

# The Mississippi Judicial College

*announces registration for the*

## **Circuit Court Clerk Conference**



*Cabot Lodge Millsaps  
Jackson, Mississippi*

**January 13-15, 2016**

Coordinated by:  
The Mississippi Judicial College  
A division of the University of Mississippi School of Law  
115 Northgate Drive Crosby Hall  
PMB 9446  
University, Mississippi 38677  
Phone: 662-915-5955  
Facsimile: 662-915-7845

Web Site: [mjc.olemiss.edu](http://mjc.olemiss.edu)



## CIRCUIT COURT CLERKS CONFERENCE

*Cabot Lodge Millsaps ~ Jackson, Mississippi*

January 13-15, 2016



The Mississippi Judicial College will conduct a seminar for the Circuit Court Clerks at the ***Cabot Lodge Millsaps, 2375 North State Street, Jackson, Mississippi***. This seminar will provide you with twelve (12) hours of training, which, when added to the six hours given for attending court, will complete your annual 18-hour statutory training requirement.

If you plan to attend the seminar please complete the attached registration form and fax, mail or e-mail it to the Mississippi Judicial College by ***December 15, 2015***. ***(The form is an interactive form and may be filled out, saved to another name and e-mailed back to MJC).***

### MAKING YOUR RESERVATIONS

Reservations for this event may be made by calling **Cabot Lodge Millsaps at 1-601-948-8650** and informing the reservationist that you are attending the **Circuit Court Clerks Conference sponsored by the Mississippi Judicial College**. *Although your room will be placed on the master bill of the Mississippi Judicial College, you must provide a credit card for the room to be held.*

The Cabot Lodge has reserved a block of rooms for you for the nights of Wednesday, January 13<sup>th</sup> and Thursday, January 14<sup>th</sup>. The Mississippi Judicial College will pay the conference rate of \$75.00 for one room the nights of January 13<sup>th</sup> and January 14<sup>th</sup> for clerks living more than 30 miles from Jackson. Meals will be reimbursed at the MJC rate.

**The room block will drop December 20, 2015**

Reservations made after the reservation deadline will be subject to the best available rate, on a space available basis, at the time the reservation is made. Hotel check-in is at 3:00 p.m. and check-out is 12:00 noon.

**REGISTRATION:** Registration will be held from 11:00 a.m. until 1:00 p.m. on Wednesday, January 13, 2016. **Lunch will be provided during registration between 11:30 a.m. and 12:45 p.m.**

**PROGRAM:** The program will begin at 1:00 p.m. on Wednesday, January 13<sup>th</sup>, 2016 and will conclude at noon on Friday, January 15<sup>th</sup>, 2016. Seminar topics include:

- *Report from the State Auditor*
- *Update from Secretary of State*
- *Panel Discussion of Current Issues*
- *Update from the Attorney General*
- *Field Trip to the Supreme Court*
- *MEC*
- *SEMS Update*

**The MJC Board of Governors has adopted a 100% attendance policy at all seminars. Therefore, Circuit Court Clerks are required to attend 100% of the program to be reimbursed for mileage, meals and hotel.**

**TRAVEL:** Circuit Court Clerks who drive personal vehicles will be reimbursed at the rate of 57.5 cents per mile.