

AUG 26 2019

Training / Seminar Approval Form

NO ACTION

Department Name: District Clerk

Seminar Name: NCSC Jury Management Workshop

Purpose: Continuing Education and Training

Place: Santa Fe, NM

Date: 9/24-27/2019

Who Will Be Attending:
Artrie Allen

This Training/ Seminar is necessary for the following reasons:

Required continuing education

Job training

Improve work performance

Required certification

Attach Registration Form and Complete the following information:

Amount of registration \$ 395.00

Date registration is due 9-24-2019

Return check to department head

Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature: 

SEND FORM TO COUNTY JUDGE'S OFFICE

RECEIVED BY COUNTY JUDGE'S OFFICE

DATE: _____

APPROVED BY COMMISSIONER'S COURT: _____

DATE: _____

COURSE OVERVIEW

Fair and Effective Practices in Jury System Management

Purpose To provide attendees with a systematic view of the many components of the jury management system and the means to assess the effectiveness of these components.

Objectives At the conclusion of the workshop, the you will be able to:

- Calculate the yield of their qualification and summoning procedure
- Assemble the information necessary to defend a jury system
- Characterize a good automated jury system as to functions and report contents
- Calculate the savings possible through improved juror use
- Discuss the operational implications of various jury improvement efforts including shorter terms of service, source list management techniques, non-response programs, and juror use measures
- Recognize methods of juror orientation that enhance public understanding and appreciation of the jury system

Overall Plan This course includes approximately 15.5 hours of classroom time, with approximately six hours of instruction on each of the first two days and three and one-half hours on the third day.

This course is divided into eight units. These units and the timing of recommended breaks are identified on the course agenda on the following page.

**FAIR AND EFFECTIVE PRACTICES IN JURY SYSTEM MANAGEMENT
Santa Fe, New Mexico**

COURSE AGENDA

DAY ONE: Wednesday, September 25, 2019

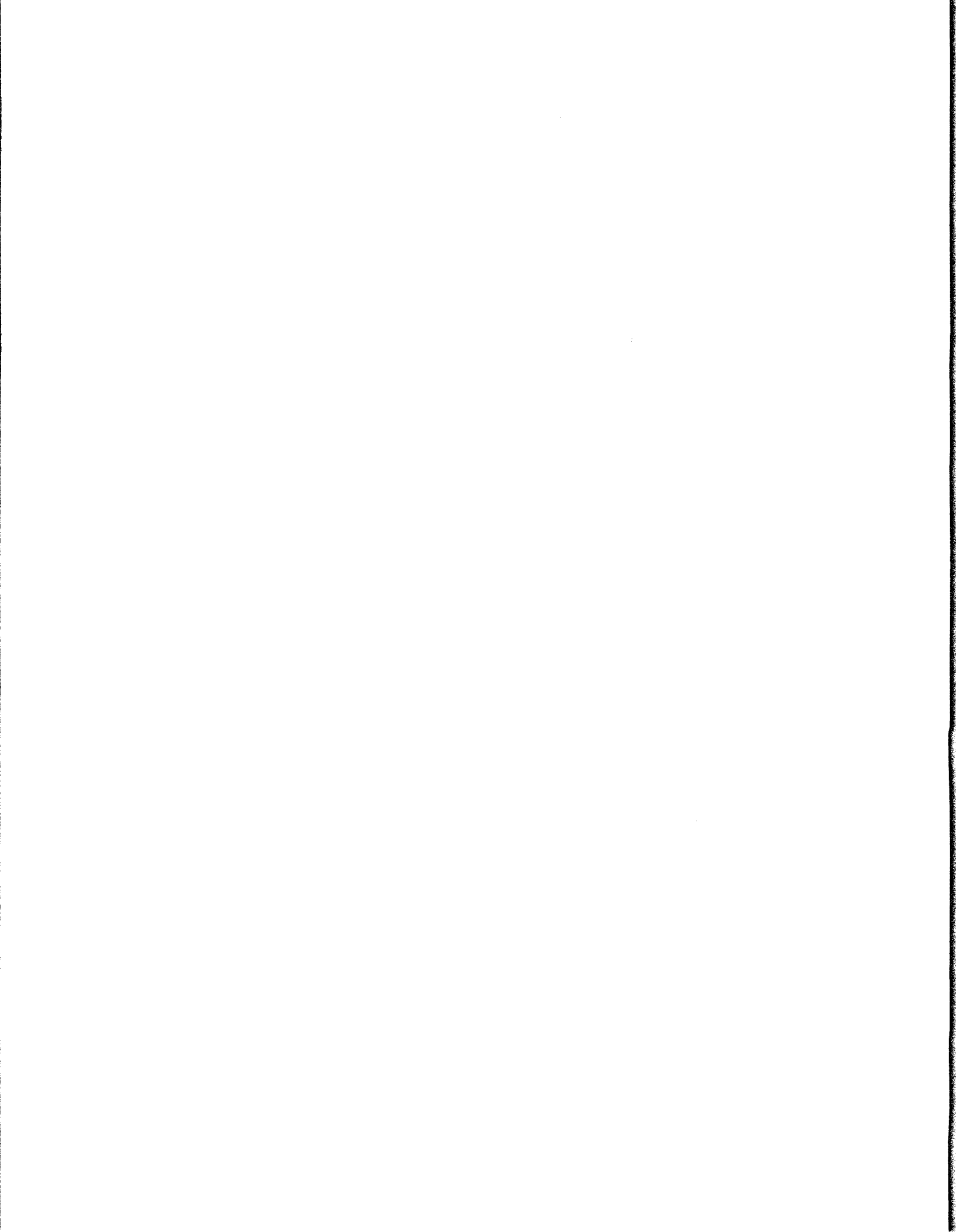
| | |
|--|---|
| 8:00 – 8:30 AM | Course Registration |
| 8:30 – 9:00 AM | Unit 1 – Introduction to the Course |
| 9:00 AM – 12:00 PM (includes break) | Unit 2 – Jury System Management |
| 12:00 – 1:00 PM | LUNCH |
| 1:00 – 4:30 PM (includes break) | Unit 3 – The Juror Selection Process <ul style="list-style-type: none">• Master Jury List Creation and Maintenance• Random Selection• Qualifying and Summoning Jurors |

DAY TWO: Thursday, September 26, 2019

| | |
|--|--|
| 8:30 AM – 12:00 PM (includes break) | Unit 4 – Juror Utilization <ul style="list-style-type: none">• Panel Size• Percent to Voir Dire• Percent Reporting• Estimating Costs of Juror Utilization |
| 12:00 – 1:00 PM | LUNCH |
| 1:00 – 4:30 PM (includes break) | Unit 5 – Defending Your Jury System |

DAY THREE: Friday, September 27, 2019

| | |
|-------------------------------------|--|
| 8:30 – 11:00 AM (includes break) | Unit 6 – Jury Automation Unit 7 – Juror Treatment <ul style="list-style-type: none">• Jury Facilities• Juror Orientation• Post-Service Considerations |
| 11:00 – 12:00 PM | Your Jury System Improvement Plans |



Santa Fe, NM | September 25-27, 2019

\$395 PER ATTENDEE

ISSUES THE SEMINAR WILL EXPLORE

During this 2 1/2 day workshop at the AOC Judicial Information Division training room at 2905 Rodeo Park Drive, Santa Fe, New Mexico, participants will learn about best practices to improve the efficiency and cost-effectiveness of jury operations, to ensure the integrity of the jury selection process, and to treat jurors with dignity and respect.

Paula Hannaford-Agor, Director of the NCSC Center for Jury Studies, teaches court managers and jury managers to:

- Identify strengths and weaknesses in jury operations
- Estimate the operational and fiscal impact of poor performance
- Implement policies and procedures to prevent or respond to legal challenges to the jury system
- Use tools, performance measures, and best practices to address problems

REGISTRATION INFORMATION

Contact Amy Ostheimer at aostheimer@ncsc.org or
303-308-4309

Capacity is limited to 45 participants. Courts are encouraged to bring teams if possible. Trial court systems that include limited, general, and special jurisdictions have benefitted from this program in addition to municipal, city, district, and county courts.

- Participants must make their own lodging and transportation arrangements. Contact Amy Ostheimer for a list of hotels in the Santa Fe area with government rates. Participants can fly directly into Santa Fe Regional Airport (SAF) or Albuquerque International Sunport (ABQ) and drive approximately 60 miles to Santa Fe.
- Check in begins at 8:00 AM, Wednesday, September 25, 2019.
- Seminar begins at 8:30 AM, September 25th and concludes at 12:00 PM, September 27.
- Light lunch and refreshments will be provided on Wednesday and Thursday; coffee service only Friday.
- Co-sponsored by the NCSC and the NM Administrative Office of the Courts.

THE NATIONAL CENTER FOR STATE COURTS PRESENTS FAIR AND EFFECTIVE PRACTICES IN JURY SYSTEM MANAGEMENT

When a court system does not follow best practices, it can have a negative impact on the jury system. Poor jury system management can lead to a jury pool that does not reflect a fair cross-section of the community. Citizens who experience poor operational performance while serving as jurors also take home negative impressions of the court, undermining public trust and confidence in the justice system.

Court Consulting Services
707 17th Street
Suite 2900
Denver, CO 80202

Headquarters
300 Newport Ave.
Williamsburg, VA 23185



www.ncsc.org

NATIONAL CENTER FOR STATE COURTS

707 17th Street, Suite 2900

Denver, CO 80202

FEIN: 52-0914250

send to the attn. of Amy Ostheimer

IN ACCOUNT WITH:

INVOICE

| | |
|----------------|--------------|
| INVOICE NUMBER | # 19Jury Mgt |
| DATE | 8/20/2019 |

Artrie Allen
Guinn Justice Center
204 S. Buffalo Ave., Room 108
Cleburne, Texas 76033
RE: 2019 Jury Manager Workshop

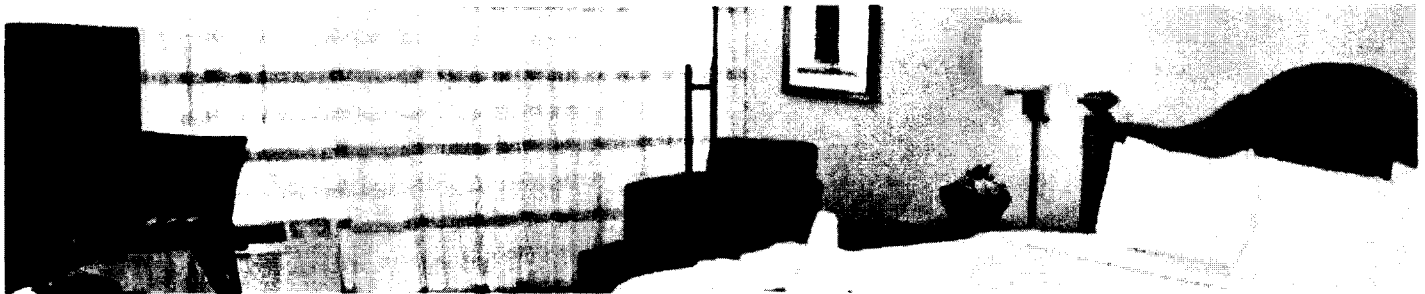
| DESCRIPTION | AMOUNT |
|---|-----------|
| Registration for Artrie Allen | 395.00 |
| TERMS: DUE UPON RECEIPT OF INVOICE | |
| TOTAL AMOUNT DUE | \$ 395.00 |

⌚ Reserve Your Room Before Time Runs Out!

⌚ Room(s) held for: 14:39

CPN/STW

Review Reservation Details



Guest room, 1 King

ROOM DETAILS

Check in: Tuesday, September 24, 2019

Check out: Friday, September 27, 2019

Room(s): 1

Guest(s) per room: 1

EDIT

Choose Room Features



Please note Room 1: Valid rate i.d. required, Non-commissionable rate

^ Summary of Charges

Government State rate

RATE DETAILS

Prices in red below are an estimate based on the rate for attendees.

1 room(s) for 3 night(s)

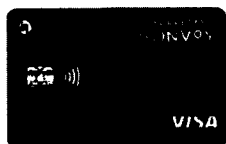
Prices in USD

| | | |
|--|------------|-------------------|
| Tuesday, September 24, 2019 | \$109.00 | 123.00 |
| Wednesday, September 25, 2019 | \$109.00 | 119.00 |
| Thursday, September 26, 2019 | \$109.00 | 123.00 |
| Total cash rate | \$327.00 | 365.00 |
| Estimated government taxes and fees | ~ \$50.48 | 56.35 |
| Total for stay in hotel's currency | ~ \$377.48 | 421.35 USD |

Additional Charges

Complimentary on-site parking

Changes in taxes or fees implemented after booking will affect the total room price.



Get the Marriott Bonvoy Boundless™ Credit Card and receive a \$250 statement credit after first purchase

[LEARN MORE](#) 

421.35 USD

Total Stay

- 250.00 USD

Statement Credit

171.35 USD

Total after statement credit*

* Total for stay and statement credit may post on separate statements.

Hotel Cancellation Policy

About this reservation:

You may cancel your reservation for no charge until September 22, 2019 (2 day[s] before arrival). Please note that we will assess a fee of 141.99 USD if you must cancel after this deadline. If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

[LEARN MORE >](#)


CONTINUE

We'll send you a confirmation email after you complete your reservation.



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 English

prod10,3033FA3C-866C-524A-A194-00851C1D00B5

Choose flights

« New search


Your trip summary

Basic Economy

Round trip (Non-refundable)

\$ **307** per person

Total \$306.09 (all passengers)


Price and tax information 

Most restrictions

- × Seats assigned at check-in*
- × Not eligible for upgrades*
- × No flight changes or refunds*
- × Board in last group

*Rules apply to all passengers including AAdvantage elites.

Includes taxes and carrier imposed fees.

Bag and optional fees 

Depart Dallas/ Fort Worth, TX to Santa Fe, NM
Tuesday, September 24, 2019

8:50 AM → 9:45 AM 1h 55m Nonstop Basic Economy

AA 3188 ■ CR7-Canadair RJ 700 ■ Operated by SkyWest Airlines As American Eagle

[Details](#) | [Change](#)

Return Santa Fe, NM to Dallas/ Fort Worth, TX
Friday, September 27, 2019

2:45 PM → 5:34 PM 1h 49m Nonstop Basic Economy

AA 3156 ■ CR7-Canadair RJ 700 ■ Operated by SkyWest Airlines As American Eagle

[Details](#) | [Change](#)

Move to Main Cabin

Round trip (Non-refundable)

+\$ **70** per person

Total \$376.10 (all passengers)

Move 

Good value with benefits

- Choose your seat (fee may apply)
- Eligible for upgrades on American flights
- Flight changes allowed (fee applies)
- General boarding



Upgrade to First

Round trip (Non-refundable)

+ \$ 491 per person

Total \$797.10 (all passengers)

Upgrade

Best way to travel

- Our largest, most comfortable seat
- 2 free checked bags*
- Priority security at participating airports
- Priority boarding
- Same-day flight change & standby when available on American flights

*On planes with both Business and First, you get 1 extra checked bag or 2 if you're AAdvantage Executive Platinum.



Earn up to a \$200 statement credit
Plus, 40,000 bonus miles after qualifying purchases with this credit card offer

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- Bag and optional fees
- Customer service and contingency plans
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- Careers
- Investor relations
- Newsroom
- Legal, privacy, copyright
- Combating human trafficking
- Browser compatibility
- Web accessibility

Extras

- Business programs
- Gift cards
- American Airlines credit card
- Trip insurance
- CoBrowse

Link opens in new window. Site may not meet accessibility guidelines.



Rental Details

DATES & TIMES

Tue, Sep 24, 2019 @ 1:00 PM

Fri, Sep 27, 2019 @ 2:00 PM

PICK-UP & RETURN LOCATION

Santa Fe Regional Airport Offsite

3961 Cerrillos Rd

Santa Fe, NM 87507

ADDITIONAL DETAILS

Renter Age: 25+

Corporate Account Number Or Promotion Code: -

Compact Car

Nissan Versa or similar

Automatic

Get the **Intermediate Car** for only \$18.91 more.
[UPGRADE](#)

VEHICLE

Time & Distance 3 Day(s) @ \$ 42.97 / Day

Time & Distance 1 Hour(s) @ \$ 14.32 / Hour

Unlimited Mileage

MODIFY

\$ 128.91

\$ 14.32

Included

EXTRAS

ADD

TAXES & FEES

NM LEASED SURCHARG

NM RENTAL TAX (5.0%)

VLF REC

SALES TAX (8.44%)

LEARN MORE

\$ 8.00

\$ 7.24

\$ 1.48

\$ 12.21

ESTIMATED TOTAL

\$ 172.16

****This form to be used only to request advancement of Hotel and Lodging expenses.***

Submit To: Accounts Payable
Johnson County Auditor's Office
2 N. Main, Cleburne, TX 76033

PLEASE TYPE OR PRINT THE FOLLOWING:

TODAY'S DATE: 8/19/2019

TRAVELER'S NAME: Artrie Allen

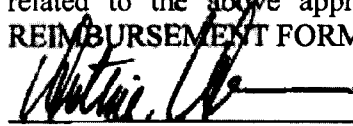
PURPOSE OF TRIP: NCSC Jury Management Workshop

DESTINATION CITY: Santa Fe, NM

DEPARTURE DATE: 9/24/2019 EXPECTED RETURN DATE: 9/27/2019

| TRAVEL COSTS TO BE ADVANCED | | Auditor Use Only |
|--|-----------------|------------------|
| MEALS- (# of days 2 x \$37.00 per day) | \$74.00 | \$ |
| PARTIAL- Morning \$ 10 | \$10.00 | \$ |
| Noon \$ 12 | \$24.00 | \$ |
| Evening \$ 15 | \$15.00 | \$ |
| HOTEL/MOTEL | \$ | \$ |
| TOTAL AMOUNT REQUESTED FOR ADVANCEMENT | \$123.00 | \$ |

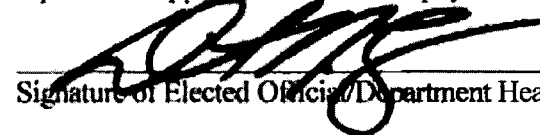
I understand this advance is to be used only for lodging and meal expenses incurred related to the above approved travel and I will submit a properly completed TRAVEL REIMBURSEMENT FORM within 10 days of my return.



Signature of Traveler

DATE: 8/19/2019

CERTIFICATION OF OFFICIAL OR DEPARTMENT HEAD: "I certify that the above named employee received proper authorization for official county travel. I have examined the request and approve the same for payment."



Signature of Elected Official/Department Head

DATE: 8/19/2019

****REQUIRED****

0100 - 4500 - 54100 - AJ
(FUND) (DEPT) (OBJECT) (FUNC)
ACCOUNT #