

**TENNESSEE
STATE COURT CLERKS'
CONFERENCE
September 8 – 10, 2015**



**Montgomery
Bell State Park**

Brought to you by the Administrative Office of the Courts,
Board of Directors
State Court Clerks' Association and
Danny Tanner, Conference President

AGENDA

TUESDAY, September 8

1:00 p.m. – 4:00 p.m.	Registration
2:00 p.m.	Golf at Montgomery Bell State Park Golf Course
4:00 p.m.	Art Class (25 person minimum)
5:00 p.m.	Awards Committee Meeting
7:00 p.m.	Cookout (Swim Pavilion)

WEDNESDAY, September 9

7:30 a.m. – 4:30 p.m.	Registration
8:00 a.m. – 8:30 a.m.	Opening Remarks and Announcements
8:30 a.m. – 8:45 a.m.	Introductions of Vendors
9:00 a.m. – 10:30 a.m.	I Get By With a Little Help From My Friends... AOC and Clerks Collaborating to Get Things Done The Easiest Way Possible
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 11:45 a.m.	Counting the Beans: Division of County Audit
12:00 p.m. – 1:00 p.m.	Board of Directors Luncheon
12:00 p.m. – 1:00 p.m.	Lunch on your own
1:00 p.m. – 2:00 p.m.	Kids Need Love and Child Support: Department of Human Services
2:00 p.m. – 2:15 p.m.	Break
2:15 p.m. – 3:15 p.m.	How Did We Get Here: Structure and History of the Tennessee State Court Clerks' Conference
3:15 p.m. – 3:30 p.m.	Break
3:30 p.m. – 4:30 p.m.	BREAKOUT SESSION: Venerable Clerks: When Dreams Come True: Retirement Planning
3:30 p.m. – 4:30 p.m.	BREAKOUT SESSION: Recently Elected/Appointed Clerks: Keeping the Ship Afloat While Avoiding the 'burgs: Managing a Clerks' Office
7:30 p.m. – 12:00 p.m.	BINGO for Prizes and Evening Social/Dance

THURSDAY, September 10

8:30 a.m. – 1:30 p.m.	Registration
9:00 a.m. – 10:00 a.m.	Getting Through the Legal Maze - Legal Issues for Clerks
10:00 a.m. – 11:00 a.m.	How to Avoid Reinventing the Wheel Open Forum with Your Volunteer Mentor Clerks
11:00 a.m.	ADJOURNMENT

REGISTRATION INFORMATION

The fall Clerks of Court Annual Conference is scheduled for September 8-10, 2015, at Montgomery Bell State Park in Burns, TN.

Please note, the annual conference is for appointed and elected clerks only.

Please return the attached registration form no later than Monday, August 10, 2015.

If you are unable to meet this deadline, please contact Caitlin Goellnitz to make other arrangements at (615) 741-6285 OR send via email, caitlin.goellnitz@tncourts.gov.

A subsequent email will be sent once on-line registration is available at www.tncourts.gov. Go to the "Administration" at the top of the page. Then click "Continuing Legal Education," password is justice. Then choose "Clerks of Court Conference" OR fax the completed form to (615) 532-9818 or (615) 741-6285, ATTN: Caitlin Goellnitz OR send via email, caitlin.goellnitz@tncourts.gov.

Once you have registered for the conference you should receive a confirmation memo. This usually takes one to two weeks. If you do not receive a confirmation, please contact Caitlin Goellnitz to ensure your registration was received.

ADDITIONAL INFORMATION

COMMITTEE MEETINGS

AOC staff would be more than happy to assist you in scheduling your committee meetings. If you are a committee chair and wish to schedule a meeting during the conference, please contact Caitlin Goellnitz at 615-741-2687. It is the committee chairperson's responsibility to notify their committee members of the scheduled meeting. **ALL SCHEDULING REQUESTS MUST BE FINALIZED BY MONDAY, AUGUST 10, 2015.**

VENDORS

Vendors will be located in conference rooms **A1-A3**, be sure to stop in.



Tennessee State Court Clerks' Conference | Montgomery Bell State Park

ROOMING INFORMATION

ROOM RESERVATIONS

The AOC will make all room reservations at Montgomery Bell. Approved nights of stay are Tuesday, September 8th and Wednesday, September 9th, 2015. Check-in is at 4:00 p.m. and check-out is 11:00 a.m. for the rooms and 10:00 a.m. for the villas (all times are CST). All rooms are non-smoking. Pet-friendly rooms are available. Accommodations are available on a first-come, first-served basis.

PLEASE NOTE: All attendees are responsible for paying their incidental charges upon departure. If you decide to cancel, you must notify Caitlin Goellnitz at least 72 hours in advance of your scheduled arrival date or you will be billed for one night's stay.

Currently, the Park Inn is charging an early departure fee to any guest who checks out of the hotel before their stated departure date. Please carefully check your arrival & departure dates on the confirmation memo.

VILLA (CABIN) REQUESTS

Eight villas are available this year. A villa has two bedrooms, two baths and a full kitchen with a dishwasher, microwave, full refrigerator, toaster and coffee maker. One bedroom has two queen beds and the master bedroom has a king size bed. The great room has a queen sofa sleeper. Both bedrooms and great room have a flat screen TV. Each villa has a large covered patio with an outdoor fireplace and gas grill. To request a villa there must be at least three occupants. Please check with everyone in your group to ensure they are not planning on other accommodations. Indicate your room preference on your registration form in order to make the appropriate reservation. Please note: the villas are available on a first-come, first-served basis and must have at least three occupants. You must list the names of all individuals staying in the villa at the time your registration is submitted.

SUITE REQUESTS

Three suites are available this year. A suite consists of one king bed, two queen beds and two bathrooms with a parlor room in-between. The suite must have at least three occupants. Please make sure you check with everyone in your group to ensure they are not planning on other accommodations. Indicate your room preference on your registration form in order to make the appropriate reservation. Please note that the suites are available on a first-come, first-served basis and must have at least three occupants staying in the suite. You must list the names of all individuals staying in the suite at the time your registration is submitted.



PER DIEM INFORMATION

MEALS/PER DIEM

The restaurant at Montgomery Bell State Park is part of the Park Inn and Conference Center. The restaurant seats up to 190 people and has a picturesque view of Lake Acorn.

Breakfast:	7:00 a.m. – 10:00 a.m.
Lunch:	11:00 a.m. – 2:00 p.m.
Dinner:	5:00 p.m. – 8:00 p.m.

A meal sign-in sheet will be provided at the Park Inn Restaurant. If you do not eat at the Park Inn Restaurant, we will reimburse you for meals according to the Travel Policies and Guidelines for the Clerks of Court.

Per Diem for Dickson County/Burns, TN is listed below:

Breakfast	Lunch	Dinner	Incidentals	Full Day	75% Rate
\$7.00	\$11.00	\$23.00	\$5.00	\$46.00	\$34.50

PLEASE NOTE:

- If you commute daily to the conference, you are only eligible for reimbursement of mileage.
- Anyone living within 50 miles of the conference location, who wishes to stay overnight, must be granted permission to do so by the AOC & is responsible for the full cost of the sleeping room, payable to the Administrative Office of the Courts. The payment must be received along with your registration form, no later than August 10, 2015.

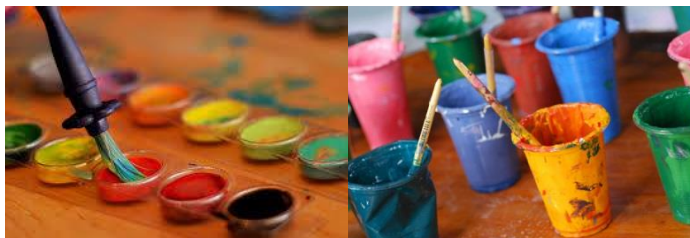
CEU PROGRAM

This year's seminars will offer approximately 9.0 hours of re-certification CEU credit. Sessions and times are subject to change. An updated agenda will be sent to you closer to the conference date.

ACTIVITIES

ART CLASS

- Class will be Tuesday, September 8th
- **There is a minimum of 25 people that will have to participate**
- Cost: \$ 35.00 per person, all inclusive
- Please make checks payable to Crystal Greene & mail to P.O. Box 678, Pulaski, TN 38478. The check must be received no later than **August 28th**
- Please wear your "paint attire." The paint will not wash out of your clothing
- If you have questions or need additional information, please contact Crystal Greene, (931)-424-8787 or gccircuit@energize.net



ACTIVITIES (CONTINUED)

GOLFING

- If you are interested in playing golf at Montgomery Bell State Park Golf Course & spending time with your fellow clerks please contact Tom Hatcher, Blount County Circuit Court Clerk at (865) 273-5400 or thatcher@blounttn.org.
- The tee time will be scheduled for 2:00 p.m. Tuesday, September 8th.
- All levels of skill are welcome!
- <http://www.tngolftrail.net/traditionals/montgomerybell/>



HOSPITALITY SUITE

- Opens on Tuesday, September 8th
- The Hospitality Suite will be located on the 6th floor of the Park Inn (main hotel)
- Finger foods, sodas, etc. will be provided in the hospitality suite beginning Tuesday evening, September 8, 2015. This is a great opportunity to meet & mingle with your fellow clerks!

COOKOUT



- A cookout will be held on Tuesday, September 8, 2015. It will begin at 7:00 p.m. at the Swim Pavilion. If you would like to attend, please complete the attached cookout RSVP form.
- If you would like to bring a guest to the dinner, the cost for each guest will be \$20.00 & must be paid for by check, prior to the conference. Please make checks payable to: Administrative Office of the Courts.
- In the event of inclement weather, the dinner will be moved inside to the conference area

BINGO AND EVENING SOCIAL

- Wednesday, September 9th
- Sponsored by your Hospitality Committee
- You won't want to miss this evening: "BINGO for prizes" & dance the night away with D.J. Terry Hudson.
- It will begin at 7:30 p.m. in the conference area.
- There will be lots of music, prizes, and laughter.
- The winner must be present at the time of the drawing. Come join in the festivities!



Register: online at www.tncourts.gov
Phone: (615) 741-6285 **Fax:** (615) 532-9818 or
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