AGENDA ITEM
CA 8

Travel Approval Form

Department: 450 - DISTRICT CLERK

Event Name: TEXAS DISTRICT COURT ALLIANCE 26th ANNUAL WORKSHOP

Location: KERRVILLE, TX

Event Dates: OCTOBER 20-22, 2026

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

Name of Attendees:

HON. WILL F. KEETON
LORI RICHARDS
MARYA GARREN

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

Johnson County ★ APPROVED ★ Commissioners Court

9.28.2026

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: Will F. Keeton

Approved in CC on 9/11/2023



TDCA 26th Annual Workshop and CLERKS COLLEGE™

COURSE STUDY IV ~ Administrative:
Officeholder Duties, Personnel, Records Management, Current Issues

October 20-22, 2026

LOCATION CHANGE:
Inn of the Hills
1001 Junction Highway
Kerrville, Texas 78028

TDCA Members & Office Staff: $75 each **Non-members: $140 each**

Please complete a form for each attendee and submit your registration by October 9, 2026.

Name: WILL F. KEETON County: JOHNSON

Mailing address: P.O. BOX 495

City & Zip: CLEBURNE, TX 76033

Phone: (817) 556-6839 Ext 1144 Email: wfkeeton@johnsoncountytx.org

- [x] District Clerk
- [ ] County Clerk
- [ ] Combo Clerk
- [ ] Chief Deputy/Deputy Clerk
- [ ] Court Personnel
- [ ] Other _____

☐ **Option 1:** Credit Card Payment* www.certifiedpayments.net Bureau Code 5107861 Email Registration Form to: TDCA.Treasurer@gmail.com *Confirmation Number Required: _____	☒ **Option 2:** Payment by Check Made Payable to: TDCA Mail to: TDCA Registration c/o Casie Walker, District Clerk 1701 E. Polk Street, Suite 90 Burnet, Texas 78611-2757
☐ **Option 3:** Payment at the Door Email Registration Form to: TDCA.Treasurer@gmail.com	TDCA TREASURER USE ONLY DATE RECEIVED: _____ CHECK: _____ CC PMT: _____ ENTERED: _____



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Name: LORI RICHARDS County: JOHNSON

Mailing address: P.O. BOX 495

City & Zip: CLEBURNE, TX 76033

Phone: (817) 556-6839 Ext 1159 Email: larichards@johnsoncountytx.org

- [x] District Clerk
- [ ] County Clerk
- [ ] Combo Clerk
- [ ] Chief Deputy/Deputy Clerk
- [ ] Court Personnel
- [ ] Other _____

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Name: MARYA GARREN County: JOHNSON

Mailing address: P.O. BOX 495

City & Zip: CLEBURNE, TX 76033

Phone: (817) 556-6839 Ext 1173 Email: mgarren@johnsoncountytx.org

- [X] District Clerk
- [ ] County Clerk
- [ ] Combo Clerk
- [ ] Chief Deputy/Deputy Clerk
- [ ] Court Personnel
- [ ] Other _____

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WORKSHOP AGENDA

Inn of the Hills ~ Kerrville, Texas

October 20 - 22, 2026

TUESDAY, OCTOBER 20

1:00 – 2:00	HR/PERSONNEL Cheraun Blankenship, Texas Association of Counties Jennifer Kisel, Texas Association of Counties
2:00 – 3:00	HANDLING THE MEDIA Brenda Thompson, Brenda Thompson Communications
3:00 – 4:00	MANAGING JURY SELECTION Honorable Lisa David, Williamson County District Clerk Cathy Mendoza, Chief Deputy, Williamson County District Clerk's Office
4:00 – 5:00	REGISTRY OF THE COURT Honorable Shelley Coston, Bell County County Clerk

WEDNESDAY, OCTOBER 21

7:30 – 8:30	BREAKFAST
9:00 – 9:30	TDCA BUSINESS MEETING
9:30 – 11:30	REPORTING COMPLIANCE TO OCA/SUMMARY JUDGMENT REPORT Sheri Woodfin, Office of Court Administration Alejandra Peña, Office of Court Administration
11:30 – 11:45	BREAK
11:45 – 1:15	WORKING LUNCH: Ethics at WORK – Maintaining Ethical Boundaries Nancy Baird
1:15 – 1:30	BREAK
1:30 – 2:30	LEGAL ADVICE VS. LEGAL INFORMATION Honorable Karen Alexander, District Judge Denton County
2:30 – 3:30	LEGISLATIVE UPDATE Rhita Koches, Texas Association of Counties Kirsten Mills, Texas Association of Counties
3:30 – 5:00	reSEARCHTX/ELECTRONIC SERVICE Tracy Hopper, IT Director, Harris County District Clerk's Office
7:00 – 10:00	ENTERTAINMENT by the Pool – Inn of the Hills

THURSDAY, OCTOBER 22

7:30 – 8:30	BREAKFAST
9:00 – 10:00	RECORDS MANAGEMENT/RETENTION Megan Carey, Texas State Library and Archives
10:00 – 11:00	ADA Compliance Jason Bram, Texas Association of Counties
11:00– 12:00	ADMINISTRATIVE ROUND TABLE

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at) travel@johnsoncountytx.org

DATE: 9/17/2026 DEPARTMENT: 450 - DISTRICT CLERK

PERSON SENDING REQUEST: MARYA GARREN EXT: 1173

Person (s) Name Attending:

*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

☐ LEOSE FUNDS

1. HON. WILL F. KEETON
2. LORI RICHARDS
3. MARYA GARREN
4.
5.
6.

Function Attending: TX DISTRICT COURT ALLIANCE 26th ANNUAL WORKSHOP

Hotel Name: INN OF THE HILLS		
Hotel Address: 1001 JUNCTION HWY		
City: KERRVILLE	State: TX	Zip: 78028
Hotel Phone# 830-895-5000		
Special Requirements:		
Conference Hotel Block Code: TDCA WORKSHOP		
Conference/Training Website: https://www.tdcaonline.com/		
How many rooms needed: 3		
Date of Check In: 10/20/2026	**Date of Check Out:** 10/22/2026	

FOR AFTER HOURS ISSUES OR QUESTIONS PLEASE CONTACT ALISSA KROKUM @ (817) 648-8882 (TEXT OR CALL)

Revised 8.4.2026