

**2015 County and District Clerks Legal Education Program**  
**April 29 - May 1, 2015 • Embassy Suites San Marcos • San Marcos, TX**

**General Information**

**County and District Clerks Association of Texas Meetings**

**Tuesday, April 28, 2015**

*By-laws Committee Meeting*  
Burleson Boardroom  
6:15 p.m.- 9:15 p.m.

**Wednesday, April 29, 2015**

*Executive Board Meeting*  
Chautauqua Salon A  
9:00 a.m.-10:30 a.m.

*Board of Directors Meeting*  
Chautauqua Salon A  
10:30 a.m.-11:30 a.m.

*Committee Meetings*  
Veramendi Salons A-D  
8:00 a.m.-12:00 p.m.

**Exhibitor Show**

**Show hours:**

Wednesday April 29 12 Noon - 5:00 p.m.  
Thursday April 30 8:30 a.m. - 5:00 p.m.  
Friday May 1 8:30 a.m. - 10:00 a.m.

**Wednesday Afternoon, Apr. 29, 2015**

**Presiding Officer:**

**Hon. Diane Hoefling**, Moore County - Dumas, TX

12:00 pm	<b>Registration Opens</b>
12:45 pm	<b>Call to Order</b>  <b>Pledge of Allegiance</b>  <b>Invocation</b>  <b>Welcome and Announcements</b>

1:00 pm 0.75 hr	<b>Retention Intervention: Removing the Fear of a Records Plan</b>  Hon. Sheri Woodfin, Tom Green County - San Angelo, TX
1:45 pm 0.50 hr	<b>Expunctions</b>  Hon. Sheri Woodfin, Tom Green County - San Angelo, TX
2:15 pm 0.50 hr	<b>Jury Service Resources and Recommendations</b>  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, Colvin, Chaney Saenz & Rodriguez, LLP - Brownsville, TX
2:45 pm 0.75 hr	<b>Protecting Sensitive Data: Frequently Asked Questions about Texas Rule of Civil Procedure 21(c)</b>  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. <b>Please submit your questions in advance to service@utcle.org.</b>  Blake A. Hawthorne, The Supreme Court of Texas - Austin, TX
3:30 pm	<b>Break</b>
3:45 pm 1.25 hrs	<b>Clerks Quiz Bowl</b>  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. Marc Hamlin, Brazos County - Bryan, TX Hon. Heather H. Hawthorne, Chambers County - Anahuac, TX Hon. Brenda Rowe, Wise County - Decatur, TX Hon. Joshua Tackett, Navarro County - Corsicana, TX Hon. John Warren, Dallas County - Dallas, TX Hon. Karren Winter, Archer County - Archer City, TX Materials By: Hon. Sharena Gilliland, Parker County - Weatherford, TX
5:00 pm	<b>Adjourn</b>

## Thursday Morning, Apr. 30, 2015

### Presiding Officer:

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

8:30 am	<b>Conference Room Opens</b>
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9:00 am 0.75 hr	<b>E-Filing: Working with PDFs in an E-Filing World</b>  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 am 0.75 hr	<b>Navigating the Appellate Courts</b>  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 am 1.00 hr	<b>Present Your Best Self: Professional Presence</b>  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 am	<b>Pick Up Lunch</b>  Included in conference registration.

## Thursday Afternoon, Apr. 30, 2015

### Presiding Officer:

**Hon. Celeste Bichsel**, Carson County - Panhandle, TX

### LUNCHEON PRESENTATION

11:50 am 1.25 hrs	<b>Character-Driven Success</b>  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 pm	<b>Break</b>
1:20 pm 0.75 hr	<b>Key Components of the Collection Improvement Program</b>  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 pm 0.50 hr	<p><b>Art. 11.07 Writs Code of <i>Habeas Corpus</i></b></p> <p>Explore the rules and requirements and gain helpful hints for the filing and processing of Art. 11.07 <i>habeas corpus</i> applications.</p> <p>Michael F. Stauffacher, Texas Court of Criminal Appeals - Austin, TX</p>
2:35 pm 1.00 hr	<p><b>Capital Murder Case Management</b></p> <p>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.</p> <p>Hon. Cynthia S. Kent, Attorney at Law - Tyler, TX</p>
3:35 pm	<b>Break</b>
<b>Concurrent Sessions</b>	
4:00 pm 1.50 hrs	<p><b>Best Practices: A Discussion for County Clerks</b></p> <p>Hon. Jeane Brunson, Parker County - Weatherford, TX  Hon. Donece Gregory, Tyler County - Woodville, TX  Hon. Teresa Kiel, Guadalupe County - Seguin, TX</p>
4:00 pm 1.50 hrs	<p><b>Best Practices: A Discussion for District Clerks</b></p> <p>Hon. Christopher Anthony Daniel, Harris County - Houston, TX  Hon. Laura Hinojosa, Hidalgo County - Edinburg, TX  Hon. Tammy Kneuper, Bandera County - Bandera, TX</p>
5:30 pm	<b>Adjourn</b>

## Friday Morning, May 1, 2015

### Presiding Officer:

**Hon. Tammy Kneuper**, Bandera County - Bandera, TX

8:15 am	<b>Conference Room Opens</b>
8:45 am 1.00 hr	<p><b>Legislative Update</b></p> <p>Hon. Joyce Hudman, Brazoria County - Angleton, TX  Hon. Teresa Kiel, Guadalupe County - Seguin, TX  Hon. Caroline Woodburn, Potter County - Amarillo, TX</p>

9:45 am 1.00 hr	<p><b>Employment Law Compliance: How to Avoid the Most Common Mistakes</b></p> <p>A highlight of employment law issues, old and new, with an emphasis on the unique challenges faced by public employers.</p> <p>Steven L. Mierl, Cornell Smith Mierl &amp; Brutocao, LLP - Austin, TX</p>
10:45 am 0.50 hr	<p><b>Jail Mail</b></p> <p>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.</p> <p>Jennifer Smith, Texas Department of Criminal Justice - Huntsville, TX</p>
11:15 am 1.00 hr	<p><b>Filing Fees in Civil Cases</b></p> <p>Review filing fees in civil cases, including a list of civil filing fees and a separate list of civil case types for county clerks.</p> <p>Theodore L. Wood, Office of Court Administration - Austin, TX</p>
12:15 pm	<p><b>Adjourn</b></p>