

63RD Session

LA Clerks of Court Institute

August 31 - September 2, 2020

Baton Rouge Embassy Suites

4914 Constitution Avenue

Baton Rouge, LA 70808

(225) 924-6566

Register Today!

Registration should be received prior to **August 10**. Checks should be made payable to **Louisiana Clerks of Court Institute**. The cost is:

\$275/person for parishes without LCCA Associate Membership

\$250/person for parishes with LCCA Associate Membership

\$ 25 discount for each additional person after first 5 register
(discounts are for full-time registrants only)

\$150/person one day rate *(no sharing registrations)*

\$100/person one session only

\$25 late fee after 8/10/2020

This fee includes all course materials, break refreshments, luncheons and socials. Full refunds will be made for cancellations by August 10. Thereafter, a \$50 cancellation fee will be withheld. No refunds after August 20.

Hotel Accommodations

A block of rooms has been reserved at **\$121 single and \$126 double** at the Baton Rouge Embassy Suites. All rooms include a full breakfast and complimentary afternoon social. Local participants not staying in the hotel may pick up breakfast coupons from the Institute Coordinator each morning. Participants should make room reservations by calling (225) 924-6566 and ask for the LA Clerks of Court room block (**group code CS5**). These rooms will be held until August 10; thereafter availability of rooms and rates may change. Check-in time is 3 p.m. and check-out is 12 noon.

About the Institute

The Louisiana Clerks of Court Institute provides continuing education and professional development for clerks and deputy clerks of court. The institute is designed to meet the certification requirements of the Louisiana Clerks of Court Association (LCCA).

This 2-1/2 day program offers a slate of outstanding speakers and panelists addressing a variety of technical, motivational, management and job-related topics. The Institute provides a forum for clerks and deputies to share experiences through networking and to find solutions to improved work procedures.

Certification

A total of 50 points must be earned to become a Louisiana Certified Clerk of Court (**CCC**) or a Certified Deputy Clerk of Court (**CDCC**). These points are comprised of experience and education requirements recognized by LCCA. Since 1990, 165 clerks and 757 deputies have been certified. **Applications are available on request.**

Recertification

Once certified, a clerk must earn 50 additional points within a four-year period for recertification. At least 30 of these 50 points must be earned from the LCCA Institutes. Remaining points may be earned from attendance at other programs sponsored by the International Association of Government Officials (IGO), the National Center for State Courts, the Election Center and other approved agencies. Certificates of attendance are required. Deputies are no longer required to be recertified.

Attendance

Attendance records will be maintained for certification purposes. Participants will receive credit for only the sessions they attend. Persons who attend all sessions and miss no more than 10% (approximately 1.5 hours) will receive credit for the entire program. Persons who miss more than 10% will receive credit for only the hours attended.

Additional Information

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LCCI Agenda

August 31 - September 2, 2020, Baton Rouge Embassy Suites

Monday, August 31

12:30 - 2:30 p.m.

Registration Open

1:00-2:30 p.m.

LACCRMA Board Meeting (Renoir Room)

2:30-2:45 p.m.

Welcome & Remarks

- Bridget Hanna, LCCA President, Clerk of Court, Ascension Parish

2:45-4:30 p.m.

GENERAL SESSION

"Golden Service: Working Effectively with Others"

- Gary Golden, President, Golden Opportunities Training & Development

5:00-7:00 p.m.

Complimentary Social

co-sponsored by Cott Systems Inc.
and Tyler Technologies, Inc.

Tuesday, September 1

7-8:30 a.m.

Breakfast in restaurant (breakfast coupons at check-in)

8:30-10:00 a.m.

GENERAL SESSION

"2020 Legislative Update"

- Debbie Hudnall, Executive Director, LCCA

10:30-12 noon

CONCURRENT WORKSHOPS

A. Criminal

"Expungements" and "Bond Forfeitures"

- Chandra Batiste, Criminal Supervisor, Ascension Parish
- Kiley Kliebert, Deputy Clerk, Lafourche Parish

B. Civil

"Suit Abandonment"

- Debbie Hudnall, Executive Director, LCCA

"Registry of Court"

- Mike Spence, Clerk of Court, Caddo Parish
- Tara Estein, Deputy Clerk, Caddo Parish

"Debt Recovery"

- Brett Poirrier, Director, Office of Debt Recovery

"How To Get Paupers to Pay"

- Nancibelle Hardy, Director of IT Services & Civil Collections, Calcasieu Parish

C. Recording

"Mortgage/Conveyance" and "e-Recording"

- Cindy Meador, Supervisor, Mortgage/Conveyance, Jefferson
- Frank Borne, Chief Deputy, Plaquemines Parish

12:00-1:00 p.m.

Luncheon (atrium)

1:15-4:30 p.m.

CONCURRENT WORKSHOPS

A. "Campaign Finance" (Clerks Mandatory) (1:15-2:15 p.m.)

- Kathleen Allen, Director, LA Ethics Administration

"Clerks Only" (2:30-4:30 p.m.)

- Debbie Hudnall, Executive Director, LCCA

B. Deputies: "Workplace Violence and Personal Safety"

- Jeff LeDuff, Retired Chief of Police, Baton Rouge
- Kelly LeDuff, Owner, Open Eyes Safety Training

5:00-7:00 p.m.

Complimentary Social (atrium)

co-sponsored by Revolution Data Systems
and i3-Software & Services, LLC

Wednesday, September 2

7:30-8:30 a.m.

Breakfast in Restaurant (coupons)

8:30-10:30 a.m.

GENERAL SESSION

"Elections Update" and "Qualifying Do's and Don'ts"

- Sherri Wharton Hadskey, CERA, Commissioner of Elections, LA Secretary of State Office

10:45 -12 noon

GENERAL SESSION

"Court Proceedings Via ZOOM"

- The Hon. Alvin Turner, Jr., Chief Judge, 23rd Judicial District Court

12-1 p.m.

Luncheon (atrium)

1:15-2:45 p.m.

CONCURRENT WORKSHOPS

A. "HR/Employment Issues" (Clerks Only & Designees)

- Renee Culotta, Attorney, Frlot, LLC

B. "e-Filing"

- Julie B. West, Director of Civil Court Division, St. Tammany Parish

C. "Record Retention Schedule"

- Carrie Martin, CRM, CA Emeritus, Records Policy Planner
- Duane Doppler, Records Services Supervisor, CRM Archives Division, LA Secretary of State Office

3:00-4:00 p.m.

GENERAL SESSION

"The Courts and COVID 19 Challenges"

- Jon Gegenheimer, Clerk of Court, Jefferson Parish
- David Benton, IT Director, Jefferson Parish

EVALUATIONS/ADJOURN

