

# TJCTC

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## Education Brochure

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Justice of the Peace

Court Personnel



# 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 Justice of the Peace and Constables Association of Texas, Inc.

# TJCTC



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# General Information

## Registrations Dates

- Justice of the Peace Registration Date
    - *Tuesday, October 8, 2024*
  - Court Personnel Early Registration Opens
    - *Tuesday, October 22, 2024*
  - Court Personnel Early Registration Closes
    - *Thursday, October 24, 2024*
  - Court Personnel Open Registration
    - *Monday, October 28, 2024*
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## How to Register

- Please set up your TJCTC account before registration begins in October.
- We have created a webpage ( <https://www.tjctc.org/access-your-student-account/how-to-guides.html>) that has step-by-step guides on how to create your TJCTC account and how to register. We encourage you to check it out before registration opens.
- If you have any trouble registering, please contact our Office Coordinator, Francisco Paredes at [fjp12@txstate.edu](mailto:fjp12@txstate.edu) or 512-408-4703.
- To view more information and register for your conferences, please visit [www.tjctc.org](http://www.tjctc.org). Our website offers an updated listing of all courses, including webinars and modules.

## Conference Registration Limits

- Every year you may register for only one TJCTC conference. If you are found to have registered for two or more conferences, you will be removed from all of them and will need to re-register for only one. We cannot guarantee that this will not place you on a waitlist. There are no limits on JPCA conference, workshop, or webinar registrations.

## Early Registration For Court Personnel

- Were you not able to register last year? TJCTC offers early registration to court personnel who were not able to attend a conference the year before. Early registration will begin on Tuesday, October 22, and end on Thursday, October 24. Open registration for all court personnel will open on Monday, October 28. An email will be sent out to court personnel who are eligible for early registration.

## Waitlist

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



# General Information

## Attendee Cancellation

- Cancellation must be submitted through your TJCTC account and received two (2) weeks prior to the conference start date in order to receive a full refund. If you must cancel your registration within two (2) weeks of the conference, email your cancellation to our Office Coordinator, Francisco Paredes at [fjp12@txstate.edu](mailto:fjp12@txstate.edu). No refunds or credits will be given for no-shows, late arrivals, or early departures.
- If you no-show for a conference without an approved reason, you will not be refunded, or if payment has not been received, you will still be expected to pay.
- If a clerk no-shows to a conference they will be suspended and unable to register for a conference for the rest of the current year and the following year.

## Clerk Substitutions

- Our new registration system will not allow substitutions. When a person cancels from a conference, the next person on the waitlist will be offered that slot.

## Registration and Overhead Assessment Fee

- Enrollment is subject to receipt of a registration fee from each attendee. 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](mailto: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, eChecks, personal checks, county checks, money orders, or purchase orders.

## Transferring Fees

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

## Hotel Lodging Fee

- There is a \$60 per night hotel lodging fee, 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 conferences to continue to be held in preferred locations throughout the state.

## 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 \$60 lodging fee for every night of the conference. For attendees who opt for a double occupancy room with another attendee, TJCTC will waive the lodging fee, and the attendee will only be responsible for the registration and overhead assessment fees. Make sure to enter the double occupancy discount code at check out.
- 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.
- If you would like extra nights, please contact your Program Administrator.

# General Information

## Handouts

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

## Copyright of Materials

- No part of the materials produced may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without prior written permission of the Texas Justice Court Training Center unless copying is expressly permitted by federal copyright law. Address inquiries to: Permissions, Texas Justice Court Training Center, 1701 Directors Blvd, Suite 530, Austin, TX, 78744.

## Persons with Disabilities

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

## Meal Preferences

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



Photo by Darby Swoboda



## Workshops



### Virtual Inquest Program

November 12-15, 2024  
Zoom  
Justices of the Peace only

### Cause and Manner of Death

May 11-13, 2025  
Texas State University (San Marcos)  
Justices of the Peace only

### Rural Court Personnel Workshop

June 10-12, 2025  
Fredericksburg  
Rural Court Personnel only

### Impaired Driving Symposium

July 30-31, 2025  
Denton  
Justices of the Peace only

### Baylor Criminal Law Workshop

August 3-5, 2025  
Waco  
Justices of the Peace only

### Legislative Updates

Dates to come in 2025  
Justices of the Peace and Court Personnel





### Judicial Education Information

The Court of Criminal Appeals released changes to the Rules of Judicial Education starting in the FY22 academic year. Judges can receive up to 10 hours of credit from online learning, including civil hours. TJCTC will be offering two types of programs in FY2025:

- 10-Hour Conference
  - This program will consist of 10 hours of live education, covering a variety of civil and criminal topics.
- 20-Hour Conferences
  - These programs will cover all 20 hours needed for your education requirements, including enough civil courses to cover the 10 hours required.

Judges are required to get 10 hours of in-person education this year. If you have a health issue that prevents you from doing this, please contact Jessica Foreman at [jessforeman@txstate.edu](mailto:jessforeman@txstate.edu).

### Judicial Education Requirements

- There are new and additional judicial education requirements this year.
- All experienced judges need a total of 20-hours, including 10 civil hours, 10 hours in-person, a magistration refresher course (if not taken in FY24), and a juvenile diversion course.
- Sound complicated? Don't worry! TJCTC has you covered. Scan the QR code below to visit our judicial education webpage for specific details.





# Justice of the Peace

## Conferences

Registration and Overhead Assessment Fees

- \$150 (20 hours)
- \$75 (10 hours)

Lodging Fees for Single Occupancy

- \$60 per night (\$180 total)

Galveston (20-Hour) - San Luis Resort

- *December 1-4, 2024*

Corpus Christi (20-Hour) - Omni Corpus Christi

- *January 12-15, 2025*

Austin (10-Hour) - Austin Doubletree

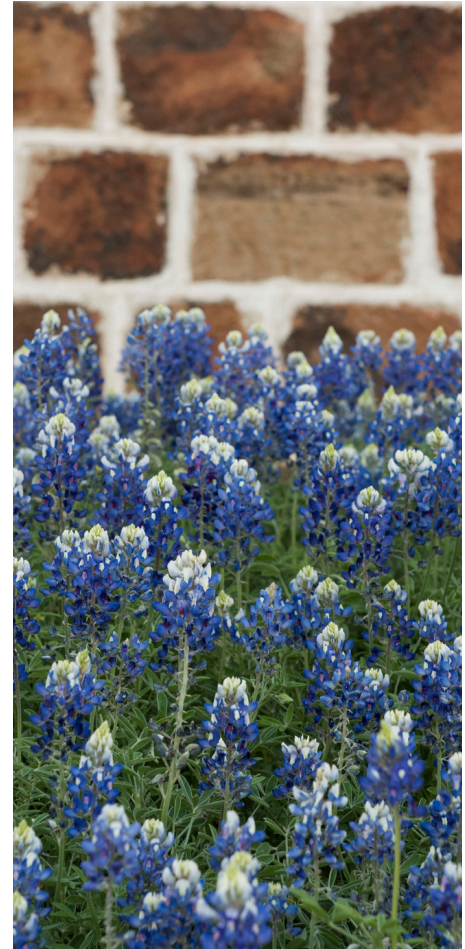
- *March 2-4, 2025*
  - *JPCA Day at the Capitol on March 4th after the conference concludes*

DFW (20-Hour) - Embassy Suites DFW North

- *March 23-26, 2025*

Lubbock (20-Hour) - Overton Lubbock

- *June 1-4, 2025*



**Scan this QR code to see the Justice of the Peace course descriptions.**

## New Justice of the Peace Conferences

Registration and Overhead Assessment Fees

- \$300 due at Stage III

Lodging Fees for Single Occupancy

- \$60 a night

Stage I

Austin - Sonesta Bee Cave

- *December 8-12, 2024*

Stage II

Austin - Sonesta Bee Cave

- *January 26-30, 2025*

Stage III

Austin - Sonesta Bee Cave

- *April 1-4, 2025*

# Justice of the Peace

## 20-Hour Conference Agenda

Day 1			
3 pm - 5 pm	Travel & Registration Only (no classes)		
Day 2			
8 am - 10 am	Building Bridges: Courts & The Community		
10 am - 11 am	Centers of Excellence Program		
11 am - 12 pm	An Interview on Judicial Ethics		
1 pm - 2 pm	Southern Hospitality 2.0		
2 pm - 3 pm	De-Mystifying the Media		
3 pm - 5 pm	Looking Good: Avoiding Common Mistakes		
Day 3			
8 am - 10 am	Handling Out-of-County Warrants	Rowdy Receiverships and Exciting Exempt Property	Eviction Scenarios
10 am - 12 pm	Dangerous Dogs & Cruelly Treated Animals	Criminal Procedure Scenarios	Debts and Disagreements: Civil Scenarios
1 pm - 2 pm	Civil Evidence: Guidelines and Best Practices	Mental Health Detention	Contempt
2 pm - 3 pm	Evidence in Criminal Cases	Don't Skip This Class - Truancy Solutions	Appeals in County Court
3 pm - 5 pm	Inquests: Death Investigations & Reporting	Decoding Precedent	Squatters and Landlord/Tenant Relationships
Day 4			
8 am - 10 am	Children in the Courts: Diversion and Supporting Success		
10 am - 12 pm	Artificial Intelligence and the Future of Courts		



# Justice of the Peace 10-Hour Conference Agenda

Day 1			
3 pm - 5 pm	Travel & Registration Only (no classes)		
Day 2			
9 am - 11 am	Building Bridges: Courts & The Community		
11 am - 12 pm	Evidence in Criminal Cases	Don't Skip This Class - Truancy Solutions	Appeals in County Court
1 ppm - 2 pm	Civil Evidence: Guidelines and Best PRactices	Mental Health Detention	Contempt
2 pm - 4 pm	Looking Good: Avoiding Common Mistakes	Debts and Disagreements: Civil Scenarios	Criminal Procedure Scenarios
Day 3			
8 am - 10 am	Aritifical Intelligence and the Future of Courts	Inquests: Death Investigations & Reporting	Eviction Scenarios
10 am - 12 pm	Children in the Courts: Diversion and Supporting Success		
JPCA Day at the Capitol			



Photo by Darby Swoboda

## Court Personnel



### Registration Categories

#### **New Court Personnel**

New clerk conferences are for clerks who have less than one (1) year of experience in a justice court. You may attend a new clerk conference if you have 1-2 years of experience in a justice court. If you have more than 2 years of experience in a justice court you must register for the experienced clerk conferences.

These conferences will cover a variety of topics including civil, criminal, and professional development. Contact our Court Personnel Program Administrator, Darby Swoboda, at [d\\_s520@txstate.edu](mailto:d_s520@txstate.edu) or 512-347-9927, for more information.

#### **Experienced Court Personnel**

Experienced clerk registration is for clerks who have completed a TJCTC conference and/or have at least one (1) year of experience working in the justice courts. Experienced clerks cannot register for the New Clerk conferences.

### Clerk Certification Program

TJCTC offers two types of certification exams: The Level 1 Clerk Certification Exam - in Criminal or Civil - and the Level 2 Master Clerk Certification Exam. It is the recommendation of the Training Center that clerks complete a conference prior to taking an exam. Clerks must pass either the Civil or Criminal Level 1 exam prior to signing up for the Master Clerk Certification Exam. Study guide modules are available on our website.

The cost of an exam is \$25 per person, per test, and can be paid by credit card or ACH.

We are excited to offer online testing this year. We will still be administering exams in person at our office. Please check our website for the most up-to-date information on testing availability.



## Court Personnel

### Experienced Court Personnel Conferences

Registration and Overhead Assessment Fees

- \$150.00 In-Person
- \$50.00 virtual

Lodging Fees for Single Occupancy

- \$60.00 per night (\$120.00 total)

Corpus Christi (1) - Omni Corpus Christi

- *February 12-14, 2025*

Galveston - San Luis Resort

- *February 24-26, 2025*

Virtual Criminal - Zoom

- *March 18-20, 2025*

Corpus Christi (2) - Omni Corpus Christi

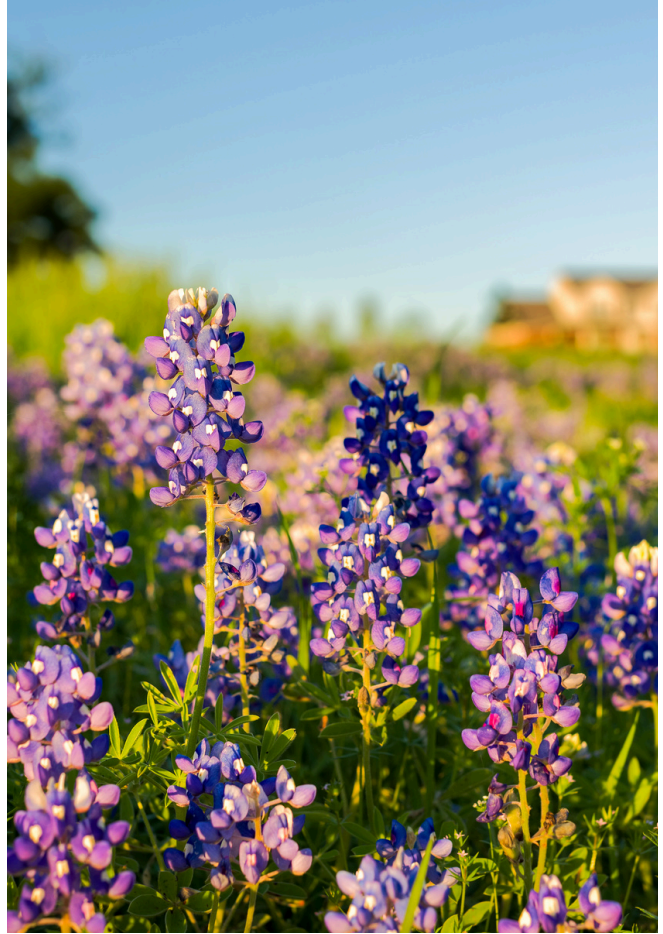
- *April 16-18, 2025*

DFW - Embassy Suites DFW North

- *July 8-10, 2025*

Virtual Civil - Zoom

- *July 22-24, 2025*



### New Court Personnel Conferences

Registration and Overhead Assessment Fees

- \$150.00
- \$50.00 Virtual

Lodging Fees for Single Occupancy

- \$60.00 a night (\$120.00 total)

Virtual - Zoom

- *January 21-24, 2025*

Austin - Sonesta Bee Caves

- *August 11-13, 2025*

*Classes will cover a variety of introductory topics*



**Scan this QR code to access the Court Personnel course descriptions.**

# Court Personnel In-Person Conference Agenda

Day 1			
12:45 pm - 1 pm	Welcome and Orientation		
1 pm - 3 pm	Building Bridges: Courts & Community**		
3 pm - 5 pm	Criminal Defendants Not Appearing*	Defaults and Civil Dismissals^	CDL & CMV
Day 2			
8 am - 10 am	Deferred, DSC, and Other Dismissals	The Fantastic Four: Retrieval, Re-entry, Restoration, Repair & Remedy^	Consistent Messaging with Tech Tools**
10 am - 12 pm	Enforcing Criminal Judgments*	Evictions	Leadership for Supervisors, Administrators, & Chief Clerks
1 pm - 2 pm	ODL Scenarios	Parent Contributing to Non-Attendance*	Exempt Property
2 pm - 3 pm	Spanish and Legal Terms	Truancy	Criminal Expunction and Nondisclosure*
3 pm - 5 pm	Juvenile Criminal Diversion*	Squatters and Landlord-Tenant Relationships^	Writs: Sequestration, Abstract, Execution, Garnishment^
Day 3			
8 am - 10 am	Confident Communication		
10 am - 12 pm	Fostering a Healthy Work Environment		

\*Virtual Criminal Classes

^Virtual Civil Classes

# Justices of the Peace and Constables Association

## Budget and Oversight Committee

### President

Hon. Holly Williamson - Harris County

### President-Elect

Const. Carlos Lopez - Travis County

### Second Vice President

Hon. J.R. Woolley - Waller County

### Third Vice President

Const. Justin West - Galveston County

### Secretary/Treasurer

Const. Chad Jordan - Hood County

### Sergeant-At-Arms

Const. Larry Gallardo - Hidalgo County

### Judge Advocate

Hon. Mark Russo - Rockwall County

### Justice of the Peace Committee Chair

Hon. Marian Jackson - Waller County

### Civil Process Committee Chair

Const. Tonya Nixon - Travis County

### Court Personnel Committee Chair

Hon. Karen Diaz - San Patricio County

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).



Photo by Darby Swoboda



## JPCA Annual Conference

**June 23-27, 2025**

**El Paso - Paso Del Norte**

You can find more information about the JPCA Conference on the JPCA website: [www.JPCA.com](http://www.JPCA.com)



## Texas Justice Court Training Center

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