



### **To the newly elected or appointed Justices of the Peace:**

Hello from the Texas Justice Court Training Center! The Texas Justice Court Training Center is the entity in charge of providing judicial education to justices of the peace throughout the state. We are an educational endeavor of the Justices of the Peace & Constables Association and are affiliated with Texas State University. We work with Justices of the Peace who have been elected or appointed.

### **What happens when I'm elected or appointed to Justice of the Peace?**

Newly elected and appointed justices of the peace are required to attend 80 hours of judicial education their first year in office. The annual 80 hours of education is broken into three stages. The dates for next year's new judge training are listed below:

**FY22 Stage I:** December 12 – 16, 2021 at the Embassy Suites in San Marcos

**FY22 Stage II:** January 23 – 27, 2022 at the Embassy Suites in San Marcos

**FY22 Stage III:** March 29 – April 1, 2022 at the Sheraton in Georgetown

### **What is in this packet?**

In this packet, you will find a registration form and information regarding the Stage I and II agendas and TJCTC's hotel policies. Please review the hotel policies and contact April Williams at [adw167@txstate.edu](mailto:adw167@txstate.edu) or 512-347-9927, ext. 208 if you have any questions regarding your room reservations. \*Please note: TJCTC books your room for this event to ensure that you are given our preferred rate at the hotel.

There is also a registration form which we ask that you fill out and return to April at [adw167@txstate.edu](mailto:adw167@txstate.edu) as well. Or you can fax it to 512-347-9921.

### **What other resources do we provide?**

Besides providing the new justice of the peace education, we also offer legal resources including webinars, publications, a legal question board, and legal phone calls during designated hours. For in-depth information on these resources, visit our website at [www.tjctc.org](http://www.tjctc.org). Also, visit [www.tjctc.org/jpresources](http://www.tjctc.org/jpresources) for flowcharts and mock trial videos.

### **Now what?**

[Register for new judge Stage I and II online.](#)

If you have any registration questions, please contact April at [adw167@txstate.edu](mailto:adw167@txstate.edu) or Jessica at [jessforeman@txstate.edu](mailto:jessforeman@txstate.edu).

## **Stage I Seminar Information**

**The schedule for the Stage I program is as follows:**

- December 12<sup>th</sup> – Travel Day  
Registration from 3:00 to 5:00 p.m.  
*(If you will arrive after 5:00 p.m., you can register on Monday morning)*
- December 13<sup>th</sup> – Registration and breakfast from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Lunch provided from 12:00 p.m. – 1:00 p.m.  
Class from 1:00 p.m. – 5:00 p.m.
- December 14<sup>th</sup> – Breakfast provided from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Lunch provided from 12:00 p.m. – 1:00 p.m.  
Class from 1:00 p.m. – 5:00 p.m.
- December 15<sup>th</sup> – Breakfast provided from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Lunch provided from 12:00 p.m. – 1:00 p.m.  
Class from 1:00 p.m. – 5:00 p.m.
- December 16<sup>th</sup> – Breakfast provided from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
*Seminar ends at 12:00 p.m.*

Stage I is located at the Embassy Suites San Marcos in San Marcos, TX. The address is:

1001 E McCarty Ln  
San Marcos, TX 78666

***There is no need to contact the hotel for room reservations as TJCTC makes the reservations for you. See Hotel Policies for more information.***

## **Stage II Seminar Information**

**The schedule for the Stage II program is as follows:**

- January 23<sup>rd</sup> – Travel Day  
Registration from 3:00 to 5:00 p.m.  
*(If you will arrive after 5:00 p.m., you can register on Monday morning)*
- January 24<sup>th</sup> – Registration and breakfast from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Lunch provided from 12:00 p.m. – 1:00 p.m.  
Class from 1:00 p.m. – 5:00 p.m.
- January 25<sup>th</sup> – Breakfast provided from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Lunch provided from 12:00 p.m. – 1:00 p.m.  
Class from 1:00 p.m. – 5:00 p.m.
- January 26<sup>th</sup> – Breakfast provided from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
Lunch provided from 12:00 p.m. – 1:00 p.m.  
Class from 1:00 p.m. – 5:00 p.m.
- January 27<sup>th</sup> – Breakfast provided from 7:00 – 8:00 a.m.  
Class from 8:00 a.m. to 12:00 p.m.  
*Seminar ends at 12:00 p.m.*

Stage II is located at the Embassy Suites San Marcos in San Marcos, TX. The address is:

1001 E McCarty Ln  
San Marcos, TX 78666

***There is no need to contact the hotel for room reservations as TJCTC makes the reservations for you. See HotelPolicies for more information.***

## **Stage III Seminar Information**

Stage III will be held March 29 – April 1, 2022, in Georgetown, TX. A detailed agenda and hotel information for this program will be provided at Stage II.

# Hotel & Travel Information

## ***How much do these programs cost?***

**Registration fee:** TJCTC charges for all three programs at once, due before Stage III. The fee includes a mandatory \$120 registration fee and an optional \$180 overhead assessment fee for a total of \$300. Therefore, you do not need to pay a registration fee now for Stage I.

### **Hotel Room Cost:**

All room nights are a \$55 charge per night, 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 seminars to continue to be held in preferred locations throughout the state.

If you would like a hotel room at the Embassy Suites, choose that option on the registration form.

If you would like a hotel room at the San Marcos Embassy Suites for Stage I, the voluntary cost will be \$220 (\$55/per night for 4 nights).

If you would like a hotel room at the San Marcos Embassy Suites for Stage II, the voluntary cost will be \$220 (\$55/per night for 4 nights).

You will pay this cost directly to TJCTC and TJCTC will book your hotel room. Do not call the hotel directly. TJCTC makes all reservations so we can guarantee the best rate.

If you would like to stay additional days, contact Jessica at [jessforeman@txstate.edu](mailto:jessforeman@txstate.edu). Extra days will be at the attendee's expense and availability is not guaranteed.

## ***How do I pay for the hotel room?***

After you send in the registration form, your TJCTC profile will show an invoice. The hotel cost is included in the invoice to be printed and presented to your county auditor/treasurer for payment. You can turn this invoice in to your auditor for them to pay TJCTC directly, or you can pay by county or personal credit card.

## ***When I check-in to my hotel, what information do I need?***

- After you have registered, if you call the hotel, they may not have your name. This is because TJCTC sends the hotel the reservation list two weeks prior to the seminar so if you call before then, they will not have you in their reservation system. Instead, call (512) 347- 9927 for all reservation questions, ext. 208.
- Also, when checking-in, hotels require that you put a credit card down for incidental charges. We recommend using a credit card instead of a debit card as it may put a hold on your debit card and encumber funds.
- If you will be arriving past 6:00 p.m. on the travel day of the seminar, you must call to guarantee your room. Otherwise, your room will be released. Upon arrival, be prepared for the possibility of not being able to check into your room until mid-afternoon.

### ***Will there be materials?***

For Stage I & II, TJCTC will provide each attendee with a registration packet and handouts that will be covered during the seminar.

### ***What should I wear?***

Dress is business casual. Hotel meeting rooms are often cold so dress accordingly.

### ***Will meals be provided?***

The hotel will provide a hot breakfast each day in the hotel lobby. TJCTC will provide a lunch in the program space during each full day of courses, as well as breaks each day. TJCTC meals are for participants only. Additional guests can attend the Embassy Suites breakfast.

### ***How do I register?***

Registration is online, but in a different location than regular registration. [Click this link to register](#) for Stages I and II or visit our webpage. You will find registration on the “Justices of the Peace” menu under “New Judges.”