AGENDA ITEM
CA17

Travel Approval Form

Department: County Court at Law No. 1

Event Name: 2026 Texas College of Probate Judges Conference

Location: San Antonio, Texas

Event Dates: September 2-4, 2026

Purpose:

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

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

Johnson County
APPROVED
Commissioners Court

7.13.2026

Name of Attendees:

Deborah Allison

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: 7/1/26

Approved in CC on 9/11/2023

REGISTRATION FORM AND GENERAL INFORMATION QUESTIONNAIRE

Texas College of Probate Judges Annual Meeting
The Menger Hotel, San Antonio, Texas

September 3-4, 2026, with special add-on session on September 2

Please **type** or **print** clearly and answer all questions.

You can also register online at www.tcpj.org/conferences

★ **A separate page 1 of this registration form must be filled out by each person attending the conference. If you are sending one check to cover multiple registrations, you may send in only one page 2 of the registration form.**

Name Deborah Allison **Phone** (817) 556-6824

County Johnson **Title** Assistant Probate Auditor

Mailing Address 204 S. Buffalo, STE 305 Cleburne, TX 76033

Email address ddallison@johnsoncountytx.org

Please note the annual meeting is not approved for attorney MCLE credit.

Is this your first *Texas College of Probate Judges* Conference attended? Yes ☐ No ☒

Please check appropriate boxes:

- ☐ I am admitted to practice law
- ☐ I am not a lawyer
- ☐ I am Judge of a Constitutional County Court
- ☐ I am Judge of a County Court at Law exercising probate jurisdiction
- ☐ I am Judge of a Statutory Probate Court
- ☐ I am Judge of a _____ Court
- ☐ I am a County Clerk or District Clerk (or both)
- ☐ I am a Deputy Clerk
- ☒ I am a Probate Assistant/Court Staff
- ☐ For lunch, I would like the vegetarian option
- ☐ For lunch, I would like the gluten-free option

Please indicate years of service in your position: I have 13 years of service on the bench, as a County or District Clerk, in the Clerk's Office, or as Court staff. 25 yrs in County Clerk's office; 6.5 yrs in Judges office

☑ **I have read and agree with the cancellation policy stated on page 2.**

Registration form continues on page 2.

REGISTRATION FORM AND GENERAL INFORMATION QUESTIONNAIRE

Texas College of Probate Judges Annual Meeting
The Menger Hotel, San Antonio, Texas
September 3-4, 2026, with special add-on session on September 2

Cost for annual meeting (with no additional charge for the special Wednesday add-on session):

$450.00 per person if registration form is received by **Wednesday, August 19.** (Payment can arrive later.)
$475.00 per person if the registration form is received after **Wednesday, August 19.**

Cancellation policy:

- Cancellations made **on or before Wednesday, August 19,** can get a full refund of the registration fee.
- Cancellations made **after Wednesday, August 19, but before Saturday, August 29,** are subject to a **$100** administration fee.
- **If a cancellation is made after Friday, August 28, the registration fee will be forfeited** (although you would receive the conference materials).

1. Payment amount; mark the appropriate box and fill in the amount of the check:

☐ **I have enclosed a check in the amount of $_____** to cover the registrations indicated below.

☑ **I have requested that our auditor send TCPJ a check in the amount of $450.00** to cover the registrations indicated below. *Note: If you are sending a registration form to your auditor with your request for a check, you may want to also email us a copy of the registration form at TCPJconference@gmail.com to ensure we receive your registration by the deadline, even if the check will arrive after the deadline.*

Make check payable to "Texas College of Probate Judges." TCPJ does not accept credit cards.

2. This payment covers 1 (#) registrations. (Please indicate the total number of registrations.)

3. Be sure to enclose a separate page 1 of the registration form for each person registering.

Signature Deborah Allison **Date** 4/30/2026

Printed name Deborah Allison

Questions? For the quickest response, email TCPJconference@gmail.com.

Mail registration form(s) and check(s) to:
Texas College of Probate Judges, P.O. Box 2025, Austin, Texas 78768

(Or, if check is to follow, you may email registration form(s) to TCPJconference@gmail.com)

TEXAS COLLEGE OF PROBATE JUDGES

P.O. Box 2025 ★ Austin, Texas 78768 ★ (512) 480-0600 ★ tcpjconference@gmail.com ★ www.tcpj.org

June 23, 2026

The Hon. Guy Herman
President
Probate Court No. 1
Travis County

Board of Directors

The Hon. Eduardo A. Gamboa
Statutory Probate Judge
El Paso County

The Hon. Gladys Burwell
Senior Statutory Probate Judge
Galveston County

Catherine L. Horvath
Judicial Information Analyst
Data & Research Division
Office of Court Administration

Texas College of Probate Judges

2-Day Annual Meeting – September 3-4, 2026
Special Add-On Session September 2, 2026

Up to 16 hours Credit

Conference check-in beginning September 2, 2026

San Antonio – The Menger Hotel



Dear Judges, Clerks, and Court and Clerk Staff:

The Texas College of Probate Judges is proud to sponsor the 2026 Annual Meeting in San Antonio, Texas. This year's meeting will be held at the historic Menger Hotel, located within walking distance to both the Alamo and the River Walk. Probate judges, probate clerks, probate assistants, court administrators, and other court and clerk staff are encouraged to attend our informative and entertaining programs. A copy of the agenda is enclosed for your review.

The San Antonio Annual Meeting features a 14-hour educational program on Thursday and Friday covering various aspects of the probate system, including citation and notice under the Estates Code, guardianship law, dependent and independent administration procedures, heirship procedures, the monitoring of administrations and guardianships, responsibilities of the probate clerk, Texas mental health law, as well as a review of recent cases in the areas of probate administration, guardianship, trust, and mental health law.

The annual meeting also includes a 2-hour optional add-on session on Wednesday afternoon.

The Texas College of Probate Judges is a private nonprofit educational organization dedicated to the highest-quality education of judges, clerks, and court staff. Our seminars provide continuing education in all aspects of probate law and are designed to benefit both new and longtime judges, clerks, and staff.

Judges and Clerks receive credit towards their annual educational requirement for each classroom hour attended. A maximum of 16 hours can be obtained at this Meeting including the special 2-hour add-on session on Wednesday. See the agenda on our website for a break-down of the available credit hours. All participants receive a certificate of completion.

This is our last program in 2026. We'll send out our year-end letter with information about our 2027 programs around mid-November.

Registration for San Antonio Annual Meeting

The registration fee for the San Antonio Annual Meeting is **$450.00 per person**, which includes written materials and catered breakfast and lunches on Thursday and Friday.

Each person attending the Annual Meeting should complete a copy of the enclosed **registration form** and return it with the **$450.00 registration fee** to the address on the form no later than **5:00 pm Wednesday, August 19, 2026.**

Hotel for San Antonio Annual Meeting

The conference will be held at the Menger Hotel. If you intend to stay there, **you must reserve no later than Thursday, August 14, 2026. NOTE: there are a limited number of rooms available at the group rate.**

- **Hotel** – The Menger Hotel, 204 Alamo Plaza, San Antonio (www.mengerhotel.com)
- **Room rates** – $124.00 per night single or double, plus customary tax
- **Hotel Reservations – (800) 345-9285**– indicate group name when making the reservations (Texas College of Probate Judges)

The Texas College of Probate Judges strives to present informative, reliable seminars offering practical tools for all attendees to take back to their home county. We hope to see you in San Antonio at the Annual Meeting.

Sincerely,

Guy Herman, President, Texas College of Probate Judges

Texas College of Probate Judges
San Antonio, Texas, Annual Meeting

Wednesday, September 2, 2026

3:00 PM TO 5:00 PM	**Registration**
4:00 PM TO 5:00 PM	**Mental Health Law** The Hon. Guy Herman, Travis County Probate Court No. 1
5:00 PM TO 6:00 PM	**Legislative Proposals** Lauren Hunt, Osborne, Helman, Scott, Knisely & Stanton, LLP, Austin

Thursday, September 3, 2026

7:15 AM TO 7:55 AM	**Registration/Breakfast**
7:55 AM TO 8:00 AM	**Welcoming Remarks** Guy Herman, TCPJ President
8:00 AM TO 8:15 AM	**Overview of Probate & Probating a Will** *(including Probating a Will as a Muniment of Title)* Craig Hopper, Hopper Mikeska, PLLC, Austin, Texas
8:15 AM TO 9:00 AM	**Independent & Dependent Administrations** Craig Hopper, Hopper Mikeska, PLLC, Austin, Texas
9:00 AM TO 9:45 AM	**Case Law Updates: Intestacy, Wills, Probate, & Trusts** Prof. Gerry W. Beyer, Texas Tech University School of Law
9:45 AM TO 10:00 AM	**Coffee Break**
10:00 AM TO 10:45 AM	**Artificial Intelligence and the Law** The Hon. David W. Jahn, Denton County Probate Court No. 1 The Hon. Christopher J. Everett, Denton County Probate Court No. 2
10:45 AM TO 11:15 AM	**Small Estate Affidavits** Clint Alexander, Partner, Barnes Lipscomb & Stewart, PLLC, Austin
11:15 AM TO 12:15 PM	**Heirship Proceedings** Clint Alexander, Partner, Barnes Lipscomb & Stewart, PLLC, Austin
12:15 PM TO 1:15 PM	**Lunch**
1:15 PM TO 2:15 PM	**Bonds, Inventories, and Accountings** The Hon. Steve King, Retired Statutory Probate Judge – Tarrant County
2:15 PM TO 3:00 PM	**Attorney's Fees in Probate Court** Jason Scott, Osborne, Helman, Scott, Knisely & Stanton, LLP, Austin
3:00 PM TO 3:15 PM	**Stretch Break**
3:15 PM TO 4:45 PM	**It's a Team Effort: The Intersection between the Role of the Judge and the Role of the Clerk** Catherine L. Horvath, Judicial Information Analyst, Data & Research Division, Office of Court Administration

Friday, September 4, 2026

7:30 AM TO 8:00 AM	**Breakfast**
8:00 AM TO 9:00 AM	**Guardianship Law, Part 1: Investigation & Creation** The Hon. Jerry Simoneaux, Harris County Probate Court No. 1
9:00 AM TO 10:00 AM	**Guardianship Law, Part 2: Nuts & Bolts of Judicial Administration** The Hon. Steve King, Retired Statutory Probate Judge – Tarrant County
10:00 AM TO 10:15 AM	**Coffee Break**
10:15 AM TO 11:15 AM	**The Role of the Ad Litem** The Hon. Jason Cox, Harris County Probate Court No. 3
11:15 AM TO NOON	**Creditor Claims in Independent and Dependent Administrations & Guardianships** Gus Tamborello, Gus G. Tamborello, PC, Houston
NOON TO 1:00 PM	**Lunch**
1:00 PM TO 2:00 PM	**A House Divided: The Rights and Duties of Homesteaders, Life Tenants, Remaindermen, & Co-Tenants** Gus Tamborello, Gus G. Tamborello, PC, Houston
2:00 PM TO 2:15 PM	**Stretch Break**
2:15 PM TO 3:15 PM	**Notice and Citation in Probate Court** Catherine L. Horvath, Judicial Information Analyst, Data & Research Division, Office of Court Administration
3:15 PM TO 4:15 PM	**Compliance, Show Cause, and Issues Involving Judges' Bonds** Howard M. Reiner, Howard M. Reinter & Associates, Houstin & Irving

THE HISTORIC MENGER HOTEL

Wednesday, July 01, 2026

Dear Deborah Allison

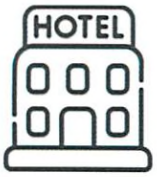
We are pleased to confirm your reservation at The Menger Hotel and look forward to welcoming you in the future. Please review the following information for accuracy and contact us to correct or change information found in this confirmation letter.

The room rate quoted is per night for the number of guests stated. Any changes may affect the rate. Deposits for reservations that are cancelled, shortened or rescheduled are subject to forfeiture based on cancellation policy described above. The deposit that is charged at the time of booking is equal to the amount of the stay. Although we do no guarantee specific room numbers, every effort is made to accommodate your requests. As rooms are not available for occupancy until after 16:00, we recommend afternoon arrival. Check-out time is and departure after may be subject to a full night's room charge.

We look forward to seeing you. Visit our website for additional information or call our Reservations Department.

Reservation Details

GUEST:	Deborah Allison
CONFIRMATION NO.:	596374438
ARRIVAL DATE:	09-02-26
DEPARTURE DATE:	09-04-26
NUMBER OF GUESTS:	1 / 0
NUMBER OF ROOMS:	1
ROOM TYPE:	Classic King
ROOM RATE:	124.00 USD



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at travel@johnsoncountytx.org

DATE: 07/01/2026 DEPARTMENT: County Court at Law No. 1

PERSON SENDING REQUEST: Amy Morris EXT: 1340

Person (s) Name Attending:	
	1. Deborah Allison
*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 Texas College of Probate Judges Conference

Hotel Name: The Menger Hotel		
Hotel Address: 204 Alamo Plaza		
City: San Antonio	State: Texas	Zip: 78205
Hotel Phone# (800) 345-9285		
Special Requirements: room rate $124.00 per night		
Conference Hotel Block Code: Texas College of Probate Judges		
Conference/Training Website: www.tcpj.org		
How many rooms needed: 1		
Date of Check In: 9/2/26	**Date of Check Out:** 9/4/26	

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.