

THE UNIVERSITY OF TEXAS SCHOOL OF LAW
COUNTY AND DISTRICT CLERKS ASSOCIATION OF TEXAS

2015

COUNTY AND DISTRICT CLERKS LEGAL EDUCATION PROGRAM



April 29–May 1, 2015
Embassy Suites San Marcos
San Marcos, Texas

Earn up to 14.75 Hours of Continuing Education Credit

www.utcle.org ■ 512.475.6700

2015 COUNTY AND DISTRICT CLERKS LEGAL EDUCATION PROGRAM

April 29–May 1, 2015 ■ Embassy Suites San Marcos ■ San Marcos, TX

Earn up to 14.75 Hours of Continuing Education Credit

WEDNESDAY AFTERNOON, APR. 29, 2015

12:00 p.m. – 5:00 p.m. **Exhibitor Show Open**

Presiding Officer:

Hon. Diane Hoefling, Moore County,
Dumas, TX

12:00 p.m. **Registration Opens**

12:45 p.m.

Call to Order

Pledge of Allegiance

Invocation

Welcome and Announcements

1:00 p.m. .75 hr

Retention Intervention:

Removing the Fear of a Records Plan

Hon. Sheri Woodfin, Tom Green County, San Angelo, TX

1:45 p.m. .50 hr

Expunctions

Hon. Barbara Sucsy, Lubbock County, Lubbock, TX

2:15 p.m. .50 hr

Jury Service Resources and Recommendations

The Jury Service Committee speaks on the various public information resources for jury service available from the State Bar of Texas and offers recommendations for improving the jury service process for court clerks.

J. Francisco Tamez, Kazen Meurer & Pérez, L.L.P.,
Laredo, TX

Nicondra Chargois-Allen, Atlas & Hall, McAllen, TX

2:45 p.m. .75 hr

Protecting Sensitive Data:

Frequently Asked Questions about Texas Rule of Civil Procedure 21(c)

The Clerk of the Supreme Court discusses redaction requirements under Texas Rule of Civil Procedure 21(c) and answers frequently asked questions about redacting documents. **Please submit your questions in advance to service@utcle.org.**

Blake A. Hawthorne, The Supreme Court of Texas,
Austin, TX

3:30 p.m. **Break**

3:45 p.m. 1.25 hrs

Clerks Quiz Bowl

A fun, interactive quiz show with answers to all the questions you have always wanted to ask.

Moderator:

Hon. Angelia Orr, Hill County, Hillsboro, TX

Panelists:

Hon. Norma L. Favela, El Paso County, El Paso, TX

Hon. Marc Hamlin, Brazos County, Bryan, TX

Hon. Heather H. Hawthorne, Chambers County,
Anahuac, TX

Hon. Joshua Tackett, Navarro County, Corsicana, TX

Hon. John Warren, Dallas County, Dallas, TX

Hon. Karen Winter, Archer County, Archer City, TX

5:00 p.m. **Adjourn**

THURSDAY MORNING, APR. 30, 2015

8:30 a.m. – 5:00 p.m. **Exhibitor Show Open**

Presiding Officer:

Hon. Heather H. Hawthorne, Chambers
County, Anahuac, TX

8:30 a.m. **Conference Room Opens**

9:00 a.m. .75 hr

E-Filing: Working with PDFs in an E-Filing World

Learn tips and tricks for working with PDFs, including technology tricks you can show your judges as well as tips for preparing the clerk's record before submitting it to your court of appeals.

Casey Kennedy, Office of Court Administration, Austin, TX

9:45 a.m. .75 hr

Navigating the Appellate Courts

Appellate Court Clerks provide you answers and guidance to the most common issues with navigating the appellate court system.

Jeffrey D. Kyle, Third Court of Appeals, Austin, TX

Christopher A. Prine, First and Fourteenth Courts of
Appeals, Houston, TX

Debra Spisak, Second Court of Appeals, Fort Worth, TX

10:30 a.m. 1.00 hr

Present Your Best Self: Professional Presence

Learn how to make a winning first impression and maintain a positive professional image in person, in writing, and online.

Amira Pollock, The University of Texas Professional
Development Center, Austin, TX

11:30 a.m. **Pick Up Lunch**

Included in registration.

THURSDAY AFTERNOON

Presiding Officer:

Hon. Celeste Bichsel, Carson County,
Panhandle, TX

LUNCHEON PRESENTATION

11:50 a.m. 1.25 hrs

Character-Driven Success

Dr. Beverly Chiodo challenges you with a new perspective on how to motivate others to excellence. As you participate, laugh, and refine your ability to speak and write, you will learn to influence and motivate others. Your life will be changed as Dr. Chiodo teaches you how to empower others.

Dr. Beverly Chiodo, Speaking of Character,
San Marcos, TX

1:05 p.m. **Break**

1:20 p.m. .75 hr

Key Components of the Collection Improvement Program

Review key components of the Collections Improvement Program, examining both the importance and flexibility of each component. Learn "best practice" essentials that form the framework of a successful collections program.

Jim Lehman, Office of Court Administration, Austin, TX

2:05 p.m. .50 hr

Art. 11.07 Writs Code of Habeas Corpus

Explore the rules and requirements and gain helpful hints for the filing and processing of Art. 11.07 *habeas corpus* applications.

Michael F. Stauffacher, Texas Court of Criminal
Appeals, Austin, TX

2:35 p.m. 1.00 hr

Capital Murder Case Management

Management of a capital murder case requires special attention and skill for not only the attorneys and judge, but also the court clerks. Assess the differences in handling clerical duties for a capital murder case, including jury selection, trial procedures, appeals, mandamus proceedings and execution dates, with special attention to the role of the clerk. Learn how to address the concerns of judges and attorneys.

Hon. Cynthia S. Kent, Attorney at Law, Tyler, TX

3:35 p.m. **Break**

Concurrent Sessions

Best Practices: A Discussion for District Clerks

4:00 p.m. 1.50 hrs

Hon. Christopher Anthony Daniel, Harris County, Houston, TX
Hon. Laura Hinojosa, Hidalgo County, Edinburg, TX
Hon. Tammy Kneuper, Bandera County, Bandera, TX

Best Practices: A Discussion for County Clerks

4:00 p.m. 1.50 hrs

Hon. Jeane Brunson, Parker County, Weatherford, TX
Hon. Donece Gregory, Tyler County, Woodville, TX
Hon. Teresa Kiel, Guadalupe County, Seguin, TX

5:30 p.m. Adjourn

FRIDAY MORNING, MAY 1, 2015

8:30 a.m. – 10:00 a.m. Exhibitor Show Open

Presiding Officer:

Hon. Tammy Kneuper, Bandera County, Bandera, TX

8:15 a.m. Conference Room Opens

8:45 a.m. 1.00 hr

Legislative Update

Hon. Joyce Hudman, Brazoria County, Angleton, TX
Hon. Teresa Kiel, Guadalupe County, Seguin, TX
Hon. Caroline Woodburn, Potter County, Amarillo, TX

9:45 a.m. 1.00 hr

Employment Law Compliance:

How to Avoid the Most Common Mistakes

A highlight of employment law issues, old and new, with an emphasis on the unique challenges faced by public employers.

Connie L. Cornell, Cornell Smith Mierl & Brutocao, LLP, Austin, TX

Steven L. Mierl, Cornell Smith Mierl & Brutocao, LLP, Austin, TX

10:45 a.m. .50 hr

Jail Mail

Gain insight into the different types of mail you may receive from offenders, if and when you should respond, and how to handle correspondence that may contain threats or un-inspectable substances.

Jennifer Smith, Texas Department of Criminal Justice, Huntsville, TX

11:15 a.m. 1.00 hr

Filing Fees in Civil Cases

Review filing fees in civil cases, including a list of civil filing fees and a separate list of civil case types for county clerks.

Theodore L. Wood, Office of Court Administration, Austin, TX

12:15 p.m. Adjourn

REGISTRATION FORM

PLEASE PRINT CLEARLY

CO15
(w)

Bar Card# _____ TX Other State: _____ N/A

Name [Mr. / Ms.] _____

Firm _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Registrant's Email (required) _____

Assistant's Email (optional) _____

Invoices, confirmations and receipts are emailed to these addresses.

REGISTRATION—Includes Course Materials and Thursday Luncheon Presentation

Special group registration rates available. Call 512.475.6700.

1. Select Registration Type

- Individual registration by Wednesday, April 15. \$220
 Individual registration after Wednesday, April 15. \$270

2. Select Course Materials Format

- Electronic Course Binder on USB Key ONLY
 Printed Course Binder ONLY (available through April 15)

CONFERENCE COMPLETE MATERIALS[†]—For Research and Self-Study

Comprehensive Binder and Audio products from the live conference.

Available for delivery 3–5 weeks after conference date. Shipping included.

- eBinder Download (PDF). \$50
 Printed Binder \$75

[†]Texas customers—add 8.25% sales tax or include an Exemption Certificate \$ _____
Sales tax will be invoiced separately on taxable orders for which payment does not include tax.

TOTAL \$ _____

METHOD OF PAYMENT

- Check (make check payable to The University of Texas at Austin)
 VISA MasterCard American Express P.O.

Card /P.O. # _____ Exp. Date _____ / _____
(mm/yy)

Authorized Signature _____

THANK YOU TO OUR EXHIBITORS

BIS Digital Inc.

Journal Technologies

Fidlar of Texas

Kofile Preservation

Local Government Solutions

Visit
www.utcle.org
Email
service@utcle.org
Call
512.475.6700
Follow
[@UTLawCLE](https://twitter.com/UTLawCLE)
Tweet
[#UTLawClerks](https://twitter.com/UTLawClerks)

SAN MARCOS

April 29–May 1, 2015

CONFERENCE LOCATION



Embassy Suites San Marcos

1001 E. McCarty Lane
San Marcos, TX 78666
512.392.6450

Self-Parking:
Complimentary

KEY DATES

April 15, 2015

last day for early registration
add \$50 for registrations
received after this date

April 24, 2015

last day for cancellation (full refund)

April 27, 2015

last day for cancellation (partial refund)
\$50 processing fee applied

April 29, 2015, 12:45 p.m.

Conference begins

CONFERENCE FACULTY

HON. SHARENA GILLILAND—
PROGRAM CHAIR
Parker County
Weatherford, TX

HON. JEANE BRUNSON
Parker County
Weatherford, TX

NICONDR A CHARGOIS-ALLEN
Atlas & Hall
McAllen, TX

DR. BEVERLY CHIODO
Speaking of Character
San Marcos, TX

CONNIE L. CORNELL
Cornell Smith Mierl & Brutocao, LLP
Austin, TX

HON. CHRISTOPHER
ANTHONY DANIEL
Harris County
Houston, TX

HON. NORMA L. FAVELA
El Paso County
El Paso, TX

HON. DONECE GREGORY
Tyler County
Woodville, TX

HON. MARC HAMLIN
Brazos County
Bryan, TX

BLAKE A. HAWTHORNE
The Supreme Court of Texas
Austin, TX

HON. HEATHER H. HAWTHORNE
Chambers County
Anahuac, TX

HON. LAURA HINOJOSA
Hidalgo County
Edinburg, TX

HON. JOYCE HUDMAN
Brazoria County
Angleton, TX

CASEY KENNEDY
Office of Court Administration
Austin, TX

HON. CYNTHIA S. KENT
Attorney at Law
Tyler, TX

HON. TERESA KIEL
Guadalupe County
Seguin, TX

HON. TAMMY KNEUPER
Bandera County
Bandera, TX

JEFFREY D. KYLE
Third Court of Appeals
Austin, TX

JIM LEHMAN
Office of Court Administration
Austin, TX

STEVEN L. MIERL
Cornell Smith Mierl & Brutocao, LLP
Austin, TX

HON. ANGELIA ORR
Hill County
Hillsboro, TX

AMIRA POLLOCK
The University of Texas Professional
Development Center
Austin, TX

CHRISTOPHER A. PRINE
First and Fourteenth Courts
of Appeals
Houston, TX

JENNIFER SMITH
Texas Department of Criminal
Justice
Huntsville, TX

DEBRA SPISAK
Second Court of Appeals
Fort Worth, TX

MICHAEL F. STAUFFACHER
Texas Court of Criminal Appeals
Austin, TX

HON. BARBARA SUCSY
Lubbock County
Lubbock, TX

HON. JOSHUA TACKETT
Navarro County
Corsicana, TX

J. FRANCISCO TAMEZ
Kazen Meurer & Pérez, L.L.P.
Laredo, TX

HON. JOHN WARREN
Dallas County
Dallas, TX

HON. KARREN WINTER
Archer County
Archer City, TX

THEODORE L. WOOD
Office of Court Administration
Austin, TX

HON. CAROLINE WOODBURN
Potter County
Amarillo, TX

HON. SHERI WOODFIN
Tom Green County
San Angelo, TX

ABOUT THE COVER

*Now and Then .039 (2005), 26" x 19 1/2", inkjet
print, gouache and collage, is by Kenneth Hale.
Courtesy of William Campbell Contemporary Art,
www.williamcampbellcontemporaryart.com.*