

The background of the entire page is a photograph of a desert landscape. In the foreground, there are dry, scrubby bushes and a dirt path. In the middle ground, a large, white, three-dimensional sign spelling 'TEXAS' is mounted on a hillside. The sign is made of corrugated metal and is supported by wooden posts. The background shows rolling hills under a clear sky. A semi-transparent olive-green rectangle is overlaid on the top portion of the image, containing the text 'TJCTC Education Brochure'.

TJCTC

Education Brochure

2022 – 2023

Civil Process
Fall Registration

"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 Justice of the Peace and Constables Association of Texas, Inc.

General Information

How to Register

- To view more information and register for your courses, please visit www.tjctc.org. Our website offers an updated listing of all courses, including webinars.
- To register:
 - Log into your account on our website (www.tjctc.org/login)
 - Select "Online Registration"
 - Select "Register Online"
 - Choose which program you would like to register for and then the location.
- If you have any trouble registering, please contact our Office Coordinator, April Williams, at adwl67@txstate.edu or 512-347-9927.

Waitlist

- Every program has a limited amount of attendees that can register. If a program is full, you can register to be put on the waitlist. The waitlist is organized by when you register. If and when spots in a program open up, they will be filled from the waitlist in the order students registered, and students will be notified by email. Registering for the waitlist does not guarantee entry into a program.

Participant Cancellation

- Cancellation must be submitted through your TJCTC profile and received two (2) weeks prior to the event start date in order to receive a full refund. If you must cancel your registration within two (2) weeks of the event, email your cancellation to our Office Coordinator, April Williams, at adwl67@txstate.edu. No refunds or credits will be given for no-shows, late arrivals, or early departures.

Substitutions

- TJCTC will allow substitutions under certain conditions for event registration. Registration fees can be transferred to another person or from one event to another. Please send all substitutions to the Office Coordinator, April Williams, at adwl67@txstate.edu.

Handouts

- All presentation handouts will be available through our handouts webpages. Handouts will be uploaded 1 week prior to each program. Be sure to either print or download your handouts for any session you plan on attending. TJCTC will not have any physical copies of handouts available at the programs.

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.

General Information

Persons With Disabilities

- The Texas Justice Court Training Center makes every effort to ensure that courses and programs are held at facilities that are accessible to persons with disabilities. If you plan on attending an event and will need special facilities or accommodations relating to your disability, please make note of the requirement in the "Special Needs" sections of your registration on the online registration system.

COVID-19 Guidelines

- Masks will not be required but are strongly encouraged, particularly for unvaccinated individuals, at TJCTC education events. TJCTC cares about your health and the health of our communities. Hotels may have different policies requiring masks in some situations, so TJCTC strongly recommends bringing masks to seminars.

Hotel Reservations

- Every event has 3 room options: single occupancy, double occupancy, or no room. If you do not need a room to stay in during the seminar, you can select "No Room" and you will not have a room reserved or be charged a lodging fee. You will only be responsible for the registration and overhead assessment fees. If you would like a room for yourself or are bringing your spouse/family, you will choose "Single Occupancy" and will be charged a \$55.00 lodging fee for every night of a seminar. For attendees who opt for a double occupancy room with a roommate, TJCTC will pay 100% of the room rate and the attendee will only be responsible for the registration and overhead assessment fees.
- If you select single or double occupancy, TJCTC will manage your reservations at the hotel for each night of a seminar.
- If you would like extra nights, please contact your Program Administrator.

Hotel Lodging Fee

- All room nights are a \$55 charge 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.

Registration and Overhead Fee

- Enrollment is subject to receipt of an online registration from each participant. The registration fee provides for program costs and meals. Pursuant to grant conditions, the registration fee is mandatory and returned 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 receive 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 breakdown between the fees is detailed on your invoice that is emailed to you once registered. The registration fee should be paid in full prior to the start of the event. TJCTC accepts personal checks, county checks, money orders, purchase orders, or credit cards.

Civil Process

Seminars

Registration and Overhead Assessment Fees = \$150 (20 hours)
Lodging Fees for Single Occupancy = \$55 per night

Austin (20-Hour Seminar) - Austin Marriott South

- February 7 - 10, 2023

**The first day is an included travel day and has no classes*

Galveston (20-Hour Seminar) - The San Luis Resort

- May 7-10, 2023

**The first day is an included travel day and has no classes*

Virtual(20-Hour Seminar) - Zoom

- July 17-20, 2023 (9 AM - 3 PM each day)

New Constable Seminars

Registration and Overhead Assessment Fees = \$150
Lodging Fees for Single Occupancy = \$55 per night

Longview (20-Hour Seminar) - Longview

- March 19-22, 2022

**The first day is an included travel day and has no classes*

Registration opens October 10th

Civil Process

Civil Process Proficiency Exam

TJCTC offers the proficiency exam both in person or online. In-Person exams are offered at the conclusion of every 20-hour seminar or by appointment at the TJCTC office.

The cost of an exam is \$15 per person, per test, for in-person exam. The cost of the online exam is \$25 per person, per test and can be paid by check, money order, or credit card.

Please check our website for the most up-to-date information on testing availability.



Registration opens October 10th

Civil Process

20-Hour Schematic

Day 1 8 AM - 10 AM	Safety in Civil Process	
10 AM - 12 PM	Intro to Civil Process	Customer Service vs. Legal Advice
1 PM - 3 PM	Intro to Citations	Tax Sales
3 PM - 5 PM	Intro to Landlord/Tenant Actions	Manufactured Homes
Day 2 8 AM - 10 AM	Intro to Evictions	Working With Your JP
10 AM - 12 PM	Intro to Writs of Possession	You're in a Pickle: Fixing Civil Process Errors
1 PM - 3 PM	Intro to Executions Part I	Exempt Property Issues
3 PM - 5 PM	Intro to Executions Part II	Tricky Service Issues
Day 3 8 AM - 10 AM	Intro to Writs of Attachment, Sequestration, Protective Orders and Other Writs	You Seized the Property—Now What Do You Do? Execution Sale
10 AM - 12 PM	Mental Health and Self-Care	

New Constable 20-Hour Schematic

Day 1 8 AM - 10 AM	Welcome to Elected Office & Intro to TJCTC
10 AM - 11 AM	What I Wish I Would Have Known
11 AM - 3 PM	Intro to Civil Process
3 PM - 5 PM	Intro to Citations
Day 2 8 AM - 12 PM	Intro to Evictions & Landlord-Tenant Issues
1 PM - 5 PM	Intro to Executions
Day 3 8 AM - 10 AM	Intro to Writs of Attachment, Sequestration, Protective Orders, and Other Writs
10 AM - 12 PM	Mental Health

Virtual Constable 20-Hour Schematic

Day 1 9 AM - 11 AM	Intro to Civil Process
11 AM - 2 PM	Intro to Citations
2 PM - 3 PM	Mental Health & Self Care
Day 2 9 AM - 11 AM	Intro to Landlord/Tenant Actions
11 AM - 2 PM	Intro to Evictions
2 PM - 3 PM	Customer Service vs. Legal Advice
Day 3 9 AM - 11 AM	Intro to Writs of Possession
11 AM - 2 PM	Intro to Executions Part I
2 PM - 3 PM	Q & A: Executions & Other Writs
Day 4 9 AM - 11 AM	Intro to Executions Part II
11 AM - 2 PM	Intro to Writs of attachment, Sequestration, Protective Orders, and Other Writs
2 PM - 3 PM	Resource Round Table

Four-Year Training Cycle

We know that it's hard trying to schedule your whole office so, for future planning, we wanted to include what we have planned for this 4-year training cycle.

FY22

- February-Virtual
- April - San Antonio
- May - Galveston
- August - Denton
- August - Clerk Workshop Boerne

COMPLETED

FY23

- February-Austin
- March- New Constable Longview
- May - Galveston
- July- Virtual

FY24

- San Antonio
- Galveston
- Denton/DFW Area
- Virtual
- Clerk Workshop

FY25

- New Constable
- Coastal Area
- Virtual
- West Texas

Justices of the Peace and Constable Association of Texas, INC.

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Tarrant County

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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).

Texas Justice Court Training Center



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