

The Mississippi Judicial College

announces registration for the

Justice Court Clerks Fall Conference



*Jackson Marriott
Jackson, Mississippi*

November 3 - 4, 2016

Coordinated by:
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JUSTICE COURT CLERKS FALL CONFERENCE

Jackson Marriott ~ Jackson, Mississippi

November 3-4, 2016

The Mississippi Judicial College will conduct a conference for the Justice Court Clerks at the Jackson Marriott, 200 E. Amite St., Jackson, Mississippi. This conference will provide you with six (6) hours of legislatively mandated training.

If you plan to attend the conference, then please complete the attached registration form, and fax, mail or e-mail it to the Mississippi Judicial College by ***October 20, 2016***. (Please note that the registration form is an interactive form and may be saved to another name and e-mailed back to mjcregistration@olemiss.edu)

RESERVATIONS: Please see the making reservations page of this brochure.

REGISTRATION: Registration will be held from 11:00 a.m. until 1:00 p.m. on Thursday, November 3, 2016. **You will be on your own for lunch.**

PROGRAM: The program will begin at 1:00 p.m. on Thursday, November 3, 2016, and will conclude at noon on Friday, November 4, 2016.

Topics to be covered:

- *Update from Highway Patrol*
- *Report from the Audit Department*
- *Panel Discussion of Current Issues*
- *DUI Update*
- *Courthouse and Security Issues*
- *Judicial Performance*
- *AOC Reporting*
- *Ethical Considerations for Clerks*

Please access mjc.olemiss.edu for the updated agenda.

TRAVEL: Justice Court Clerks who drive personal vehicles will be reimbursed at the rate of .54 cents per mile.

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



MAKING YOUR RESERVATIONS



Reservations for this event may be made by calling **the Jackson Marriott at 1-800-256-9194 or 1-601-969-5100** and informing the reservationist that you are attending the **Justice Court Clerks Conference sponsored by the Mississippi Judicial College (Group Code: MCCMCCA)**. *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 Jackson Marriott has reserved a block of rooms for you for the night of Thursday, November 3, 2016. The Mississippi Judicial College will pay the conference rate of \$89.00 for one room on the night of November 3, 2016, for clerks living more than 30 miles from Jackson, Mississippi. Meals will be reimbursed at the MJC rate. The Mississippi Judicial College has arranged for complimentary self-parking for attendees. MJC does not reimburse for parking.

The room block will drop October 20, 2016

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 3:00 p.m. and check-out is 11:00 a.m.

Please note that the Marriott requires a \$50.00 deposit upon check-in. You will be asked to present a credit card or pay \$50.00 cash. This money will be refunded to you upon check out.

