

The Scribe

December 2015

2015 TCCA Conference - The Many Faces of Justice

The 2015 TCCA conference was held on October 11th-13th at the Courtyard Marriott in Allen, TX, and was an amazing combination of stellar education and entertainment, increased access to our awesome vendors, door prizes galore, and of course, one of the best networking opportunities of the year.

There were a variety of fresh, new educational topics including Sovereign Citizens and Domestic Terrorism Training, Face Reading, Who's Driving You Out of Your Mind, and Embracing Social Media. The TCCA's Annual Business Meeting was held on Tuesday morning, and during that same time, non-member attendees had the opportunity to attend leadership and communications classes.

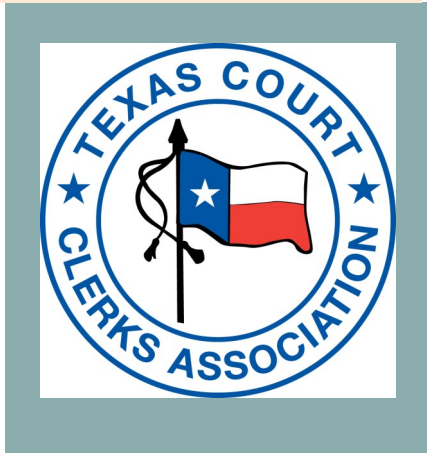
The evening activities were equally refreshing, including a Vendor Meet & Greet with Texas country music, a free night on the town to explore the City of Allen, as well as the TCCA Awards Banquet that included a Murder Mystery at the legendary Southfork Ranch, which was home to the Ewing family in the television series *Dallas*.

If you weren't able to attend this year, WE MISSED YOU, and as you can see, you missed A LOT! We hope to see you next year at the 2016 TCCA Conference in San Marcos, TX. Please see page 11 for a save-the-date for next year! It's never too early to start planning!!



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In Remembrance



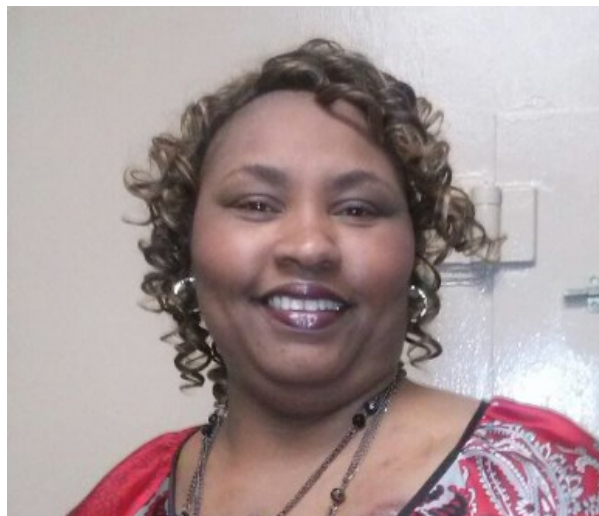
Lorna Nelson

It is with great sadness that we report to you the passing of Lorna Nelson. Ms. Lorna was the Court Clerk for the City of Deer Park and founder of the Texas Court Clerks Association in March 1972. She was born Lorna Armour Nelson Chivers in Junee, New South Wales, Australia on October 12, 1926. She met and married 1st Lieutenant John Nelson during World War II while he was fighting in the Pacific with the 13th Army Air Force. They met at a friend's house while he was on leave in Sydney. When he returned in July of 1944, they were married. Lorna came to the United States in June of 1945. She and John had 5 children. In 1965, John passed away after suffering a heart attack. In 1968, she went to work for the City of Deer Park. She taught herself about Municipal Court procedures and became the "go to" person for other clerks in the area. Her Judge encouraged her to use their courtroom to meet with other clerks on a regular basis. In 1972, she founded TCCA. She wrote the bylaws, filed the appropriate paperwork and designed the logo that TCCA still uses to this day. Ms. Lorna was and will continue to be a true inspiration to all municipal court clerks in the State. We will miss her dearly and never forget her passion and commitment to the Texas Court Clerks Association.



It is with great sadness that we share with you that long-time Northeast Chapter member, Edna Boykins, from the City of Center has passed away after a long illness. We will miss her laughter and ready smile. She was more than a friend to most of us, she was like extended family. If you would like to send a letter of encouragement or a sympathy card, her family's mailing address is: 547 FM 417 East, Shelbyville, TX 75935. Please remember her family, coworkers and friends in your prayers during this time of sorrow.

Edna Boykins



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Principal Office: Austin, Texas. The attorney responsible for the contents of this advertisement is Carmen Perez.

2015 Conference—Allen, TX



1. Members relax during the Vendor Meet and Greet.
2. Titanium Sponsor Linebarger Goggan Blair & Sampson pack the Conference Orientation!
3. One of the two teams that correctly guessed whodunit at the Murder Mystery.



4. Table decorations at the Awards Banquet at Southfork Ranch.

5. One of the actors in the Murder Mystery, working the TCCA crowd!

6. TCCA members gather for good fun and great education!



7. Conference host Delena Franklin introduces the entertainment on Sunday night.



Conference Award Recipients ~ (Not All Pictured)



1.

2.

3.

4.

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10.

11.

Board of Director's Award:
Rhonda Kuehn (#1)

Excellence Award:
Pat Riffel (#4)

Conference Host:
Delena Franklin (#2)

Distinguished Service:

- Jason Contatore (#11)
- Rosena Becker-Ross (#8)
- Melissa Rodriguez (#10)
- Landra Solansky (#9)
- Lona Maxted
- Connie Hayley
- Linda Faulkner
- Nicole Porell
- Kimberly Richardson
- Martha Solis

Retirement:

- Shona Bohon (#3)

Extraordinary Achievement:

- Paul Rex (#5)
- Christy PUNCHES (#6)
- Esther Henry (#7)

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Managing Your Judge: A Judge's Perspective

One of the most difficult parts of a Clerk's life is to know where, when, and what needs to be said to the Judge for whom he or she works. Just how much "guidance" a judge needs varies widely. And though one may say it tongue in cheek, a judge really does need to be managed, as does any other employee of the Court. That the judge may be the boss makes the management more difficult, but no less necessary.

A wise judge will realize, when he or she is new, that he or she doesn't know a whole lot about being a judge. If your judge has been a trial lawyer in the past, he or she may have a good idea of the kind of judge they aspire to be. If your judge is a non-lawyer, he or she may only have Judge Judy as a role model. That can be scary. Either way, you are going to have to help ensure that, no matter what role model, and no matter personality of your judge, they abide by the Canon of Judicial Ethics, and they follow the law. The perception of fairness in a Court goes far amongst the public served, not to mention the impact the same perception will have on the pride and morale of the court staff

Most judges want to do the right thing. Some have been elected, usually with various promises to the public regarding judicial integrity and fairness. Some are appointed, either after a lengthy search by the governing body, or because of political factors. No matter how they are chosen, however, most judges are amenable to guidance in learning their job. (Unfortunately, some judges get what is commonly known as "black robe fever", and their egos go through the roof. Some can be downright petty and tyrannical. There are those, too, who are lazy, and approach their duties with an attitude of doing the minimum that will keep them in office. I don't know that those types can always be managed, unless the Clerk is possessed of extraordinary intestinal fortitude.)

So, what is a Clerk to do? Most clerks are loathe to confront a judge about their conduct, unless there are complaints from staff, other governing officials, or the public. Even then, clerks tend to take a "hands off" approach, perhaps making the judge aware of the complaint, but not entering into the discussion of what needs to be done to correct the problem. The problem with the "hands off" approach is that, the longer a judge pursues a course of conduct, the harder it is to correct. So, what is the course that a Clerk must follow in order to ensure the success of the Court?

From my perspective, a Clerk who is afraid to be up front and honest with his or her judge is doing everyone a disservice. From day one, a clerk should be communicating with the judge, explaining the court and the needs of the staff, and immediately discussing problem areas that need to be addressed. The Clerk should also try and determine the judge's goals, whether or not such goals are attainable and reasonable, and how those goals may be achieved within the current workings and procedures of the Court.

When I was appointed to my current position as Presiding Judge of the Killeen Municipal Court, my Clerk, Luevada Posey, was at my confirmation. She wasted no time in introducing herself, and then began firing a barrage of questions on what I expected, how I wanted things handled, and how I wanted to define her role. That was followed by an honest discussion of the state of the Court, to include problem areas that needed to be addressed, as well as projects in the works. In the hour following my confirmation, I learned more about the workings of a municipal court than I had learned in my 32 years of practicing law.

(Continued on pg 10)

Managing Your Judge: A Judge's Perspective

I also came to realize that she knew her job well, and would be my greatest asset in taking the bench. And the learning has never stopped. My Clerk is my "living book" when it comes to matters of running my Court.

My experience demonstrates how a Clerk can begin effective "management" of the judge from day one, by fully demonstrating that, not only are the judge's opinions of interest, but that, as the Court Clerk and the "Chief Operating Officer", they will ensure that the organization will be able to seamlessly integrate the incoming judge's desired goals and practices. Not only that, it also lets the judge know that the Clerk is on the ball, and is a reliable asset.

On a daily basis, it is imperative that a Clerk keep her Judge informed, as far as is practicable, of changes in the law, of matters going on in the City that affect the Court, and of major personnel issues. The more a judge is informed, generally speaking, the more involved the judge will be. One needn't expect micromanagement; quite the contrary – most judges will appreciate not having to make sure pens and paper are ordered.

In essence, a Clerk and a Judge have to form a bond as team leaders, and have to learn to rely on one another. Each will have strengths that complement the other, and weaknesses that the other will be able to make up for. Of utmost importance, however, is honest and frank communication, even if that means an argument now and then. A smart Judge will allow himself of herself to be managed, as it is in his or her best interest. He or she just has to have faith in the manager.

'My Clerk is my "living book" when it comes to matters of running my Court'.

'In essence, a Clerk and a Judge have to form a bond as team leaders, and have to learn to rely on one another'.

~ Judge Mark Kimball

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2016 Annual Conference

The Texas Court Clerks Board of Directors would like to invite you to join us for the 2016 Texas Court Clerks Association Annual Conference – Discovering Natural Treasures. The conference will be held at the San Marcos Embassy Suites Hotel and Conference Center, October 9-12, 2016. Delegate registration will begin May 1, 2016 at a rate of \$250. Deadline to register will be August 15, 2016. Room rates will start at \$99. The room block will open for reservations after March 1, 2016.

We will be offering Certification Prep Sessions on Saturday, October 7 and Certification Testing on Sunday, October 8. We will kick off the conference on Sunday evening with our Conference Orientation and Vendor Meet and Greet. Monday we will highlight our Vendors at the Vendor Expo. Also, back by popular demand Monday night will be a free night for delegates to explore San Marcos and participate in some retail therapy at the nearby Outlet Malls. Tuesday morning will be the Annual Business meeting and Tuesday night we will honor those who have made significant contributions to our profession at our annual banquet at The Salt Lick's Pecan Grove Venue.

As you can see we have some great things planned and will continue to work hard to provide you with a great conference experience! Additional information will be posted on the TCCA website at www.texasclerk.org as it becomes available. Hope to see you there!

Tammy Odom
Conference Planning Committee Chair

SAVE THE DATE

*2016 Texas Court
Clerks Association
Annual Conference*

OCTOBER 9, 2016

EMBASSY SUITES HOTEL &
CONFERENCE CENTER
SAN MARCOS, TX

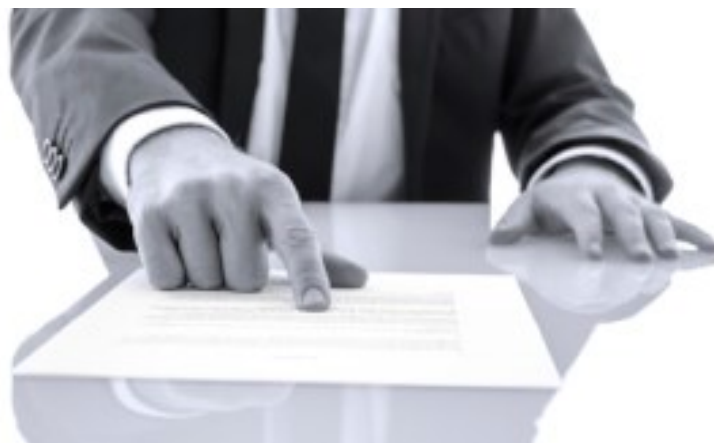
Legal Advice vs. Legal Information

As Court employees we walk a tightrope each and every day while assisting defendants with their citations. We must make sure to remain professional and provide general information without crossing into providing legal advice . For most people this is their first and only time being exposed to the criminal justice system. When they arrive at your Court to handle their citation they are likely not familiar with your court procedures or what options might be available to them in disposing of their case. So how do you know when you have crossed the line? It is helpful to first know what the difference is between legal advice and legal information.

Legal advice is essentially the interpretation of law, court rules, or procedures meant to give a specific course of action in response to a case that is currently before the Court. Most of us are asked to provide this on a daily basis from defendants that are unaware of Court policies and procedures. They look to the clerk as the expert in this instance and many times ask the dreaded question, "what should I do?" It is important to remember in this situation that they are likely unaware that Court personnel cannot answer this question.

Legal information is essentially just that: it is information provided to a defendant intended for information purposes and in no way tells the defendant what course of action to take in their particular case, but instead gives a defendant the information needed to dispose of their case before the Court. When giving a defendant their options, it is very important to stick to the options available and never recommend a specific course of action over another.

So now that you know the definitions of legal advice and legal information, you are better able to see where the line is. Remember that the person on the other side of the counter may be upset, worried, or just plain confused by the different options available to them. Sometimes all it takes is to slow down and make sure that they understand your Court's procedures and the options available to them. Being informed of their options allows them to talk through the situation and arrive at *their own* conclusion.



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Training & Testing

Date:	City:	Chapter:
January 28, 2016	La Porte	Gulf Coast
January 8, 2016	Cameron	Central
January 13, 2016	College Station	Central
February 17, 2016	College Station	Central
March 11, 2016	Temple	Central
March 16, 2016	College Station	Central
April 20, 2016	College Station	Central
April 18, 2016, 1-5pm	Pearland	Gulf Coast (TESTING)
May 13, 2016	Cedar Park	Central
May 18, 2016	College Station	Central
June 10, 2016	Sugar Land	Gulf Coast
June 15, 2016	College Station	Central
July 8, 2016	TBD	Central
July 20, 2016	College Station	Central
August 17, 2016	College Station	Central
September 9, 2016	Sugar Land	Gulf Coast



Level III Books

As of January 1, 2016, the Records Management book will be removed from the Level III Reading List. At this time, the book will not be replaced by another book.

Testing Fees

As a reminder, TCCA and TMCA members in good standing pay a reduced testing fee of \$75.00 (or \$25.00 per part). Non-members pay a testing fee of \$150.00 (or \$75.00 per part). The amount that you pay is determined by your membership status at the time of registration. TCCA/TMCA membership is verified at the time of registration. If you are not a member in good standing at the time of registration, you will be invoiced for the difference. Testing scores will be held until payment is received. Please make sure that your TCCA/TMCA membership is updated prior to registering to test.

Certification Renewal Verification

If attending a TMCEC sponsored seminar, your certification hours will now automatically be filed for you for certification renewal. Please log on to <http://register.tmcec.com/web/online> four to six weeks **after** attending a TMCEC seminar or submitting certification renewal paperwork. Once logged in, click on the "Certification Renewal" tab to show the most current year renewed. For example, if you have already renewed for FY16 it will say "2015-2016 Yes". Letters confirming renewals **will no longer** be sent as clerks are encouraged to verify their renewal status online.

Just For Fun!

Getting To Know the Board~

What was your favorite TV show growing up?

Lisa Howard: **Good Times**---I would race to get home after school to watch it...I loved JJ!! And of course Michael!! My 2nd favorite show was the **Partridge Family** and of course I liked Keith!!

Paul Rex: **Webster**, loved that show!

Veronica Brockington: My favorite was **The Brady Bunch**. They were so lucky to have Alice. I thought my sister was like Marsha, Marsha, Marsha.

Brittany Rychlik: Cartoon: **Scooby Doo** (kid), **Saved By the Bell** (pre-teen), **Dawson's Creek** (high school).

David Preciado: I had 3 favorite shows. **Combat**, because of the Sergeant's machine gun, **Leave It To Beaver**, because I thought Mrs. Cleaver was so beautiful, especially when she had her apron on, and **Lassie**, the wonder dog. She always saved the day.

Gloria Carter: **I Love Lucy** was my favorite as it was fun to watch her creative answer/response (I did not say it was the right one) for everything. And let us not forget Ricky's spin.... "Now Luceeeee!!!"

Jennifer Bozorgnia: My all-time favorite has to be **I Love Lucy**! Her, Ricky, Ethel and Fred always kept me laughing. I think I've seen every episode 100 times and I still laugh out loud!

Jaime Brew: My favorite shows were **Mama's Family**, **Designing Women**, AND **Night Court**!

Karen Armstrong: I don't know if it was my favorite, but my most memorable TV show was **Gunsmoke**. It was my Daddy's favorite show and I remember sitting in his lap to watch it. I still like to watch the reruns.

Wende White: **The Knight Rider**— Thought it was so cool that the car could talk & drive itself.

Tammy Odom: **Gilligan's Island** was my favorite show growing up, I would run home from the bus stop so I wouldn't miss it. I always had a secret crush on the Professor.

Rhonda Kuehn: My favorite shows were **The Waltons**—I still love watching it today and my kids just roll their eyes at me. Also, **The Dukes of Hazzard** - because I'm a country girl at heart and Bo Duke was HOT!

Kimberly Kierce: My favorite was **Saturday Morning Cartoons**....ahhhhh....the good old days!

Luevada Posey: One of my favorite TV shows growing up was **The Big Valley**. Westerns were really popular (especially with my Dad) and I watched this show with him every week. He didn't need to know that I had the biggest crush on Lee Majors and that's the reason I watched!

April Christiansen: **Three's Company**! I remember getting mad at the school bus driver if we got home late and I missed the beginning of the show!

Landra Solansky: My favorite TV Show growing up was **The Barbara Mandrell show**. I loved the music, their costumes...and yes, their BIG hair!



Number of Clerks Certified at Each Level as of October 31st, 2015:**Level I: 554 / Level II: 449 / Level III: 50 active (64 total)**

- ◆ The Chapter Education Committees are currently working on next year's education schedule. Please watch for email updates as to when chapter education sessions will be offered.

Level III Books

- ◆ As of January 1, 2016, the Records Management book will be removed from the Level III Reading List. At this time, the book will not be replaced by another book.

FREE 8 Hour Seminars:

Don't miss out! The TCCA Education Committee in partnership with TMCEC will be conducting free 8 hour seminars in:

- ◆ McAllen: January 21, 2016 = Doubletree Hotel—1900 S. 2nd Street—**Register by 12-21-15**
- ◆ Nacogdoches: April 14, 2016—Hampton Inn—3625 South Street—**Register by 3/14/16**

Registration is only available online at www.tmcec.com. Judges may also attend for "flex time" credit.



A total of 31 participants attended the 1st FREE 8 hour seminar in Midland on Nov. 12th!

TCCA Donates to Local Domestic Violence Shelter

Attendees of the 2015 TCCA Annual Conference in Allen were asked to donate to a local shelter by collecting the travel size toiletries in their hotel room. Many attendees participated by donating over 336 items, which provided over 84 complete toiletry sets (i.e. shampoo, conditioners, body wash/soap, and lotion) to be donated. Kimberly Kierce, member of the TCCA North Texas Chapter and Foundation Treasurer Trustee of Altrusa International of Richardson, Inc., initiated the collection and delivered the items to Hope's Door.

Hope's Door (excerpt from their website www.hopesdoorinc.org) is an organization in Collin County (Allen, Tx is in Collin County) specializing in comprehensive intervention and prevention services for all members of a family affected by domestic violence - from victim to abuser. Hope's Door was established in 1986 as a crisis hotline. Clients were housed in local hotels until the opening of a 21-bed emergency shelter in 1989. Since then, services have expanded to include transitional housing, counseling for adults and children, legal advocacy and services for abusers. The mission of Hope's Door is to offer intervention and prevention services to individuals and families affected by domestic violence and to provide education programs that enhance the community's capacity to respond.

Annually, Hope's Door responds to over 1,900 crisis hotline calls, shelters more than 400 women and children, houses over 50 families in transitional housing and provides counseling and legal advocacy to more than 1,300 survivors. TCCA's donation provides personal care items for women and children seeking emergency shelter from domestic violence situations. Thank you for your generosity and caring!



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Congratulations to **Kaylee Brune** (pictured at right with Gulf Coast Chapter President Rhonda Kuehn,) **from the Columbus Municipal Court.** Kaylee achieved her Level III Certification and is the **63rd Certified Municipal Court Clerk** in the State of Texas!!



Congratulations

Congratulations to **Charlotte Booker of the Houston Municipal Court.**

She was recognized by the Texas Municipal Courts Association as the **Outstanding Clerk of the Year!**



We Want to Know What YOU Want to KNOW!

Please tell us if you have a suggestion, topics or issues that you would like to see covered in a future edition!

The next edition of TCCA's newsletter **The Scribe** will be published in June 2016. **The Scribe** will be published on the TCCA's website. The deadline to submit an article for this edition is May 15th, 2015.

Contact April Christiansen—
april.christiansen@cedarparktexas.gov

TCCA Membership Committee

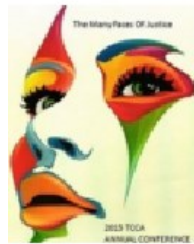
I am happy to report that we reached our goal of 1,000 members for the first time in TCCA's 43 year history! We ended 2015 membership with 1,041 members. Melissa Theiss, Tomball Municipal Court, was the 1,000th member and will receive a voucher for a free 2016 TCCA Membership. **Congratulations Melissa!!**

Membership for 2016 is in full swing, we are already busy processing applications. 2015 Memberships don't expire until December 31st, but I would recommend you complete your 2016 application early. Important information and training opportunities as well as updated Conference information, the *Scribe*, and voting information are sent electronically to current members only.

Please remember to share your experiences and the benefits of becoming a member of the Texas Court Clerks Association with other Clerks in your area. If you have any questions/comments concerning membership, feel free to contact me @830-401-2327 or lsolansky@seguintexas.gov

Committee Members

- Landra Solansky, Seguin – Chairperson
- David Preciado, Arlington – Application Processing and Disbursements
- Holly Mangold, Arlington – Application Processing
- Nicole Porell, Temple – Email Verification
- Jaime Brew, Sugarland - Recruitment



TCCA 2015 ANNUAL CONFERENCE

PHOTOBOOTHDALLAS.ORG

TCCA 's booth at the TMCA Conference in Corpus Christi

The Nominations Committee processes nominations to fill open positions on the Board of Directors for TCCA. All nominations and voting are done online on the TCCA website.

When voting closes, the results are tabulated by an independent programmer and emailed to the Nominations Committee Chair. All results are kept confidential until announced at the TCCA Annual Business Meeting.

I would like to personally thank everyone who cast their vote in the 2015 election!

Jeanne Wilson
TCCA Nominations Committee Chair



Studying for the Certification Exam: Tips to Help You Prepare

In 1996, the Texas Court Clerks Association (TCCA) partnered with the Texas Municipal Courts Education Center (TMCEC), Texas Municipal Courts Association (TMCA), and Texas State University, to create an educational development program. The purpose of the Municipal Court Clerk Certification Program was to provide professional development and educational growth to municipal court staff and justice courts. The certification program is comprised of three levels: Certified Court Clerk I (CCCI), Certified Court Clerk II (CCCII), and Certified Municipal Court Clerk (CMCC).

Since the creation of this program, thousands of clerks have participated in this program. If you have been pondering whether or not to participate in the certification program, do not think about it any longer; now is the time! What you need to complete the certification program are the proper tools, determination, and dedication.

Tip # 1: Study Guides

Level I & II Study Guides

TMCEC provides study guides for Level I and II certification exams. These study guides can be purchased from the center for \$25 (The center will resume selling hard copy study guides in January 2016), or you can download the study guides from the TMCEC website by going to <http://www.tmcec.com/resources/clerk-study-guides/>. If you are going to utilize the online study guides, it is highly recommended that you print them so that as you are studying you can highlight and make notes.

Study session instructors, and any clerk who has taken at least one certification exam, all agree that it is imperative that you read the study guide at least one time from beginning to end. This is due to the fact that on the exam you will be tested on your knowledge of practical methods on the case management process, not on the procedures for your specific court. Individuals who take the certification exam without reading the study guide typically do not do well on the exam and they end up having to retake the exam.

As you are reading the study guides for Level I and II, you will see study questions throughout the chapters that are in the format of true/false and fill in the blank. It is highly recommended that as
(Continued on pg 21)



Studying for the Certification Exam: Tips to Help You Prepare

you read the sections, and answer the questions that follow each section. If you answer the questions correctly, then you know that you have grasped the concepts and information in that particular section. If you are having a difficult time answering the questions in each section, then you may need to go back and re-read the material. If there are certain terms in the chapters that you do not understand, then review the list of vocabulary words in the glossary.

Another important tip to remember is when you are reading through the study guide pay attention to words such as: “only”, “always”, “must”, “shall”, “required”, “never”, “may”, and “shall”. If you understand how these small words can impact a concept, you are well on your way to performing well on the exam.

Study Guide for Level III

Studying for the Level III exam is completely different from the Level I and II exam. If you are interested in pursuing this level of certification you will have to read 16 books on topics such as management, leadership, case flow management, trial budgeting, court financial management, court security, etc.

The study guide that is provided by TMCEC is not in the same format as the Level I and II study guide (True/false and short answer fill in the blank); instead it is fill in the blank answers. The study guide provides several lines in which you can write notes about what you think the answer would be. Please note that the Level III study guide does not have an answer key. You can obtain the Level III Handbook/Study Guide by going to <http://www.tmcec.com/resources/clerk-study-guides/> and clicking on “study questions” under the Level III section.

It is important to remember that reading comprehension and having a general understanding of the material being presented in the Level III books is the key to passing the exam.

The volume of reading that you have to do to prepare for each level of the certification program is massive; therefore, it can be overwhelming at first glance. Do not let the amount of reading discourage you from participating in the program. Instead, it is important that you develop a study plan to complete all of the reading. You should allow yourself at least three to four months to study before attempting to take the certification exam. Before you start reading/studying prepare your lesson plan for the next three to four months. Determine what chapters you will cover each week to prepare for the exam.

Here is an example of a study plan for a clerk who is scheduled to take their Level I or II certification exam in 16 weeks.

(Continued on pg 22)

Week 1 – Read and understand Chapter 1
Week 2 – Read and understand Chapter 2
Week 3 – Read and understand Chapter 3
Week 4 – Read and understand Chapter 4
Week 5 – Read and understand Chapter 5
Week 6 – Read and understand Chapter 6
Week 7 – Read and understand Chapter 7
Week 8 – Read and understand Chapter 8
Week 9 – Read and understand Chapter 9

Week 10 – Review the words in the glossary
Week 11 – Take the practice test to see what areas you need to work on
Week 12 – Review chapters 1 – 3
Week 13 – Review chapters 4 – 6
Week 14 – Review chapters 7 – 9
Week 15 – Retake the practice test to see what areas you still need to work on
Week 16 – You are ready to take the exam.
(Relax)

Studying for the Certification Exam: Tips to Help You Prepare

By breaking up the study guide into smaller, manageable parts, it makes it a lot easier to study and it reduces your stress level. Once you have developed your lesson plan **do not deviate from the plan.**

For clerks who are working on their Level III certification, you can use the same approach when preparing your study plan.

Tip #3 – Study Sessions

Study Sessions for Level I and II Certification

TCCA and TMCEC offer study sessions for the Level I and II certification exam throughout the year. These study sessions are **FREE**. Yes....FREE!!! TCCA study sessions are typically offered on the chapter level (some chapters may still charge a small fee) on the day that the chapter offers testing. TCCA also offers a study session at the annual TCCA Conference in October on the Saturday prior to the start of the conference.

TMCEC typically offers study sessions on the first day of the Regional Clerks Seminar, but other dates may be offered throughout the year as well. Please check TMCEC's study session schedule by going to the TMCEC website at http://www.tmcec.com/files/6414/4423/0943/Clerks_Prep_Registration.pdf. This page will also provide you with information on how to register to attend one of the TMCEC sponsored study sessions and a registration form. The TMCEC sponsored study session is posted on their website at the beginning of every academic year.

Also, keep in mind that that you can always create your own study group with clerks in your office who have already taken the exam, or clerks who are studying for the exam as well. You can also form a study group within your Chapter.

Study Sessions for Level III Certification

TCCA and TMCEC do not offer formal study sessions for clerks preparing for the Level III certification exam. Do not let this deter you from moving on to the next level. You can create your own Level III study group by either contacting fellow clerks who are currently studying for the Level III exam, and/or by contacting a Level III clerk in your area to see if they will be willing to assist you.

As previously mentioned, you can form a study group within your chapter. If you have Level III clerks within your Chapter they may be willing to mentor you and help you through this process.



(Continued on pg 23)

Studying for the Certification Exam: Tips to Help You Prepare

**TAKE CONTROL
OF YOUR WARRANT BACKLOGS**

**INCREASE
YOUR CLEARANCE RATES**

**SPEED UP
YOUR CLEARANCE TIME**

**BE HAPPY
WITH A COLLECTIONS FIRM**

CONVERGENCE RECOVERY SOLUTIONS

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Tip #4 – Other Study Tools

TMCEC has an Online Learning Center (OLC) that has several tools that you can utilize to study. These tools are free to use and were developed by the center to help clerks study for the Level I and II exams. In order to access the Online Learning Center you will need a username and password. Once you are logged in, click the link called, "Clerks Online Learning Modules". Here you will find the following study materials:

- Level I and II prep session materials
- Clerk Flash Cards
- Level I and II quizzes

Please note that the Center currently does not offer any study tools on the OLC for clerks preparing for the Level III exam.

Tip #5 – Practice Quizzes and Exams

TMCEC provides practice tests and quizzes on their website. It is highly recommended that

you study before attempting to take the quizzes and exams. These tools should only be used so that you can determine what areas you still need to work on.

It is important to understand that you should not study strictly from using the quizzes and the exams. These tools are just practice questions to help you see how questions will be structured on the exam. ***The questions provided in the quizzes and the practice exams are NOT the same questions on the test.*** In the past, individuals who conducted their studies based strictly on the practice quizzes and exams have failed the exam.

Keys to Success

Remember, earning court clerk certification, at any level, is within your grasp! All it takes is hard work, goal setting, and determination. Just remember that all clerks learn differently and we all have different goals. Some clerks can advance from Level I to III within 9 to 15 months; while others may take a few years to progress through the various levels of certification. Either path is totally acceptable. You have to choose a path that is best for you. Once you have set your goal, create your study plan and stick to it. Before you know it, you will be a certified court clerk!

TCCA Board of Directors

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Vice President	Landra Solansky	Isolansky@seguintexas.gov / TML Rep., / Membership
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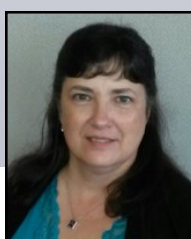
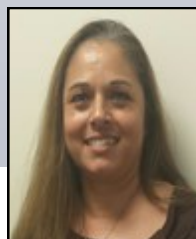
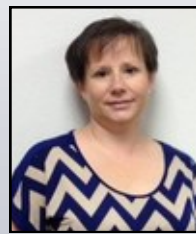
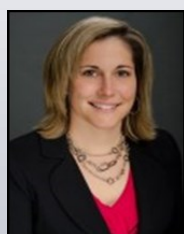
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Luevada Posey, Killeen	lposey@killeentexas.gov
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Wende White, Cameron	wwhite@camerontexas.net
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Committee

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 Education, Membership, Publications, PR

Chapter Presidents:

Veronica Brockington, Round Rock	vbrockington@roundrocktexas.gov	Central Texas / Public Relations,
Landra Solansky, Seguin	Isolansky@seguintexas.gov	Freedom Trail / Membership Chair
Rhonda Kuehn, Brenham	rkuehn@cityofbrenham.org	Gulf Coast / Chapter Steering, Certification/Educ.
Jennifer Bozorgnia, Irving	jbozorgnia@cityofirving.org	North Texas / Legislative Co-Chair
Karen Armstrong, Greenville	karmstrong@ci.greenville.tx.us	Northeast Texas / Historian
Jeanne Wilson, Big Spring	jwilson@mybigspring.com	West Texas / Nominations Chair
Laura Garza, Corpus Christi	lauragar@cctexas.com	South Texas Chapter



Chapter's Corner

Central Texas

Election Results: Vice President: April Christiansen, Treasurer: Wende White

Long-time Chapter member, Phyllis Mathison from the City of Bastrop, retired on August 5th.

Congratulations Phyllis!!

The Round Rock Municipal Court is proud to report that in the history of their court, this year became the first year that each of their court clerks is certified at Level I or above! **Round Rock**

TOTALLY ROCKS!!!!

Congratulations to Alicia McBride from the Cedar Park Municipal Court for winning a FREE 2016 TCCA Membership at the New Clerk's Conference in Austin!

South Texas

The South Texas Chapter has a new President! Laura Garza, from Corpus Christi, has accepted the position of President through progression from Chapter Treasurer. One of Laura's first tasks as Chapter President will be to appoint the rest of the South Texas Chapter Board. **Welcome Laura!!**

The South Texas Chapter is excited to have 2 new Deputy Court Clerks that have reached Level I Certification! **CONGRATULATIONS to Gabriela 'Gabby' Flores, and Christina Marquez!**

The Corpus Christi Municipal Court recently had 2 Deputy Court Clerks retire. Edith 'Edie' Stovall and Rolando 'Roland' Arias have both moved on to lives of leisure. **They will be missed!**

Corpus Christi Municipal Court recently finished a complete remodel of their courtrooms. **They look fabulous!**

BEFORE



AFTER



Chapter's Corner

Northeast Texas

It is with great sadness that we share with you that longtime Chapter member, Edna Boykins, from the City of Center has passed away after a long illness. **Please see page 2 for more about Edna.**

We would like to extend our thanks to Lona Maxted from the City of White Oak. She has done a fabulous job as our education chair and we appreciate her dedication in coordinating our Chapter training and all the hard work in organizing and preparing for the Northeast Chapter test site. **Thank you Lona!**



Congratulations to Julie McGowin from City of Van and Gaylan Hearn from City of Mt. Enterprise for completing the requirements for Level I Court Clerk!

We are excited that the clerks from the City of Henderson have been given permission from their City to become more involved in our Chapter. **We can't wait to see you at our meetings.**

Election Results: Vice President: Julie McGowan , Treasurer: Rosena Becker-Ross

Freedom Trail

Greetings from the Freedom Trail Chapter:

We are pleased to announce that we currently have 127 members in our Chapter. We adopted our 2016 Budget at our November meeting in Cuero and set our Chapter Meeting Schedule for next year.

1st Quarter Meeting – February 5th – Lockhart

2nd Quarter Meeting – May 6th – Seguin (Judges & Clerks Annual Brunch)

3rd Quarter Meeting - August 5th – San Antonio

4th Quarter Meeting – November 4th – Universal City

Sondre Crabtree, City of Buda, won the Freedom Trail Chapter Scholarship for the 2015 Conference in Allen. Congratulations Sondre!

Officers of the Chapter are :

Landra Solansky, Seguin, President

Kristine Hayman, Lockhart, Vice-President (Newly elected)

Shelly Pena, Cuero, Secretary

Linda Rose, Universal City, Treasurer (Newly elected)

If you know someone in our area that is not currently a member and you think they would be interested in joining the Freedom Trail Chapter, please contact Landra Solansky @830-401-2327 or lsolansky@seguintexas.gov

Chapter's Corner

West Texas

Congratulations to Angela Blair (Snyder), and Sandra Reyes (Andrews) on achieving Level 1 Certification and Gabby Scott (Snyder) and Chelsea Mae Ely (Merkel) on achieving Level II Certification!!

The West Texas Chapter currently has 30 members. We meet in January, March, May, September and November.

If you would like to host a chapter meeting and or a training session in your City, please contact Jeanne Wilson at jwilson@mybigspring.com.

Gulf Coast

2016 Chapter Meetings:

March 11th, June 10th, September 9th, December 9th

*Chapter meetings are now held at the Sugarland Municipal Court 1200 Hwy 6 Sugarland, Texas.

Upcoming Education Sessions:

Beginning in 2016, the Gulf Coast Chapter will now offer **6 hour** education sessions. The first will be on **January 28, 2016** at the **LaPorte Municipal Court** from **9:00 am to 2:00 pm**. Please visit the Gulf Coast Chapter web page to register to attend education sessions and chapter meetings.

Chapter Committees:

If you would like to serve on one of the committees listed below, please contact the Committee Chair listed below:

Chapter Table: Tiwana Brown and Kenneth McGehee – Brenham – tbrown@cityofbrenham.org or kmcgehee@cityofbrenham.org

Education: Brittany Rychlik – Sugar Land and Paul Rex – Jersey Village – brychlik@sugarlandtx.gov or prex@ci.jersey-village.tx.us

Historian: Viveanne Lucas – Sugar Land – vlucas@sugarlandtx.gov

Meeting Hostess: Brittany Wright – Sugar Land – bwright@sugarlandtx.gov

Officer Nominations: Maria Morris – Tomball – mmorris@ci.tomball.tx.us

Public Relations/Awards Nominations: Karen Lemay – Seabrook – klemay@seabrooktx.gov

Publications/Newsletter: Brittany Wright – Sugar Land – bwright@sugarlandtx.gov

Scholarships: Viveanne Lucas – Sugar Land – vlucas@sugarlandtx.gov

Website: Brittany Rychlik – Sugar Land – brychlik@sugarlandtx.gov



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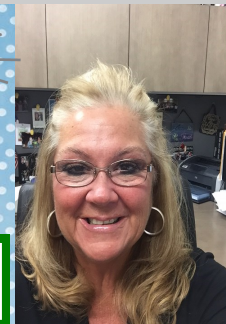
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Principal Office: Austin, Texas. The attorney responsible for the contents of this advertisement is Carmen Perez.

Letter From the President

The President's Holiday Newsletter

HAPPY
NEW YEAR



IT IS MY PRIVILEGE TO BE SERVING AS YOUR PRESIDENT!

Reminders:

- Renew your TCCA membership for 2016!
- Get involved in a committee at the Chapter level or the State level.
- Attend your Chapter Meetings.
- The 2016 TCCA Conference will be held in San Marcos, TX (October 9-12, 2016) at the Embassy Suites.
- Obtain your continuing education hours.

I hope everyone had a very Happy Thanksgiving and a Merry Christmas! I want to take a moment to thank all the hard workers that serve on Committees, Chapter Boards, and the State Board. We could not accomplish what we do without these amazing people that give of their time and energy working hard for all of us. Thank you!!



I want to congratulate those that were elected to new positions in your Chapters and look forward to working with each of you in the future. It is through our Chapters that we utilize the talents and knowledge that propel us forward into accomplishing great things in education, technology, and special projects.

The 2015 TCCA Conference was fabulous with great educational sessions and we enjoyed several inspiring speakers who made us laugh, learn more about ourselves and those around us, as well as prepare us to return to our Court's re-energized! It was wonderful to see so many old friends and make new ones as well. I hope you had a great time in Allen. I know I did!

The 2016 TCCA Conference will be in San Marcos October 9-12 and I look forward to seeing you all there..

LOCAL CHAPTERS ARE THE FRUITS OF OUR LABOR!

I want to take a moment to encourage each member to take the time to attend a Chapter Meeting, volunteer for a Chapter Committee, and/or run for a Chapter Office that is vacant or in need of a new person that can make a difference. It is incredibly rewarding to serve others - and believe me you can make a difference in your local Chapters. If you take the time to attend your Chapter Business Meetings it will give you an insight into the business of the Association, which in turn, builds your understanding of the vast expanse this Association strives to reach across the state educating this amazing membership!

BLESSINGS TO YOU ALL!

