

COUNTY AND DISTRICT CLERKS' LEGAL EDUCATION CONFERENCE



April 27-29, 2005
Hyatt Regency on Town Lake
Austin, Texas

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WEDNESDAY AFTERNOON, APRIL 27

Presiding Officer: Hon. Becky Wilbanks, District Clerk, Cass County, Linden

12:00 p.m. Registration Opens

1:20 p.m. Welcoming Remarks

1:30 p.m. 2.00 hrs

Concurrent Sessions: Choose either A, B, or C (1:30 p.m. to 3:30)

Top 20 Questions

Submit your questions now to:
utcle@mail.law.utexas.edu

A. District Clerks:

Coordinator: Hon. Barbara Meyer, District Clerk, Gillespie County, Fredericksburg
 Hon. Barbara G. Adamick, District Clerk, Montgomery County, Conroe
 Hon. Debby Elsbury, District Clerk, Blanco County, Johnson City
 Hon. Vera Holloman, District Clerk, Nolan County, Sweetwater

B. County Clerks:

Coordinator: Hon. Diane Williams, County Clerk, Hale County, Plainview
 Hon. J.A. (Andy) Harwell, County Clerk, McLennan County, Waco
 Hon. F. Wm. (Bubba) Hoermann, County Clerk, Andrews County, Andrews
 Hon. Cindy Polley, County Clerk, Ellis County, Waxahachie
 Hon. Deborah (Debbie) L. Rushing, County Clerk, Yoakum County, Plains

C. Combination Clerks:

Coordinator: Hon. Bella A. Rubio, County and District Clerk, Real County, Leakey
 Hon. Debbi Puckett-Moore, County and District Clerk, Crockett County, Ozona
 Hon. Joyce M. Thomas, County and District Clerk, Castro County, Dimmitt
 Hon. LuAnn Taylor, County and District Clerk, Dallam County, Dalhart

3:30 p.m. Break

3:45 p.m. 1.25 hr

Concurrent Sessions: Choose either A or B

A. New Clerks' College

The New Clerks' College has been established to offer foundations and fundamentals covering a variety of subjects such as Post Conviction Writs of Habeas Corpus, Appeals, Vital Statistics, Grand Jury, Legal References for Clerks and Personnel Policy.

CDCAT Education Committee:

Chair: Hon. Becky Groneman, County & District Clerk, Oldham County, Vega
 Hon. Aurora De La Garza, District Clerk, Cameron County, Brownsville
 Hon. Diane Williams, County Clerk, Hale County, Plainview
 Hon. Sandra K. Sanders, County Clerk, Wharton County, Wharton
 Hon. Diane Hoefling, District Clerk, Moore County, Dumas

B. Refresher Course

This session offers tips and guidelines for experienced clerks.

Chair: Hon. Beth A. Rothermel, CDCAT Vice-President, County Clerk, Washington County, Brenham
 Hon. Becky Wilbanks, CDCAT President, District Clerk, Cass County, Linden
 Hon. Brenda Hudson, CDCAT Treasurer, County & District Clerk, Swisher County, Tulia
 Hon. Jo Ann Chastain, CDCAT Immediate Past President, County Clerk, Angelina County, Lufkin
 Hon. Janice M. Gray, CDCAT Secretary, District Clerk, Coryell County, Gatesville

5:00 p.m. Adjourn

THURSDAY MORNING, APRIL 28

Presiding Officer: Hon. Beth A. Rothermel, County Clerk, Washington County, Brenham

8:00 a.m. Registration Opens

Includes continental breakfast.

9:00 a.m. 1.00 hr

Registry of the Court

This presentation gives clerks information on statutes governing the various types of funds that may be held in the registry of the court. It also discusses how to safeguard those assets. Helpful documentation will be provided.

Paul S. Lyon
 Stafford Consultants, Inc., San Marcos

10:00 a.m. .50 hr

The Nuts and Bolts of Minutes Preparation

This session will provide an overview of tasks which should be completed within the proper preparation of Commissioners' Court Minutes.

Hon. Joe G. Rivera, County Clerk, Cameron County, Brownsville

10:30 a.m. Break

10:45 a.m. .75 hr

American Juror—The Decision is Yours

"American Juror" educates citizens about the importance of jury service. Includes an inspiring video for prospective jurors, an informative Web site, and other materials.

David R. McAtee, II
 Haynes and Boone, LLP, Dallas
 Hon. Dale Wainwright,
 Supreme Court of Texas, Austin

11:30 a.m. .50 hr

Legislative Update

Update on pending or passed legislation affecting the offices of County Clerks and District Clerks.

CDCAT Legislative Committee:

Hon. Gail M. Turley, County & District Clerk, Goliad County, Goliad
 Hon. Sheri Woodfin, District Clerk, Tom Green County, San Angelo
 Hon. Juan D. Salinas, III, County Clerk, Hidalgo County, Edinburg
 Jennifer Shelley Rodriguez, County and District Clerks' Association of Texas, Austin

12:00 p.m. Lunch on Your Own

THURSDAY AFTERNOON

Presiding Officer: Hon. Brenda Hudson, County & District Clerk, Swisher County, Tulia

1:15 p.m. .50 hr

A Simple Definition for a Forcible Entry and Detainer (Eviction)

Provide a summary, speedy, simple, and inexpensive remedy for determination of who is entitled to possession of real property and/or post due rent. This presentation provides an overview of the process involved from the filing to the actual eviction process.

Chief Deputy Carlos Lopez, Chief Deputy for Constable Precinct 5, Austin

1:45 p.m. .50 hr

Multi-District Litigation Case Transfers

The panel will discuss problems and approaches for transferring cases from counties around the state to a single pretrial judge when the Multi-District Litigation Panel has ordered transfer.

Moderator: Hon. David Peebles, Presiding Judge, Fourth Administrative Judicial Region, San Antonio

Hon. Charles Bacarisse, District Clerk, Harris County, Houston

Hon. Jim Hamlin, District Clerk, Dallas County, Dallas

2:15 p.m. .50 hr

The Significance of the County Clerk in the Role of Property Recorder

Review of the history of recording land transactions in Texas and US and the significant role of the county clerk to ensure title and its affect on the economy.

Hon. Dianne Wilson, Ph.D., County Clerk, Fort Bend County, Richmond

2:45 p.m. Break

3:00 p.m. .50 hr

Using the Internet for Texas Legal Research

A brief look at how to use the Internet for Texas legal research, with a focus on search strategies and an overview of available Texas resources online.

June H. Liebert, The University of Texas School of Law, Austin

Elizabeth M. Youngdale, The University of Texas School of Law, Austin

3:30 p.m. .50 hr

Gestational Agreements

Gestational Agreements were statutorily authorized effective Sept. 1, 2003. As a result, collaborative family making became sanctioned with very specific rules and requirements. This session will provide an explanation of the procedure and process.

Ellen A. Yarrell, Houston

4:00 p.m. 1.00 hr

Fraudulent Filings

Current issues related to the problem of fraudulent filing in public records.

Peter B. Haskel, Assistant City Attorney, City of Dallas, Dallas

5:00 p.m. Adjourn

FRIDAY MORNING, APRIL 29, 2005

**Presiding Officer: Hon. Janice M. Gray
District Clerk, Coryell County, Gatesville**

8:30 a.m. .75 hr

Local Government Record Management—Records Management Retention Schedules

This session will cover records management schedules, records management laws, disaster planning, electronic records and email.

Jed J. Rogers, Texas State Library and Archives Commission, Austin

9:15 a.m. .50 hr

Reporting Requirements

Description of the many different reports that district and county clerks are statutorily required to provide to state agencies and others.

Ted Wood, Office of Court Administration, Austin

9:45 a.m. Break

10:00 a.m. .50 hr

Social Styles—The Foundation for Interpersonal Effectiveness

Social styles will identify ways behavioral differences may help or hinder your performance and the benefits that can occur from managing interpersonal relationships more appropriately.

Richard S. Graves, Sr., Graves Learning Center, DeSoto

10:30 a.m. .75 hr

The Do's and Don'ts of Employee Performance Evaluations

This discussion will include: 1) how to develop effective performance evaluations; 2) how to give an employee evaluation; and 3) what practical tips and strategies exist to effectively document employee performance.

Katrina Grider, Katrina Grider and Associates, Houston

11:15 a.m. Adjourn

Mail this registration form or fax a copy to: (512) 475-6876

REGISTRATION FOR CO05
The University of Texas School of Law • Office of Continuing Legal Education
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PLEASE PRINT CLEARLY

Name [Mr. / Ms.] _____

District Clerk County Clerk Combination Clerk

County _____

Address _____

City _____ State _____ Zip _____

E-mail Address _____

Telephone _____ Fax _____

REGISTRATION - Includes printed materials in course binder.

Early Registration Fee due by Wed., April 20, 2005 \$195.00

Registration Fee after Wed., April 20, 2005 \$245.00

ALSO AVAILABLE - Allow 2-4 weeks from conference date for delivery.

Printed materials in course binder..... \$50.00

Audio CD Set \$125.00

TOTAL ENCLOSED \$ _____

METHOD OF PAYMENT

Check (make checks payable to: The University of Texas at Austin)

P.O. # VISA or Mastercard (sorry, no AMEX or Discover)

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X _____ /
Authorized Signature Exp. Date (mm/yy)

AUSTIN

April 27-29, 2005

CONFERENCE LOCATION



Hyatt Regency on Town Lake

208 Barton Springs
Austin, TX 78704

(512) 477-1234 or 1-800-233-1234

SPECIAL RATE \$120 (subject to availability) good through April 5, 2005

Parking: \$5 self-parking

KEY DATES

Registration and Cancellation

April 20, 2005, 5 p.m.

• **last day for early registration**

add \$50 for registrations received after this time

April 22, 2005, 5 p.m.

• **last day for full refund**

April 25, 2005, 5 p.m.

• **last day for partial refunds**

\$50 processing fee applied

April 27, 2005, 1:30 p.m.

• **conference begins**

CONFERENCE FACULTY

HON. BARBARA GLADDEN ADAMICK
District Clerk, Montgomery County
Conroe

HON. CHARLES BACARISSE
District Clerk, Harris County
Houston

HON. JO ANN CHASTAIN
County Clerk, Angelina County
Lufkin

HON. AURORA DE LA GARZA
District Clerk, Cameron County
Brownsville

HON. DEBBY ELSBURY
District Clerk, Blanco County
Johnson City

RICHARD S. GRAVES, SR.
Graves Learning Center
DeSoto

HON. JANICE M. GRAY
District Clerk, Coryell County
Gatesville

KATRINA GRIDER
Katrina Grider and Associates
Houston

HON. BECKY GRONEMAN
County & District Clerk,
Oldham County
Vega

HON. JIM HAMLIN
District Clerk, Dallas County
Dallas

R. TALMADGE HAMMOCK
Law Office of E.A. "Trey" Apffel, III
Texas City

HON. J. A. (ANDY) HARWELL
County Clerk, McLennan County
Waco

PETER B. HASKEL
Assistant City Attorney
City of Dallas
Dallas

HON. DIANE HOEFLING
District Clerk, Moore County
Dumas

HON. F. WM. (BUBBA) HOERMANN
County Clerk, Andrews County
Andrews

HON. VERA HOLLOWMAN
District Clerk, Nolan County
Sweetwater

HON. BRENDA HUDSON
County & District Clerk, Swisher County
Tulia

JUNE H. LIEBERT
The University of Texas School of Law
Austin

CARLOS LOPEZ
Chief Deputy for Constable Precinct 5
Austin

PAUL S. LYON
President
Stafford Consultants, Inc.
San Marcos

DAVID R. MCATEE, II
Haynes and Boone, LLP
Dallas

HON. BARBARA MEYER
District Clerk, Gillespie County
Fredericksburg

HON. DAVID PEEPLES
Presiding Judge,
Fourth Administrative Judicial Region
San Antonio

HON. CINDY POLLEY
County Clerk, Ellis County
Waxahachie

HON. DEBBI PUCKETT-MOORE
County & District Clerk, Crockett
County
Ozona

HON. JOE G. RIVERA
County Clerk, Cameron County
Brownsville

JENNIFER SHELLEY RODRIGUEZ
Lobbyist and Legal Counsel
County and District Clerks' Association
of Texas
Austin

JED J. ROGERS
Texas State Library & Archives
Commission
State and Local Records Management
Division
Austin

HON. BETH A. ROTHERMEL
County Clerk, Washington County
Brenham

HON. BELLA A. RUBIO
County & District Clerk, Real County
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HON. DEBORAH (DEBBIE) L. RUSHING
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County Clerk, Wharton County
Wharton

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County & District Clerk, Dallam County
Dalhart

HON. JOYCE M. THOMAS
County & District Clerk, Castro County
Dimmitt

HON. GAIL M. TURLEY
County & District Clerk, Goliad County
Goliad

HON. DALE WAINWRIGHT
Supreme Court of Texas
Austin

HON. BECKY WILBANKS
District Clerk, Cass County
Linden

HON. DIANE WILLIAMS
County Clerk, Hale County
Plainview

HON. DIANNE WILSON, PH. D.
County Clerk, Fort Bend County
Richmond

TED WOOD
Office of Court Administration
Austin

HON. SHERI WOODFIN
District Clerk, Tom Green County
San Angelo

ELLEN A. YARRELL
Ellen A. Yarrell P.C.
Houston

ELIZABETH M. YOUNGDALE
The University of Texas School of Law
Austin



ABOUT THE COVER

"Sunflowers" pastel on paper, is by Caitlin Hill. For more information, call (512) 289-4314 or email her at caitlin_hill@yahoo.com.

Full Course Schedule

www.utcle.org

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