



67th Session

LA Clerks of Court Institute

August 23-26, 2022
Baton Rouge Marriott
5500 Hilton Avenue
Baton Rouge, LA 70808
(225) 924-5000

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, 170 clerks and 795 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 should 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 not 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.

Register Today!

Registration should be received prior to August 2. 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 for one day rate (no sharing registrations)
- * \$100/person for one session only
- * \$25 late fee after August 2

This fee includes all course materials, break refreshments, luncheons and socials. Full refunds will be made for cancellations by August 2. A \$50 cancellation fee will be held from August 3-12. Thereafter, no refunds will be made.

Hotel Accommodations

A block of rooms has been reserved at the Baton Rouge Marriott at a rate of \$109. Participants should make room reservations by calling (800) 228-9290 or (225) 924-5000 and ask for the LA Clerks of Court room block. Or you can make online reservations with the following link:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1646247800179&key=GRP&app=esvlink>

These rooms will be held until **August 2**; thereafter availability of rooms and rates may change. Check-in time is after 3 p.m. and check-out is 12 noon.

Got a Question?

Contact Billie Tripp, Coordinator, PO Box 1029, Gonzales, LA 70707-1029; 225-644-0619; fax (225) 644-0122; cctripp@eatel.net.



Program Agenda

67th Session Louisiana Clerks of Court Institute

August 23-26, 2022 * Baton Rouge Marriott Hotel

Tuesday, August 23

4:00-5:30 p.m. **LACCRMA Board Meeting**

5:00-7:00 p.m. **Complimentary Social**

Co-sponsored by
Antares Technology Solutions
i3-Software & Services, LLC

Wednesday, August 24

7:00-8:30 a.m. **Registration/Coffee/Pastries**

8:30-8:45 a.m. **Welcome & Remarks**

- Robin Hooter, LCCA President, Clerk, Rapides Parish

8:45-9:15 a.m. **OPENING SESSION**

"Relationship Between the Courts & the Clerks"

- Hon. John L. Weimer, Chief Justice, LA Supreme Court

9:15-10:15 a.m. **GENERAL SESSION**

"Update from Treasurer's Office" and
"Unclaimed Property Reporting"

- Hon. John M. Schroder, LA State Treasurer
- Kathleen Lobell, Director, Unclaimed Property

10:30-12 noon **GENERAL SESSION**

"2022 Legislative Update"

- Debbie Hudnall, Executive Director, LCCA

12:00-1:00 p.m. **Luncheon**

1:15-2:45 p.m. **CONCURRENT WORKSHOPS**

A. "Criminal Minutes & Disposition Reporting"

- Annette Fontana, Clerk of Court, Lafourche Parish

B. "UCC Processing: Start to Finish"

- Joyce Prestridge, Deputy Clerk, Rapides Parish

3:00-4:30 p.m. **CONCURRENT WORKSHOPS**

A. "Clerks Only"

- Debbie Hudnall, Executive Director, LCCA

B. "Chief Deputies/Supervisors"

- Blane Faulk, Chief Deputy, Acadia Parish
- Dianne Doughty, Chief Deputy, Caddo Parish

C. "Civil" Breakout

- Michelle Robicheaux, Suit Dept Supv., Ascension Parish
- Julie B. West, Civil Director, St. Tammany Parish

D. "Criminal" Breakout

- Chandra Gipson, Criminal Supervisor, Ascension Parish
- Amy Novotny, Criminal Director, St. Tammany Parish

E. "Recording" Breakout

- Kesslie Carbo, Recording Supervisor, Ascension Parish
- Cynthia Meador, Supervisor, Mortgage/Conveyance Jefferson Parish

5:00-7:00 p.m.

Complimentary Social

Co-sponsored by
Cott Systems, Inc.
Revolution Data Systems, LLC

Thursday, August 25

7:00-8:30 a.m. **Coffee and Pastries**

8:30-10:00 a.m. **GENERAL SESSION**

"Retirement Update"

- Susan Allsup, Benefits Analyst, LCCA
- L. Davis Silk II, Benefits Analyst, LCCA

10:30-12 noon **CONCURRENT WORKSHOPS**

A. "Record Retention Schedule"

- Catherine Newsome, State Archivist, LA Archives Division

B. "Juries: Panel Discussion"

- Robin Hooter, Clerk of Court, Rapides Parish
- Brian Flynn, Clerk of Court, Claiborne Parish
- Nancibelle Hardy, Director of IT Services, Calcasieu
- Garrett Miller, Network Administrator, Calcasieu Parish

C. "Domestic Violence & Protective Orders"

- LPOR, LA Supreme Court

12:00-1:00 p.m. **Luncheon**

1:15-2:45 p.m. **GENERAL SESSION**

"Redistricting and Elections Update"

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

3:00-4:30 p.m. **CONCURRENT WORKSHOPS**

A. "Clerks Only: A Message from our Federal Partners in Elections"

- Jeff McKee, Protective Security Advisor, CISA
- Lisa Horner, Special Agent, FBI

B. "Team Work Makes the DREAM Work"

Danna "Dr. Truth" Andrus, Trainer/Consultant
TRUTHLINK 2150, Inc.

Friday, August 26

7:00-8:30 a.m. **Coffee and Pastries**

8:30-11:30 a.m. **GUMBO Panel**

"Let's Jump into Juveniles with Jeff"

- Jeff Skidmore, Clerk of Court, Vernon Parish

"How To Use Social Media: Pitfalls & Dangers"

- Captain Brennan Matherne, Public Information Officer Lafourche Parish Sheriff's Office

"Oh No! Is It Time for the End of the Month Reports Again?"

- Kim Turlich-Vaughan, Clerk, Plaquemines Parish
- Frank Borne, Chief Deputy, Plaquemines Parish
- Jennifer Reynolds, CFO, Bossier Parish

Evaluations Adjourn

Complete One Form for Each Participant (Please indicate workshop choices for each person)



Registration Form

**67th Session
LA Clerks of Court
August 23-26, 2022
Baton Rouge Marriott**

Name _____

Nickname _____

Title _____

Agency _____

Address _____
Street or PO Box

City/State/Zip _____

Phone () _____

Email _____

To assist in confirming counts, please indicate the workshops and functions you plan to attend:

Breakout Workshops (choose only one in each group)

Wednesday, August 24 (1:15-2:45 pm)

- Criminal Minutes & Disposition Reporting
- UCC Processing: Start to Finish

Wednesday, August 24 (3:00-4:30 pm)

- Clerks Only Breakout
- Chief Deputies/Supervisors Breakout
- Civil Breakout
- Criminal Breakout
- Recording Breakout

Thursday, August 25 (10:30-12 noon)

- Record Retention Schedule
- Juries: Panel Discussion
- Domestic Violence & Protective Orders

Luncheons Wednesday Thursday

Socials Tuesday Wednesday

Will you stay over for the Friday morning Gumbo session?

- Yes No

PLEASE MAKE HOTEL RESERVATIONS AS SOON AS POSSIBLE!

Call 800-228-9290 or 225-924-5000 and ask for the LA Clerks of Court room block. Rate is \$109. Or use link: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1646247800179&key=GRP&app=resvlink>

Room Block Released August 2, 2022

Registration Fee:

Full Institute

- \$275 without LCCA Associate Membership
- \$250 with LCCA Associate Membership

(\$25 discount for additional persons from same office after first five register as full time registrants.)

- \$150 One Day Rate

Date: _____

- \$100 One Session Rate

Session _____

- \$25 late fee after 8/2/2022

- \$25 guest luncheon

- Wednesday Thursday

\$_____ **Total Fee Paid**

Check payable to:

LA Clerks of Court Institute

PO Box 1029

Gonzales, LA 70707-1029

Phone: (225) 644-0619

Fax: (225) 644-0122

Email: cctripp@eatel.net

Credit Card Payment

- VISA MasterCard Am Express

Card # _____

Exp Date _____

CVV# _____

Card Address _____

Card Zipcode _____