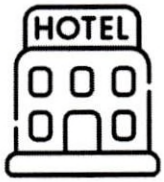
Hotel Indigo Waco at Baylor, 211 Clay Ave.: The discounted rate is $129 per night plus tax. This rate is available until August 25 or until the block is full, whichever comes first. This hotel is 2 minutes (less than half a mile) from the Convention Center. The hotel offers free internet and free self-parking. Reservation cancelations must be made 24 hours in advance.

Residence Inn Waco Downtown, 501 S. University Parks Dr.: The discounted rate is $124 per night plus tax. This rate is available until August 24 or until the block is full, whichever comes first. This hotel is 1 minute (a third of a mile) from the Convention Center. The hotel offers free internet, free self-parking, and free breakfast. Reservation cancelations must be made 48 hours in advance.

Springhill Suites Waco Downtown, 115 S. Jack Kultgen Expwy.: The discounted rate is $124 per night plus tax. This rate is available until August 24 or until the block is full, whichever comes first. This hotel is 3 minutes (about half a mile) from the Convention Center. The hotel offers free internet, free self-parking, and free breakfast. Reservation cancelations must be made 48 hours in advance.

Element Waco, 2200 N. Robinson Dr.: The discounted rate is $129 per night plus tax. This rate is available until August 24 or until the block is full, whichever comes first. This hotel is 10 minutes (about 4 miles) from the Convention Center. The hotel offers free internet, free self-parking, free breakfast, and a free evening reception. Reservation cancelations must be made 24 hours in advance.

Aloft Downtown, 900 S. 11th St.: The discounted rate is $149 per night plus tax. This rate is available until August 24 or until the block is full, whichever comes first. This hotel is 5 minutes (1.5 miles) from the Convention Center and offers free internet and free self-parking. Reservation cancelations must be made 48 hours in advance.



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytx.org)

DATE: 06/22/2026 DEPARTMENT: District Attorney

PERSON SENDING REQUEST: Kallie Tribble EXT: 1104

Person (s) Name Attending:	
	1. Amy Lee
*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:	2.
	3.
	4.
	5.
☐ LEOSE FUNDS	6.

Function Attending: 2026 Annual Criminal & Civil Law Conference

Hotel Name: Hilton Waco		
Hotel Address: 113 South University Parks Drive		
City: Waco	State: TX	Zip: 76701-2241
Hotel Phone# 254-754-8484		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 1		
Date of Check In: 9/16/26	**Date of Check Out:** 9/18/26	

NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.