

The background of the entire page is a close-up, slightly blurred image of the Texas state flag, showing the blue field with a white star and the red and white horizontal stripes.

TJCTC

Education Brochure

2023 – 2024

Civil Process Edition

Fall Registration

New database information inside! Please read!

"Ensuring Justice and Fairness Through Education"



The Texas Justice Court Training Center is funded by a grant from the Texas Court of Criminal Appeals.

TJCTC is an educational endeavor of the Justices of the Peace and Constables Association of Texas, Inc.

General Information

How to Register in our NEW Database

- On September 11th, you will be able to log in and set up your new profile. We highly encourage you to do this **before** registration opens in November so you will be ready to go.
- We have created a webpage (www.tjctc.org/database) that has step-by-step guides on how to create your profile and how to register. We encourage you to review the guides as early as September 11th.
- If you have any trouble registering, please contact our Office Coordinator, April Williams, at adw167@txstate.edu or 512-347-9927 ext. 208.
- To view more information and register for your courses, please visit www.tjctc.org. Our website offers an updated listing of all courses, including webinars.

Waitlist

- Every program has a limited amount of attendees that can register. If a program is full, you can register to be put on the waitlist. The waitlist is organized by when you register. If and when spots in a program open up, they will be filled from the waitlist in the order of registration. If a spot opens to a student on the waitlist, an automatically generated email will be sent to let them know. You have 4 days (96 hours) to log into your profile to confirm your registration. After that time, the spot will be automatically offered to the next person on the waitlist. Registering for the waitlist does not guarantee entry into a program.

Participant Cancellation

- Cancellation must be submitted through your TJCTC profile and received two (2) weeks prior to the event start date in order to receive a full refund. If you must cancel your registration within two (2) weeks of the event, email your cancellation to our Office Coordinator, April Williams, at adw167@txstate.edu. No refunds or credits will be given for no-shows, late arrivals, or early departures.

Substitutions

- Our new database will **not** allow substitutions. When a person cancels from a program, the next person on the waitlist will get that slot.

Unique Email Addresses

- Your new username will be your email address. Please make sure each user in our database has a unique email address. The use of shared email addresses is no longer permissible.

General Information

Hotel Reservations

- Lodging is available as an add-on to your registration. If you would like a room for yourself or are bringing your spouse/family, you will choose “Single Occupancy” and will be charged a \$55 lodging fee for every night of a seminar. For attendees who opt for a double occupancy room with a roommate, TJCTC will pay 100% of the room rate and the attendee will only be responsible for the registration and overhead assessment fees.
- If you select single or double occupancy, TJCTC will manage your reservations at the hotel for each night of an event. There is no need to contact the hotel regarding reservations.

Hotel Lodging Fee

- All room nights are a \$55 charge regardless of location. This is a voluntary fee to cover the difference between the grant-allowed GSA rate and the cost charged by the property. This cost allows education seminars to continue to be held in preferred locations throughout the state.

Registration and Overhead Assessment Fee

- Enrollment is subject to receipt of registration from each participant. The registration fee provides for program costs and meals. Pursuant to grant conditions, the registration fee is mandatory and given to the grant to be spent as restricted funds. If you or your county cannot pay this fee, please contact Thea Whalen at td24@txstate.edu to inquire about a waiver.
- The Texas State overhead assessment fee is a voluntary fee deposited into TJCTC's private fund account and is used for unrestricted activity expenses that the grant cannot cover, such as salaries, benefits, and excess food and lodging costs.
- The fees are currently split at 40% registration fee and 60% overhead assessment fee. The registration fee should be paid in full prior to the start of the event. TJCTC accepts credit cards, ACH payments, personal checks, county checks, money orders, or purchase orders.

Transferring Fees

- Fees can no longer be transferred from one program to another. If you wish to move to a different program, you will need to cancel your current registration and register for the new program. Your original payment will be refunded, and you will need to resubmit payment.

General Information

Class Changes

- Attendees will be responsible for entering any class changes. If you decide to switch classes at a program, you will need to log-in to your profile and select the new class. We strongly encourage you to make class changes before the program.

Handouts

- All presentation handouts will be available through our handouts webpage. Handouts will be uploaded 1 week prior to each program. Be sure to either print or download your handouts for any session you plan on attending. TJCTC will not have any physical copies of handouts available at the programs.

Copyright of Materials

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Persons With Disabilities

- The Texas Justice Court Training Center makes every effort to ensure that courses and programs are held at facilities that are accessible to persons with disabilities. If you plan on attending an event and will need special facilities or accommodations relating to your disability, please make note of the requirement in the "Seminar Special Needs" section of your registration on the online registration system.

Meal Preferences

- You will now be able to alert TJCTC if you have an allergy or dietary restriction. For programs that provide meals, you will be able to select allergy (and list the allergen), gluten-free, vegan, or vegetarian.

Civil Process

Seminars

Registration and Overhead Assessment Fees = \$150
Lodging Fees for Single Occupancy = \$55 per night

These classes will qualify for TCOLE course#1415 for constables and #3131 for deputies

Corpus Christi- Omni Corpus Christi

- January 28 - 31, 2024
- The first day is an included travel day and has no classes

Virtual- Zoom

- February 12 - 15, 2024

Galveston - The San Luis

- May 5 - 8, 2024
- The first day is an included travel day and has no classes

Ft. Worth - JPCA Conference

- June 24 - 28, 2024
- Registration for this event will be through JPCA.

Constable Clerk Workshop

Registration and Overhead Assessment Fees = \$75
Lodging Fees for Single Occupancy = \$55 per night

Galveston- The Tremont

- August 11 - 13, 2024
- The first day is an included travel day and has no classes

Registration opens November 6th

Civil Process

20-Hour Schematic

Day 1 8 AM – 10 AM	Safety in Civil Process	
10 AM – 12 PM	Intro to Civil Process	Customer Service vs. Legal Advice
1 PM – 3 PM	Intro to Citations	Tax Sales
3 PM – 5 PM	Intro to Landlord/Tenant Actions (Retrieval, Restoration, Re-Entry, Distress Warrants)	Manufactured Homes
Day 2 8 AM – 10 AM	Intro to Evictions	Working With Your JP
10 AM – 12 PM	Intro to Writs of Possession	Writ Scenarios: Fixing Error
1 PM – 3 PM	Intro to Executions Part I	Exempt Property Issues
3 PM – 5 PM	Intro to Executions Part II	Complex Service Issues
Day 3 8 AM – 10 AM	Intro to Writs of Attachment, Sequestration, Protective Orders, and Other Writs	You Seized the Property – Now What Do You Do? Execution Sale
10 AM – 12 PM	Mental Health and Self-Care	

Civil Process Virtual Schematic

Day 1 9 AM – 11 AM	Safety in Civil Process
11 AM – 2 PM	Intro to Citations
2 PM – 3 PM	Complex Service Issues
Day 2 9 AM – 11 AM	Intro to Evictions
11 AM – 2 PM	Intro to Writs of Possession
2 PM – 3 PM	Working With Your JP
Day 3 9 AM – 11 AM	Intro to Executions Part I
11 AM – 2 PM	Intro to Executions Part II
2 PM – 3 PM	Writ Scenarios: Fixing Error
Day 4 9 AM – 11 AM	Intro to Landlord/Tenant Actions (Retrieval, Restoration, Re-entry, Distress Warrants)
11 AM – 12 PM	Intro to Writs of Attachment, Sequestration, Protective Orders, and Other Writs
1 PM – 3 PM	Mental Health & Self Care

Constable Clerk Workshop Schematic

Day 1 9 AM – 10 AM	Constable's Office 101
10 AM – 12 PM	Organizing Your Office
1 PM – 2 PM	Billing for the AG Office
2 PM – 4 PM	Records
4 PM – 5 PM	Networking
Day 2 8 AM – 10 AM	Customer Service
10 AM – 12 PM	Panel Roundtable

Four – Year Training Cycle

We know it's hard trying to schedule your whole office! For your future planning, we have included TJCTC's 4-year training cycle.

FY 22

- February - Virtual
- April - San Antonio
- May - Galveston
- August - Denton
- August - Clerk Workshop Boerne

FY 23

- February - Austin
- March - New Constable Longview
- May - Galveston
- July - Virtual

FY 24

- January - Corpus Christi
- February - Virtual
- May - Galveston
- June - Fort Worth
- August - Constable Clerk Workshop

FY 25

- New Constable
- Coastal Area
- Virtual
- West Texas

Justices of the Peace and Constable Association of Texas, Inc.

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Jefferson County

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The Justices of the Peace and Constables Association of Texas, Inc. (JPCA) has been involved in providing judicial education since 1958.

Beginning in 1971, JPCA was awarded a grant to fund its judicial education program and the Texas Justice Court Training Center (TJCTC) was born. JPCA continues to sponsor and direct TJCTC programs.

Our programs are funded through generous grants from the Texas Court of Criminal Appeals (CCA) and the Texas Department of Transportation (TxDOT).

Texas Justice Court Training Center



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