

TRAVEL APPROVAL FORM

Department: JP1

Event Name: Experienced Court Personnel Seminar

Location: San Marcos, TX

Event Dates: 4/14/2026 - 4/16/2026

Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:

Brandy Wood _____

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



2-9-2026

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:

Dee Ann Strother



Remit to:

Texas Justice Court Training Center
1701 Directors Blvd
Suite 530
Austin, TX 78744

512-347-9927

INVOICE

Brandy Wood (X001694)
226 Featherston St.
Cleburne, TX 76033

Transaction Basket: 23332
Date: 14/Oct/2025 9:00AM
Page 1 of 2

Experience Court Personnel Seminar - San Marcos

Location: Embassy Suites San Marcos
Dates: 2026-04-14 - 2026-04-16

Conference Registrations

Cancellation Request Deadline: Mar/31/2026 12:00 AM

Conference Registration

Subtotal: \$ 150.00
Total: \$ 150.00

Lodging Fee (Quantity: 1)

Lodging Fee

Subtotal: \$ 200.00
Total: \$ 200.00

Grand Total: \$ 350.00

BRANDY WOOD
226 FEATHERSTON ST.
CLEBURNE TX 76033



Remit to:

Texas Justice Court Training Center
1701 Directors Blvd
Suite 530
Austin, TX 78744

512-347-9927

INVOICE

Brandy Wood (X001694)
226 Featherston St.
Cleburne, TX 76033

Transaction Basket: 23332
Date: 14/Oct/2025 9:00AM
Page 2 of 2

ACCOUNT ACTIVITY:

On Account

Invoice 23332-1 (Due Date: Mar/06/2026)

\$ 350.00

Total On Account: \$ 350.00

Total Amount Due: \$ 350.00

BRANDY WOOD
226 FEATHERSTON ST.
CLEBURNE TX 76033

Brandy Wood

From: Texas Justice Court Training Center <noreply@enroll.tjctc.txstate.edu>
Sent: Tuesday, October 14, 2025 9:00 AM
To: Brandy Wood
Subject: Experience Court Personnel Seminar - San Marcos Email Receipt
Attachments: Invoice.pdf

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



Brandy Wood

Experience Court Personnel Seminar - San Marcos

Date: 14 Oct 2025

Transaction Number: 23332

This is confirmation of the following registrations and purchases:

Brandy Wood is now registered in:

Registration Option:	Conference Registration
Registration Date:	14 Oct 2025
Registration Fee:	\$150.00
Amount (including fees, discounts, and taxes):	\$150.00

With the following Add-Ons:

Add-On Option:	Lodging Fee
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Add-On Quantity: 1
Add-On Fee: \$200.00
Amount (including fees, discounts, and taxes): \$200.00

Subtotal: \$350.00

Grand Total:
Total amount = \$350.00

Paid by: Invoice
Payment Status: Full Payment Outstanding

Log in to the [conference registration site](#) to select sessions, purchase or cancel add-ons, or cancel your registration.

IMPORTANT NOTICE: PLEASE KEEP THIS RECEIPT FOR YOUR RECORDS.

If you registered by invoice, please remit payment to
Texas Justice Court Training Center
1701 Directors Blvd, Suite 530
Austin, TX 78744

Checks should be made out to Texas State University.

IF YOU HAVE ANY QUESTIONS, CONTACT Experience Court Personnel Seminar - San Marcos anytime by emailing tjctcoffice@tsu.edu

Experienced Court Personnel 16-Hour Conference

San Marcos

April 14 – 16, 2026

Location:

Embassy Suites San Marcos

Located at 1001 E. McCarty Ln, San Marcos, TX 78666

How to Register:

Registration opens October 14th for all court personnel. Programs fill quickly. Visit our education events page that day to sign up.

Cost & Payment Information

Registration cost: \$150. This cost includes a \$90 registration fee and a \$60 overhead assessment.

Hotel cost: \$200 for a single room (\$100 per night for 2 nights)

*Please note: The night before the conference is not included. If you need a room, email Darby after you have registered at d_s520@txstate.edu for availability.

Payment Information:

You can pay by check, echeck, credit card, purchase order, or money order.

**Please Make Checks
Payable to:**

Texas Justice Court
Training Center
1701 Directors Blvd, Ste 530
Austin, Texas 78744

Please visit our Registration page for detailed information about payment, cancellations, and more!



Or visit:

tjctc.org/court-personnel/registration

Conference Agenda

Tuesday, April 14th

- 11:00 - 12:45 p.m. Travel & Registration Day for those staying at the hotel. Hotel check-in is 4:00 p.m.

No meals served this day.
- 12:45 - 1:00 p.m. **General session:**
Welcome & Intro
- 1:00 - 3:00 p.m. **General session:**
The People's Court: Engaging with the Community
- 3:00 - 5:00 p.m. **Breakout sessions (select 1):**
 - *Animal Law: Dangerous, Dogs, Cruelly Treated Animals, and More*
 - *Evictions Update*
 - *Juvenile Criminal - Advanced Topics*Dinner is on your own

Wednesday, April 15th

- 7:00 - 8:00 a.m. Continental breakfast served (Pastries, fruit, coffee)
- 8:00 - 10:00 a.m. **Breakout sessions (select 1):**
 - *Spanish Terms and Court Interpreters/Language Barriers*
 - *Tricky Pre-Judgment Civil Procedure Scenarios*
 - *Pre-Judgment Criminal Procedure Scenarios*
- 8:00 - 10:00 a.m. **Breakout sessions (select 1):**
 - *ODL Hot Topics*
 - *The Clerk Side of Civil Trials*
 - *Mental Health Topics for Clerks*

Conference Agenda cont.

- 12:00 – 1:00 p.m. **Hot lunch buffet served**

- 1:00 – 3:00 p.m. **Breakout sessions (select 1):**
 - *Court Management and Technology Roundtable*
 - *Receivers*
 - *The Clerk Side of Criminal Trials*

- 3:00 – 5:00 p.m. **Breakout sessions (select 1):**
 - *Texas Truancy*
 - *Civil Writs Jeopardy*
 - *Post-Judgment Criminal Procedure Scenarios*

Dinner is on your own

Thursday, April 16th

- 7:00 – 8:00 a.m. **Hot Breakfast Buffet served**

 - 8:00 – 10:00 a.m. **General session:**
Conflict Resoltuion and De-escalation Panel

 - 10:00 – 12:00 p.m. **General session:**
Teambuilding Activities
- Program ends at 12:00 p.m.

TRAVEL APPROVAL FORM

Department: JP1

Event Name: Experienced Court Personnel Seminar

Location: Denton, TX


Event Dates: 8/4/2026 - 8/6/2026

Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:

Rhonda Houghton

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



2-9-2026

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:

Dee Ann Strother



Remit to:

Texas Justice Court Training Center
1701 Directors Blvd
Suite 530
Austin, TX 78744

512-347-9927

INVOICE

Rhonda Houghton (X003609)
226 Featherston St.
Cleburne, TX 76033

Transaction Basket: 22348
Date: 07/Oct/2025 9:27AM
Page 1 of 2

Experience Court Personnel Seminar - Denton

Location: Embassy Suites Denton
Dates: 2026-08-04 - 2026-08-06

Conference Registrations

Cancellation Request Deadline: Jul/21/2026 12:00 AM

Conference Registration

\$ 150.00
Subtotal: \$ 150.00
Total: \$ 150.00

Lodging Fee (Quantity: 1)

Lodging Fee

\$ 200.00
Subtotal: \$ 200.00
Total: \$ 200.00

Grand Total: **\$ 350.00**

RHONDA HOUGHTON
226 FEATHERSTON ST.
CLEBURNE TX 76033



Remit to:

Texas Justice Court Training Center
1701 Directors Blvd
Suite 530
Austin, TX 78744

512-347-9927

INVOICE

Rhonda Houghton (X003609)
226 Featherston St.
Cleburne, TX 76033

Transaction Basket: 22348
Date: 07/Oct/2025 9:27AM
Page 2 of 2

ACCOUNT ACTIVITY:

On Account

Invoice 22348-1 (Due Date: Jun/26/2026)	\$ 350.00
Total On Account:	<u>\$ 350.00</u>
Total Amount Due:	<u>\$ 350.00</u>

RHONDA HOUGHTON
226 FEATHERSTON ST.
CLEBURNE TX 76033



Rhonda Houghton

Experience Court Personnel Seminar - Denton

Date: 07 Oct 2025

Transaction Number: 22348

This is confirmation of the following registrations and purchases:

Rhonda Houghton is now registered in:

Registration Option:	Conference Registration
Registration Date:	07 Oct 2025
Registration Fee:	\$150.00
Amount (including fees, discounts, and taxes):	\$150.00

With the following Add-Ons:

Add-On Option:	Lodging Fee
Add-On Quantity:	1
Add-On Fee:	\$200.00
Amount (including fees, discounts, and taxes):	\$200.00

Subtotal:	\$350.00
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Grand Total:
Total amount = \$350.00

Paid by: Invoice
Payment Status: Full Payment Outstanding

Log in to the [conference registration site](#) to select sessions, purchase or cancel add-ons, or cancel your registration.

IMPORTANT NOTICE: PLEASE KEEP THIS RECEIPT FOR YOUR RECORDS.

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Texas Justice Court Training Center
1701 Directors Blvd, Suite 530
Austin, TX 78744

Checks should be made out to Texas State University.

IF YOU HAVE ANY QUESTIONS, CONTACT Experience Court Personnel Seminar - Denton anytime by emailing tjctoffice@txstat

Experienced Court Personnel 16-Hour Conference

Denton

August 4 – 6, 2026

Location:

Embassy Suites Denton

Located at 3100 Town Center Tr., Denton, TX 76201

How to Register:

Registration opens October 14th for all court personnel. Programs fill quickly. Visit our education events page that day to sign up.

Cost & Payment Information

Registration cost: \$150. This cost includes a \$90 registration fee and a \$60 overhead assessment.

Hotel cost: \$200 for a single room (\$100 per night for 2 nights)

*Please note: The night before the conference is not included. If you need a room, email Darby after you have registered at d_s520@txstate.edu for availability.

Payment Information:

You can pay by check, echeck, credit card, purchase order, or money order.

**Please Make Checks
Payable to:**

Texas Justice Court
Training Center
1701 Directors Blvd, Ste 530
Austin, Texas 78744

Please visit our Registration page for detailed information about payment, cancellations, and more!



Or visit:

tjctc.org/court-personnel/registration

Conference Agenda

Tuesday, August 4th

- 11:00 - 12:45 p.m. Travel & Registration Day for those staying at the hotel. Hotel check-in is 4:00 p.m.

No meals served this day.
- 12:45 - 1:00 p.m. **General session:**
Welcome & Intro
- 1:00 - 3:00 p.m. **General session:**
The People's Court: Engaging with the Community
- 3:00 - 5:00 p.m. **Breakout sessions (select 1):**
 - *Animal Law: Dangerous, Dogs, Cruelly Treated Animals, and More*
 - *Evictions Update*
 - *Juvenile Criminal - Advanced Topics*Dinner is on your own

Wednesday, August 5th

- 7:00 - 8:00 a.m. Continental breakfast served (Pastries, fruit, coffee)
- 8:00 - 10:00 a.m. **Breakout sessions (select 1):**
 - *Spanish Terms and Court Interpreters/Language Barriers*
 - *Tricky Pre-Judgment Civil Procedure Scenarios*
 - *Pre-Judgment Criminal Procedure Scenarios*
- 8:00 - 10:00 a.m. **Breakout sessions (select 1):**
 - *ODL Hot Topics*
 - *The Clerk Side of Civil Trials*
 - *Mental Health Topics for Clerks*

Conference Agenda cont.

- 12:00 – 1:00 p.m. Hot lunch buffet served

 - 1:00 – 3:00 p.m. Breakout sessions (select 1):
 - *Court Management and Technology Roundtable*
 - *Receivers*
 - *The Clerk Side of Criminal Trials*

 - 3:00 – 5:00 p.m. Breakout sessions (select 1):
 - *Texas Truancy*
 - *Civil Writs Jeopardy*
 - *Post-Judgment Criminal Procedure Scenarios*
- Dinner is on your own

Thursday, August 6th

- 7:00 – 8:00 a.m. Hot Breakfast Buffet served

 - 8:00 – 10:00 a.m. General session:
Conflict Resoluion and De-escalation Panel

 - 10:00 – 12:00 p.m. General session:
Teambuilding Activities
- Program ends at 12:00 p.m.