TJCTC

Civil Process Education Brochure

FY27

www.tjctc.org

TJCTC

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.

1701 Directors Blvd, Suite 530 | Austin, TX 78744 | 512-347-9927 | www.tjctc.org

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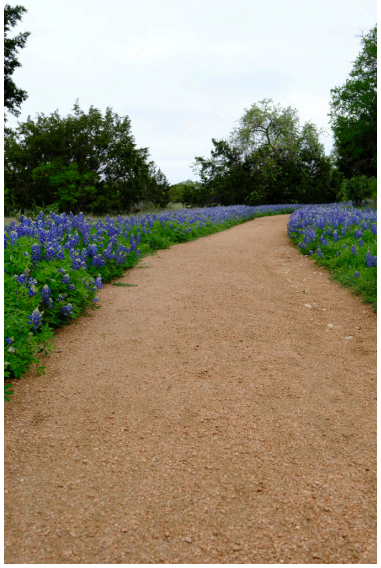
General Information

Registration Dates

Photo by Darby Swoboda



- Constables that didn't attend a Civil Process Conference in 2026
  - Registration: Wednesday, October 14, 2026, 8:00 a.m.
- All Elected Constables
  - Registration: Tuesday, October 27, 2026, 8:00 a.m.
- Deputies that didn't attend a Civil Process Conference in 2026
  - Registration: Tuesday, November 10, 2026, 8:00 a.m.
- All Constable/Deputies/Constable Clerks
  - Registration: Tuesday, November 17, 2026 8:00 a.m

To give all elected constables and deputies a chance to attend an in-person conference, registration will open on multiple dates based on last year's attendance. See page 7 for more details

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 Account. 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 conference 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 the Civil Process Education Events Page.

Conference Registration Limits

You may register for only one TJCTC conference per year. Students registering for multiple conferences (excluding the JPCA Annual Conference) will be unregistered from all conferences and must re-register or join a waitlist if all conferences are full. There are no limits on JPCA conference, workshop, or webinar registrations.

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.

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. 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.

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.

Registration and Overhead Assessment Fee

Enrollment is subject to receipt of a registration fee from each attendee. The registration fee provides for conference 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.

Transferring Fees

Fees cannot 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 $100 per night hotel lodging fee for participants choosing single occupancy, 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.

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 $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 conference. **There is no need to contact the hotel regarding reservations.**

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

Handouts

All presentation handouts will be available through our website: www.tjctc.org. 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

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.

Civil Process Conferences

Civil Process 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)

Georgetown 20-Hour Civil Process
Sheraton Georgetown | January 31 - February 3, 2027
January 31st is a travel day. Classes begin on February 1st

Tyler 20-Hour Civil Process
Holiday Inn Tyler | April 11 - 14, 2027
April 11th is a travel day. Classes begin on April 12th

Galveston 20-Hour Civil Process
San Luis Resort | May 23 - 26, 2027
May 23rd is a travel day. Classes begin on May 24th

Virtual 20-Hour Civil Process
Zoom | July 12 - 15, 2027

All classes in the following agendas with an asterisk next to them are discussion-based courses that assume an understanding of basic civil process procedures. Breakout classes without an asterisk are appropriate for attendees who have less experience or would like a refresher on the basics of a particular topic.

TJCTC offers two general session classes, *Duties and Responsibilities: Mitigating Liabilities and Leadership and Professionalism in Civil Process*. These classes are designed attendees

Civil Process: 20-Hour Agenda

Travel Day		
Day 1		
7 – 8	***Breakfast***	
	Registration	
8 – 10	**Duties and Responsibilities: Mitigating Liabilities**	
10 – 12	**Foundations of Civil Process**	**Working with Your County ***
12 – 1	***Lunch***	
1 – 3	**Citations 101**	**Constable Math: Writ Calculations and More ***
3 – 5	**Evictions 101**	**Evictions 201 ***
Day 2		
7 – 8	***Breakfast***	
8 – 10	**Writs of Possession 101**	**High Risk Process & Officer Safety ***
10 – 12	**Landlord/Tenant 101: Retrieval, Restoration, Re-Entry, Distress Warrants**	**Exempt Property Issues ***
12 – 1	***Lunch***	
1 – 3	**Writs of Execution 101: The Basics**	**Practical Skills for Constable Office Success ***
3 – 5	**Writs of Execution 102: In Practice**	**Ctrl + Serve: Tech Tools for Civil Process ***
Day 3		
7 – 8	***Breakfast***	
8 – 10	**Miscellaneous Process 101: Attachment, Sequestration, Protective Orders, and More**	**Writ Scenarios ***
10 – 12	**Leadership & Professionalism in Civil Process**	

**All classes are discussion-based courses that assume an understanding of basic civil process procedures*

Virtual Civil Process: 20-Hour Agenda

Day 1 – July 12, 2027	
9 – 11	**Duties and Responsibilities: Mitigating Liabilities**
11 – 12	**Refresher: TJCTC and Resources**
12 – 1	***Lunch***
1 – 3	**Foundations of Civil Process**
Day 2 – July 13, 2027	
9 – 11	**Citations 101**
11 – 12	**Q&A – All Topics**
12 – 1	***Lunch***
1 – 3	**Evictions 101 (Including Legislative Update)**
Day 3 – July 14, 2027	
9 – 11	**Writs of Possession 101 (Including Legislative Update)**
11 – 12	**Q&A – All Topics**
12 – 1	***Lunch***
1 – 3	**Landlord/Tenant 101: Retrieval, Restoration, Re-Entry, Distress Warrants**
Day 4 – July 15, 2027	
9 – 11	**Writs of Execution 101: The Basics**
11 – 12	**Q&A – All Topics**
12 – 1	***Lunch***
1 – 3	**Miscellaneous Process 101: Attachment, Sequestration, Protective Orders, and More**

Civil Process Conference Registration

Registration Priority Schedule

To provide equitable access to training opportunities across the state, registration for the Texas Justice Court Training Center (TJCTC) Civil Process Conferences opens in stages based on attendee classification and prior fiscal year conference attendance. Please review the schedule below to determine when you are eligible to register.

Elected Constables Who Did Not Attend a TJCTC Civil Process Conference in Fiscal Year 2026

Registration Opens: Wednesday, October 14, 2026
8:00 a.m. (Central Time)
Registration during this period is reserved exclusively for elected Constables who did not attend a TJCTC Civil Process Conference during Fiscal Year 2026. This priority registration period ensures that Constables who were unable to participate during the previous fiscal year have the first opportunity to secure a conference seat before registration expands to additional attendee groups.

All Elected Constables

Registration Opens: Tuesday, October 27, 2026
8:00 a.m. (Central Time)
Beginning on October 27, registration opens to all elected Constables, regardless of prior attendance at a TJCTC Civil Process Conference. Registrations will be accepted on a first-come, first-served basis until each conference reaches capacity.

Deputy Constables Who Did Not Attend a TJCTC Civil Process Conference in Fiscal Year 2026

Registration Opens: Tuesday, November 10, 2026
8:00 a.m. (Central Time)
Registration during this period is reserved for Deputy Constables who did not attend a TJCTC Civil Process Conference during Fiscal Year 2026. This priority registration period provides deputies who were unable to attend during the previous fiscal year the opportunity to register before enrollment becomes available to all eligible participants.

All Elected Constables, Deputy Constables, and Constable Clerks

Registration Opens: Tuesday, November 17, 2026
8:00 a.m. (Central Time)
Beginning on November 17, registration is open to all elected Constables, Deputy Constables, and Constable Clerks, regardless of previous attendance at a TJCTC Civil Process Conference. Registrations will continue to be accepted on a first-come, first-served basis until each conference reaches capacity or registration closes.

Justices of the Peace and Constables Association

Budget and Oversight Committee

President
Hon. J.R. Woolley - Waller County

President-Elect
Const. Georgia Estrada - Potter County

Second Vice President
Hon. Sylvia Holmes - Travis County

Third Vice President
Const. Jevonne Pollard - Jefferson 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. Kyle Hartmann - Fayette County

Civil Process Committee Chair
Const. Paul Gonzales - Kerr County

Court Personnel Committee Chair
Hon. Karen Diaz - San Patricio County

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:
https://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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