

CLERKS OF COURT CONFERENCE REGISTRATION FORM

June 17-19, 2015 – Sheraton, Downtown Memphis, TN

Please register the following people for the **JUNE conference.
The hotel reservation & conference nametags will be made using the names listed below.**

<u>NAME</u> (Last Name, First Name)	<u>TITLE</u> (If titles are <u>NOT</u> included, this form will be returned & will delay your registration.)	<u>ROOMMATES</u> (Roommates are <u>required</u> for deputies. This information <u>must</u> be listed to process the registration.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Forms not completed in their entirety will be returned to your office and delay your registration. Your clerk official **MUST sign this form below**. All deputy clerks must have a roommate listed above. Elected officials are not required to list a roommate. If you are borrowing from another office in your county, or have special instructions, please include this information in the **NOTES** section below. If you fax in your registration form, please retain a fax confirmation for your records.

NOTES:

If you require an accommodation and/or have special needs because of a qualified disability, are borrowing space from another office, requesting to attend a conference furthest from your county, have questions or need additional information, please contact Caitlin Goellnitz at (615) 741-2687.

I have read the registration materials enclosed with this registration form and fully understand the restrictions placed upon the reimbursement of expenses.

REQUIRED (Official Clerk Signature) (County) (Title)

THE TOTAL NUMBER, INCLUDING MYSELF, EMPLOYED IN MY OFFICE IS _____.

Please contact Caitlin Goellnitz if you have not received a confirmation of your office's attendance by **Tuesday, April 21, 2015.**