

TJCTC

Justice of the Peace **FY27 Education Brochure** 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 Justices of the Peace and Constables Association of Texas, Inc.



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Photo by Darby Swoboda

General Information

Registration Dates

- Court Personnel **Early Registration Opens**
Tuesday, September 15, 2026, 8:00 a.m.
- Court Personnel **Early Registration Closes**
Thursday, September 17, 2026, 5:00 p.m.
- Court Personnel Registration Opens
Tuesday, September 22, 2026
- Justice of the Peace Registration Opens
Tuesday, October 6, 2026



How to Register

The conferences fill quickly, so prepare in advance. Check your login credentials for your TJCTC Account and confirm access to your TJCTC profile. If needed, reset your password using the "Forgot Password" option.

1. Review available conference dates and locations and choose a preferred and backup location.
2. Click the registration link in the event description.
3. Log in to your TJCTC Account.
4. Select "Conference Registration," confirm the program and location, and click Continue.
5. Add lodging if needed and complete required questions.
6. Review your cart and complete payment.

For more information, visit www.tjctc.org and go to your program Education Events Page.

Conference Registration Limits

You may register for only one TJCTC conference per year. If you register for multiple conferences, (excluding the JPCA annual conference), you will be unregistered from all conferences and will have to re-register or join a waitlist if all conferences are now full. There are no limits on TJCTC workshop or webinar registrations.

General Information

Early Registration For Court Personnel

Were you unable to register last year? TJCTC offers early registration to court personnel who could not attend in-person conferences the previous year. Early registration begins Tuesday, September 15th, and ends Thursday, September 17th. Open registration for all court personnel opens Tuesday, September 22nd. Only eligible court personnel will receive an email with the early registration link. If you early register and are not eligible, you will be removed and will need to re-register when court personnel registration opens on September 22nd.

Waitlist

Every conference has limited capacity. If full, you can join the waitlist (ordered by registration time). When a spot opens, an email notification is sent automatically to the first person on the waitlist. You have 4 days (96 hours) to confirm. After that, the spot goes to the next person, and you move to the end of the waitlist. Waitlist registration does not guarantee entry.

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 at tjctcoffice@txstate.edu. No refunds or credits will be given for no-shows, late arrivals, or early departures.

If you no-show for a conference, you will not be refunded, or if payment has not been received, you will still be expected to pay.

If a clerk no-shows at a conference, they will be suspended and unable to register for a conference for the rest of the current year and the following year.

Participant Substitutions

In fairness to everyone on the waitlist, we do not allow substitutions. When a person cancels from a conference, the next person on the waitlist will be offered that slot.

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.

General Information

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 the grant conditions, the registration fee is mandatory and given back 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 registration costs are currently split at 80% registration fee and 20% overhead assessment fee. Fees should be paid in full before the start of the event. TJCTC accepts credit cards, eChecks, personal checks, county checks, money orders, or purchase orders.

Hotel Lodging Fee

There is a \$100 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 \$100 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 the event. **There is no need to contact the hotel regarding reservations.**

If you would like extra nights, please contact your Program Administrator for additional information.

General Information

Handouts

All presentation handouts will be available through our website. Handouts will be uploaded one 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

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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

Justice of the Peace

FY27 Judicial Education Information

Workshops will open for registration in 2027. Please check our website for updated information.

All experienced judges must complete the following by August 31, 2027:

- 20 total hours of judicial education including:
 - 10 hours on civil topics
 - 10 hours of in-person education
 - 2-hour Magistration Refresher Course

The Easiest Way to Meet Your Requirements

Our 20-hour Experienced Judge Conferences are TJCTC's premier educational events. If you attend the entire conference, you will satisfy all of your FY27 judicial education requirements at one time, including the required Magistration Refresher, which is offered as a general session during the conference.

While attendance at a 20-hour conference is not required, it is the simplest way to complete everything in one trip.

Other Ways to Earn Your Hours

Remember! 10 hours must be in person for all judges!

- Non-attorney judges may submit 10 hours from other entities, but must also take 10 hours through TJCTC.
- Attorney judges may satisfy their education requirements through State Bar CLE or other approved continuing legal education, except for the Magistration Refresher, which must be completed through TJCTC or another approved judicial education provider.

Judicial Education Questions

Until October 31st, contact Jasmine Barker at jms369@txstate.edu.

After November 1st, contact Jessica Foreman at jessforeman@txstate.edu.



Justice of the Peace

Experienced Justice of the Peace Conferences

Registration Cost: \$175 total (\$140 base registration fee; \$35 Texas State overhead assessment fee is a voluntary fee deposited into TJCTC's private fund accounts and is used for unrestricted activity expenses that the grant cannot cover, such as salaries, benefits, and excess food and lodging costs.)
Hotel Cost: \$300 (\$100 per night for 3 nights)

Galveston (20-Hour)

San Luis Resort | January 24-27, 2027

Georgetown (20-Hour)

Sheraton Georgetown/Austin | March 7-10, 2027

DFW: McKinney (20-Hour)

Sheraton McKinney | March 30 - April 2, 2027

Corpus Christi (20-Hour)

Omni Corpus Christi | April 26-29, 2027

Lubbock (20-Hour)

Overton Lubbock | June 27-30, 2027



Note, the first day of each program is a travel day, and all classes will start on the second day.

New Justice of the Peace Conferences

Stage I & II: Only the lodging fees are due for these stages. \$400 for a single room (\$100 per night) at each stage.

Stage III: Registration Cost: \$375 total; Covers all three stages (\$300 Registration fee; \$75 Texas State overhead assessment fee is a voluntary fee deposited into TJCTC's private fund accounts and is used for unrestricted activity expenses that the grant cannot cover, such as salaries, benefits, and excess food and lodging costs.) Lodging Fee: \$300 (\$100 per night)

Embassy Suites San Marcos

Stage I | December 14-18, 2026

Stage II | January 11-15, 2027

Stage III | March 22-25, 2027

Note, the first day of each program is a travel day, and all classes will start on the second day.

Justice of the Peace: 20-Hour Agenda

Travel & Registration Day			
3 – 5	Registration: Hotel check-in is at 4 pm. There are no classes or meals on this day		
Day 1			
7 – 8	Breakfast/Registration		
8 – 10	Ethics & Judicial Demeanor (Civil)		
10 – 12	Judicial Resilience: Strength Through Self-Care (Civil)		
12 – 1	Lunch		
1 – 3	Probable Cause	Eviction Scenarios: Filing Through Judgment (Civil)	Juvenile Criminal
3 – 5	Magistrating Impaired Driving Cases from Start to Finish	Eviction Appeal Scenarios (Civil)	Juvenile Diversion Scenarios
Day 2			
7 – 8	Breakfast		
8 – 10	Research in Practice: Administrative Proceedings (Civil)	Civil Scenarios (Civil)	When the Defendant Fails to Appear
10 – 12	ODL Scenarios (Civil)	Enforcing Civil Judgments (Civil)	Contempt (1hr Civil)
12 – 1	Lunch		
1 – 3	A.I. in Practice (Civil)	Debt Claims & Receiverships (Civil)	Inquests: Old Age & Natural Causes (Civil)
3 – 5	Interpreters & Language Access (1hr Civil)	Understanding Private Process in Justice Court (Civil)	Mass Fatality Incidents (Civil)
Day 3			
7 – 8	Breakfast		
8 – 10	Recognizing Trafficking, Exploitation, and Other Issues in Justice Court (Civil)		
10 – 12	Magistrating: Where Are We Now? (Required course in FY27)		

Court Personnel

Registration Categories

New Court Personnel

New court personnel conferences are designed for court personnel with less than 1 year of experience, but you may attend if you have less than 2 years' experience. These conferences will cover a variety of topics including civil, criminal, and professional development. Contact our Court Personnel Program Administrator, Ashley Maxfield, at abh57@txstate.edu or 512-347-9927, for more information.

Experienced Court Personnel

Experienced court personnel 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.

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 court personnel complete a conference prior to taking an exam. Court personnel 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 \$40 per person, per test, and can be paid by credit card or ACH.

Exams are offered online 3 times a year: Late Fall, Early Spring, and Summer. Test takers can complete the exam from work or home any time of day. A live proctor monitors the online exam.

Exact dates and registration information will be published approximately one month before each exam period.



Court Personnel Conferences

In person:

Registration Cost: \$175 total (\$140 base registration fee; \$35 Texas State overhead assessment fee is a voluntary fee deposited into TJCTC's private fund accounts and is used for unrestricted activity expenses that the grant cannot cover, such as salaries, benefits, and excess food and lodging costs.)

Hotel Cost: \$200 (\$100 per night for 2 nights)

Virtual Conferences:

Registration Cost: \$75 total (\$60 base registration fee; \$15 Texas State overhead assessment fee is a voluntary fee deposited into TJCTC's private fund accounts and is used for unrestricted activity expenses that the grant cannot cover, such as salaries, benefits, and excess food and lodging costs.)

Experienced Court Personnel Conferences

Austin (16-Hour)

Austin DoubleTree | December 1-3, 2026

Criminal: Virtual Court Personnel

Zoom | February 9-11, 2027

Corpus (16-Hour)

Omni Hotel | March 2-4, 2027

Civil: Virtual Court Personnel

Zoom | May 4-6, 2027

Galveston (16-Hour)

San Luis Resort | June 2-4, 2027

DFW: McKinney (16-Hour)

Sheraton McKinney | July 19-21, 2027

New Court Personnel Conferences

Virtual New Court Personnel

Zoom | January 19-21, 2027

August Conference Registration for New Court Personnel will open in early 2027!



Court Personnel Conference Agenda

Day 1 In-Person Conference Agenda			
11 – 12:45	Registration: No meals are provided on this day. Hotel check-in is at 4 pm.		
12:45 – 1	Welcome & Orientation		
1 – 3	Ethics and Clerks ^{*^}		
3 – 5	License to Drive: ODLs and DL Suspension Hearings	Civil Pre-Judgment Scenarios [*]	Juvenile Diversion & JD Coordinators [^]
Day 2			
7 – 8	Breakfast		
8 – 10	Legal Research & Resources for Court Personnel	Civil Judgment and Beyond! Scenarios [*]	Juvenile Criminal [^]
10 – 12	A.I. in Practice	Debt Claims & Receiverships [*]	Pre-Judgment Criminal Procedure Scenarios [^]
12 – 1	Lunch		
1 – 3	The Clerk's Side of Magistration and Mental Health	Evictions: Filing Through Judgment [*]	Post-Judgment Criminal Procedure Scenarios [^]
3 – 5	Truancy & Parent Contributing to Non-Attendance	Evictions: Appeals Through Post-Judgment [*]	Deferred & DSC [^]
Day 3			
7 – 8	Breakfast		
8 – 10	Court Security		
10 – 12	Tales from the Window		

**Virtual Civil Classes*

^Virtual Criminal Classes

Justices of the Peace and Constables Association

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About JPCA

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).

JPCA Annual Conference

June 21-25, 2027

**Hilton Dallas/Rockwall Lakefront
Rockwall, Texas**

You can find more information about the JPCA Conference on the TAC website:

www.county.org/education-and-events/calendar-of-events/2027/83rd-jpca

Interested in becoming a JPCA member:

jpca.com/page/become-a-member



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