

★ SPIRIT OF NASHVILLE™ ★



May 13 – 15, 2015
Sheraton Music City



2015 Spring/Summer
Clerks of Court Conference



June 17 – 19, 2015
Sheraton Downtown
Memphis, TN



TENNESSEE CLERKS OF COURT SPRING AND SUMMER SEMINARS

Brought to you by the AOC and
your 2014-2015 Board of Directors
Danny Tanner, President

CONFERENCE INFORMATION

The spring and summer Clerks of Court Conference seminars are scheduled for **May 13-15, 2015**, at the Sheraton Music City in Nashville and **June 17-19, 2015**, at the Sheraton, Downtown Memphis.

We encourage the attendance and participation of deputy clerks at the spring & summer seminars. These seminars are planned with the deputy clerk in mind as well as the appointed/elected clerks. These seminars are an invaluable opportunity to have deputy clerks involved in discussions thus giving attendees a better understanding of the topics presented.

Please return the attached registration form(s) no later than Monday, April 6, 2015.

REGISTRATION

For your convenience, you may register online at www.tncourts.gov; Go to the "Administration" page, click "Continuing Legal Education" then choose "Clerks of Court Conference," password is **justice**, or fax the completed form to (615) 532-9818 or (615) 741-6285, Attention: Caitlin Goellnitz or caitlin.goellnitz@tncourts.gov.

ROOM RESERVATIONS

The AOC will make room reservations with each hotel. The cut-off date is Monday, April 6, 2015. Accommodations are available on a first-come, first-served basis. **Please return the attached registration form(s) no later than Monday, April 6, 2015.**

PLEASE NOTE: Cancellations less than 48 hours prior to check-in, or no-shows, will result in you being charged for one night's room rate. Currently, each hotel is charging an early departure fee to any guest who checks out of the hotel before their stated departure date. However, guests will have the opportunity to change their departure date at check-in without being assessed a fee. Attendees are responsible for paying any incidental charges upon their departure. **Please check your arrival and departure dates on the confirmation memo carefully.**

The maximum number of **clerks and deputy clerks** who may attend from a clerk's office is determined by T.C.A. '8-24-101 and '18-1-504. The "maximum number of clerks who may attend" means the combined total for both the May and June seminars. Per the above-mentioned code, only clerks and deputy clerks may attend each seminar.

Please attend the seminar location closest to you. If you are traveling **five hours or more** from your home county office to the conference and wish to travel to the conference the day before it begins, you may request reimbursement from the AOC for lodging and mileage for the travel day. **You must notify Caitlin Goellnitz when you submit your registration form, if you intend on arriving early.**

For those of you traveling **less than five hours** from your home county office to the conference and choosing to travel to the conference the day before it begins, the AOC will **not** reimburse you for travel costs for the day before the conference begins. **You** will be responsible for the cost of your **lodging and per diem** for this travel day. Additionally, you **CANNOT** reserve your hotel for the night of the travel day under the AOC's hotel room block and therefore will **NOT** be guaranteed a hotel room. **You must notify Caitlin Goellnitz if you intend on arriving early.**

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 the AOC to ensure your registration was received.



PLEASE DO NOT CONTACT THE HOTELS. THE AOC WILL TAKE CARE OF MAKING ALL HOTEL RESERVATIONS!

May 2015 – Sheraton, Music City in Nashville
777 McGavock Pike
Nashville, TN 37214

http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=198&EM=DWR_SI_SHERATONMUSICCITY.COM_198

Check-in: 3:00 p.m. and Check-out: 12:00 p.m. Your stay includes a complimentary full-service health facility with free weights, aerobic machines, whirlpool, and full locker room facilities. You can relax in the heated indoor pool, hot tub, or outdoor pool (season permitting). This unique hotel is just minutes from all the attractions and activities that make Nashville truly unique.

June 2015 – Sheraton, Downtown Memphis
250 North Main Street
Memphis, TN 38103

<http://www.sheratonmemphisdowntown.com/>

Check-in: 3:00 p.m. and Check-out: 12:00 p.m. The newly renovated Downtown Memphis Hotel is adjacent to the Memphis Cook Convention Center and offers superior city views from the 600 guest rooms. Located on an official stop of the Main Street trolley, which offers convenient access to the FedEx Forum, National Civil Rights Museum and the South Main Historic Arts District, the Sheraton Memphis Downtown Hotel is also just a short walk from the Mississippi River and Beale Street. Additionally, the hotel features a heated, indoor swimming pool, fitness center, and complimentary Wi-Fi in all guest rooms.

PER DIEM

Reimbursement for conference attendees will be the following:

- **Three-fourths of mileage to/from conferences.**
- **No per diem on the day prior to the start of the conferences.**
- **One-half of regular per diem rates during the conferences.**

PLEASE NOTE: If you commute daily to the seminars, you are only eligible for reimbursement of mileage. Anyone living within 50 miles of the seminar location, who wishes to stay overnight, is responsible for the full cost of the hotel room. Additionally, you will NOT be permitted to reserve a room under the AOC hotel room block and therefore will not be guaranteed a hotel room. The AOC will NOT reimburse per diem.

COMMITTEE MEETINGS

If you are a committee chair and wish to schedule a meeting during the seminar, please contact Caitlin Goellnitz at (615) 741-2687 or via e-mail at caitlin.goellnitz@tncourts.gov to make arrangements. **All requests for meetings must be finalized by Monday, April 6, 2015.** It will be your responsibility to notify your committee members of the pending meeting time and location.

Current Committee Meetings Schedule:

Wednesday, May 13, 2015

Legislative Committee Meeting

Time: 11:00 a.m. – 12:00 p.m.

Location: Sheraton Music City, Nashville

Thursday, May 14, 2015

Board of Directors Luncheon

Time: 11:45 a.m. – 1:00 p.m.

Location: Sheraton Music City, Nashville

Wednesday, June 17, 2015

Legislative Committee Meeting

Time: 11:00 a.m. – 12:00 p.m.

Location: Sheraton, Downtown Memphis

Thursday, June 18, 2015

Education Committee Lunch Meeting

Time: 11:45 a.m. – 1:00 p.m.

Location: Sheraton, Downtown Memphis

CEU PROGRAM

This year's seminars will offer approximately 12.50 hours of re-certification CEU credit. Sessions and times are subject to change. An updated agenda will be sent to you as the conference date approaches.

WHAT'S GOING ON

Evening Social – Thursday, May 14th & Thursday, June 18th

Come dance the night away! D.J. Terry Hudson will be hosting an evening social sponsored by your Hospitality Committee. Come share in all the fun with music, laughter, and socializing with your fellow clerks. You won't want to miss this!

Hospitality Suite – Open each evening after sessions



Conference at a Glance*

Wednesday, May 13 & June 17

Breakfast will NOT be provided at the conference

- 9:00 a.m. Attendee Registration
11:00 a.m. Legislative Committee Meeting
1:00 p.m. Opening Remarks, Announcements, & Introduction to Vendors
1:30 p.m. Alzheimer's Awareness
2:00 p.m. Legislative Update
2:30 p.m. Break
2:45 p.m. Courtroom Security & Sovereign Citizens

Thursday, May 14 & June 18

Breakfast will NOT be provided at the conference

- 7:30 a.m. Attendee Registration
- ❖ **3-Roundtable Breakout Sessions**
- 8:30 a.m. **Chancery, Circuit, & Probate:** Appellate Process A to Z
General Sessions: 4 Leading Processes
Juvenile: Juvenile Child Support
- 10:00 a.m. Break
- ❖ **4-Roundtable Breakout Sessions**
- 10:15 a.m. **Chancery & Probate:** Delinquent Taxes (10:15-11:15); Vital Records (11:15-11:45)
Circuit: Circuit/Civil Issues
General Sessions: Probable Cause Warrants and Setting Bonds
Juvenile: Juvenile Appeals (10:15-11:00); Expungements (11:00-11:45)
- 11:45 a.m. **Lunch on your own**
- 11:45 a.m. Board of Directors Luncheon (May) & Education Committee Luncheon (June)

Conference at a Glance*

Thursday, May 14 & June 18, continued

❖ **4-Roundtable Breakout Sessions**

- 1:15 p.m. **Chancery & Probate:** Conservatorships & Guardianships
Circuit: "Certification of Employability"
General Sessions: E-Citations (1:15-1:45); TDOS Q&A (1:45-3:00)
Juvenile: Juvenile Transfers
- 3:00 p.m. Break
- ❖ **Plenary Sessions:**
- 3:15 p.m. Domestic Violence, Domestic Assaults, and Orders of Protection
4:15 p.m. ATJ Forms Update
8:00 p.m. Evening Social

Friday, May 15 & June 19

Breakfast will NOT be provided at the conference

- 8:00 a.m. Attendee Registration
9:00 a.m. ADA-American Disabilities Act
10:00 a.m. Happiness in the Workplace
11:00 a.m. Adjournment