AGENDA ITEM
CA16

TRAVEL APPROVAL FORM

Department: CONSTABLE PCT. 4

Event Name: 81ST ANNUAL JPCA EDUCATION CONFERENCE

Location: EL PASO, TEXAS

Event Dates: JUNE 23RD - 27TH, 2025

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

3-24-2025

Name of Attendees:

ROBERT HEROD

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:

Approved in CC on 9/11/2023

Brenda Tucker

From: Robert Herod
Sent: Wednesday, March 12, 2025 12:04 PM
To: do-not-reply@county.org
Cc: Brenda Tucker; Troy L. Fuller
Subject: RE: Confirmation

br

From: do-not-reply@county.org <do-not-reply@county.org>
Sent: Wednesday, March 12, 2025 12:02 PM
To: Robert Herod <herod@johnsoncountytx.org>
Subject: Confirmation

CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.

Dear Mr. Robert Herod,

Thank you for your recent online submission. Here are confirmation details for your records.

Order Number: 272399
Order Date: Mar 12, 2025 11:13 AM
Bill To: Mr. Robert Herod
Order Total: 250.00
Payment Method: You will be billed for the balance due - Purchase Order Number R253339.

Item	Price	Qty	Total
81st Annual JPCA Education Conference - Mr. Robert Herod *When:* Jun 23, 2025 12:00 PM - Jun 27, 2025 12:00 PM *Where:* Hotel Paso Del Norte 10 Henry Trost Ct El Paso, TX 79901 United States *Registration option:* Jun 23, 2025 8:00 AM - Registration	250.00	1	250.00

Item Total	250.00
Item Grand Total	250.00
Transaction Grand Total	250.00

You may review your registration and event information at any time on our website by logging into your Member Portal.

Justices of the Peace and Constables Association of Texas 81st Annual Education Conference

June 23, 2025 - June 27, 2025 **multi-day**

12:00 PM - 11:00 AM

Hotel Paso del Norte
10 Henry Trost Ct.
El Paso, TX 79901

Contact Luz Hinojosa or Sam Burke, or call (800) 456-5974. Check back often for conference updates.

Contact Us

Registration

AGENDA

Note: Schedule subject to change

Total education hours offered: 16 for judges and clerks; 20 for civil process (mandatory attendance of all 20 hours)

Monday, June 23

10 a.m. - 5 p.m.: Registration Open

10 a.m. - 2 p.m.: Vendors Setup

2 - 5 p.m.: Committee Meetings

3:30 - 5 p.m.: Budget and Oversight Committee Meeting

1 - 2:45 p.m.: Civil Process — Technology and Civil Process: Harnessing the Future Civil Process

Presenter: Jim Slack, Lieutenant, Montgomery County

2:45 - 3:15 p.m.: Refreshment Break Civil Process

3:15 - 5 p.m.: Civil Process — High Risk Writs Civil Process

Presenter: Carl Eller, Deputy Constable, Travis County

6 - 8 p.m.: Welcome Reception

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Tuesday, June 24

8 a.m. - 4 p.m.: Vendors Open

8 a.m. - 5 p.m.: Registration Open

8 a.m. - 5 p.m.: Silent Auction and JPCA Store

8:30 - 11:30 a.m.: Opening Ceremony, Business Meeting, Nominations

11:30 a.m. - 1 p.m.: Lunch on Your Own

1 - 2:45 p.m.: General Session: History of the JP and Constable: Shining a Light on Justice

Presenter: Hon. Rick G. Hill, Justice of the Peace, Brazos County

2:45 - 3:30 p.m.: Refreshment Break — Visit With Vendors

3:30 - 5 p.m.: General Session: Securing Your Safety: Working With County Stakeholders

Presenters: Panel

6 p.m.: 42 Domino Tournament at the Hotel Paso del Norte Rooftop

Sign-up onsite.
Join us for a friendly game of dominoes! Sign-in will start at 6 p.m. Entry fees are $25/team or $15/single player, to be paid at sign-in.

Location: Hotel Paso del Norte Rooftop

8 p.m.: JPCA Jam Session at the Hotel Paso del Norte Rooftop

Location: Hotel Paso del Norte Rooftop

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Wednesday, June 25

7:30 a.m. - 3:30 p.m.: Vendors Open

8 a.m. - 5 p.m.: Registration Open

8 a.m. - 5 p.m.: Silent Auction and JPCA Store

8 - 8:30 a.m.: JPs Clerks Class — Receivership Panel JPs/Clerks

8 - 9 a.m.: Civil Process — Complex Service Issues Civil Process

Presenter: Hon. Michael A. Truitt, Constable, Denton County

8:30 - 9:30 a.m.: Refreshment Break — Visit With Vendors

JPs/Clerks Class Break 8:30-9 a.m.
Civil Process Break 9-9:30 a.m.

9 - 10 a.m.: JPs Clerks Class — Receivership Panel (continued) JPs/Clerks

9:30 - 10 a.m.: Civil Process — Complex Service Issues (continued) Civil Process

Presenter: Hon. Michael A. Truitt, Constable, Denton County

10 - 10:45 a.m.: JPs Clerks Class — Due Process, Defendants' Rights, Guilty Pleas JPs/Clerks

Presenter: Hon. Laura Weiser, Retired County Court at Law Judge and Judicial Program Liaison for Center for the Judiciary.

10 - 11 a.m.: Civil Process —Working With Your County Civil Process

Presenter: Mike Pendley, Lieutenant, Williamson County

10:45 - 11:15 a.m.: Refreshment Break — Visit With Vendors

JPs/Clerks Class Break 10:45-11 a.m.
Civil Process Break 11-11:15 a.m.

11 - 11:45 a.m.: JPs Clerks Class — Due Process, Defendants' Rights, Guilty Pleas (continued)

JPs/Clerks

Presenter: Hon. Laura Weiser, Retired County Court at Law Judge and Judicial Program Liaison for Center for the Judiciary.

11:15 a.m. - noon: Civil Process —Working With Your County (continued)

Civil Process

Presenter: Mike Pendley, Lieutenant, Williamson County

Noon - 1 p.m.: Legislative Exchange

Noon - 2:30 p.m.: Lunch on Your Own

2:30 - 3:15 p.m.: General Session: Squatters and Landlord-Tenant Relationships

Presenters: Rebecca Glisan, Director of Curriculum and Staff Attorney, Texas Justice Court Training Center
Amber Myers, Staff Attorney, Texas Justice Court Training Center

3:15 - 3:45 p.m.: Refreshment Break — Visit With Vendors

3:15 - 5 p.m.: Voting Open for JPCA Representatives

3:45 - 5 p.m.: General Session: Squatters and Landlord-Tenant Relationships (continued)

6 p.m.: Night at the Ballpark

El Paso Chihuahuas vs. Sugar Land Space Cowboys
Southwest University Park
1 Ballpark Plaza, El Paso, TX 79901.

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Thursday, June 26

7:30 - 9 a.m.: Prayer Breakfast

8 a.m. - 5 p.m.: Registration Open

8 - 9:30 a.m.: Voting Open for JPCA Elections

8 a.m. - 5 p.m.: Silent Auction (ends at 3:15 p.m.)

8 a.m. - 5 p.m.: JPCA Store

9 - 11:30 a.m.: Business Meeting

11:30 a.m. - 1 p.m.: Lunch on Your Own

1 - 1:45 p.m.: JPs Clerks Class — Commercial Drivers and Masking JPs/Clerks

1 - 2:15 p.m.: Civil Process — Writ Scenarios: Fixing Errors Civil Process

Presenters: Hon. Charles Buck Stevens, Constable, Brazoria County
Bronson Tucker, Director of Curriculum and Staff Attorney, Texas Justice Court Training Center

1:45 - 2:45 p.m.: Refreshment Break

JPs/Clerks Class Break 1:45-2:15 p.m.
Civil Process Break 2:15-2:45 p.m.

2 - 3:15 p.m.: JPs Clerks Class — Commercial Drivers and Masking (continued) JPs/Clerks

2:45 - 3:15 p.m.: Civil Process — Writ Scenarios: Fixing Errors (continued) Civil Process

Presenters: Hon. Charles Buck Stevens, Constable, Brazoria County
Bronson Tucker, Director of Curriculum and Staff Attorney, Texas Justice Court Training Center

3:15 - 4:45 p.m.: JPs Clerks Class — Judicial Independence and the Rule of Law

JPs/Clerks

3:15 - 4:45 p.m.: Civil Process — Exempt Property Issues

Civil Process

Presenter: Mark Zuniga, Staff Attorney, Texas Justice Court Training Center

5 p.m.: Silent Auction (ends at 5 p.m.)

6 - 7 p.m.: President's Reception

7 - 9 p.m.: Installation and Awards Banquet

Sponsored by Linebarger Attorneys at Law

(https://www.facebook.com/TexasCounties) (https://www.instagram.com/texascounties/) (https://twitter.com/TexasCounties) (http://www.linkedin.com/company/TexasCounties)

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Friday, June 27

9 - 11 a.m.: General Session: Lead Yourself First

Presenters: Michael Warren, Chief Operating Officer at Command Presence Training

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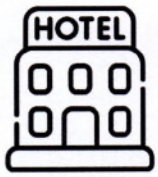

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytx.org)

DATE: 03/12/2025 DEPARTMENT: CONSTABLE PCT. 4

PERSON SENDING REQUEST: BRENDA TUCKER EXT: 1546

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. ROBERT HEROD
2.
3.
4.
5.
6.

Function Attending: 81ST ANNUAL JPCA CONFERENCE

Hotel Name: HOTEL PASO DEL NORTE		
Hotel Address: D10 HENRY TROST CT,		
City: EL PASO	State: TEXAS	Zip: 79901
Hotel Phone# 915-534-3000		
Special Requirements:		
Conference Hotel Block Code: JUSTICE OF THE PEACE & CONSTABLES ASSOCIATION		
Conference/Training Website: JPCA OF TEXAS /TAC		
How many rooms needed: 11/12/2024		
Date of Check In: 6/22/25	**Date of Check Out:** 6/27/25	

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.

Revised 2.12.2024