



# Program Agenda

## 68<sup>th</sup> Session Louisiana Clerks of Court Institute

February 7-10, 2023 \* Baton Rouge Embassy Suites

### Tuesday, February 7

5:00-7:00 p.m.

#### **Complimentary Social**

Sponsored by

**Antares Technology Solutions  
i3-Software & Services, LLC**

### Wednesday, February 8

7:00-8:30 a.m.

#### **Registration/Coffee/Pastries**

8:30-8:45 a.m.

#### **Welcome & Remarks**

- Robin Hooter, LCCA President, Clerk, Rapides Parish

8:45-10:15 a.m.

#### **OPENING SESSION**

##### ***"The Challenges of Our Times"***

- Ron Anderson, Consultant/Trainer, Ron Anderson LLC

10:30-12 noon

#### **GENERAL SESSION**

##### ***"Public Records Request"***

- Sheri M. Morris, Attorney, Daigle Fisse & Kessenich

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

1:15-2:45 p.m.

#### **CONCURRENT WORKSHOPS**

##### **A. "Clerks Only"**

- Debbie Hudnall, Executive Director, LCCA

##### **B. "Deputies: Synergy in Our Workspace"**

- Ron Anderson, Consultant/Trainer, Ron Anderson LLC

3:00-4:30 p.m.

#### **CONCURRENT WORKSHOPS**

##### **A. "Clerks Only"**

- Debbie Hudnall, Executive Director, LCCA

##### **B. "Deputy Roundtables"**

*This session allows for informal sharing of information or swap shop at roundtables. Topics to include civil, criminal, recording, mortgage certificates, minutes, elections, juvenile & non-support, appeals, IT, finance/accounting, and many more. There will also be roundtables for chief deputies and department heads.*

5:00-7:00 p.m.

#### **Complimentary Social**

Sponsored by

**Cott Systems, Inc.**

**Explore Information Services  
Revolution Data Systems, LLC**

### Thursday, February 9

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

8:30-9:30 a.m. **GENERAL SESSION**

##### ***"LA Code of Governmental Ethics"***

- Greg Thibodeaux, Staff Attorney, LA Ethics Administration

9:45-10:45 a.m. **GENERAL SESSION**

##### ***"Sexual Harassment"***

- Renee Culotta, Partner, Frilot LLC

11-12 noon **GENERAL SESSION**

##### ***"Sovereign Citizens"***

- John Morse, Task Force Officer assigned to FBI  
St. Tammany Parish Sheriff's Office

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

1:15-2:45 p.m.

#### **CONCURRENT WORKSHOPS**

##### **A. "Building an Appeal Record"**

- Robin Jones, Clerk, Court of Appeal, 2<sup>nd</sup> Circuit
- Brian Walls, First Deputy, Court of Appeal, 2<sup>nd</sup> Circuit

##### **B. "Court Security/Active Shooter"**

- Glenn E. Belgard, Chief Deputy Marshal  
Pineville City Marshal's Office

3:00-4:30 p.m.

#### **CONCURRENT WORKSHOPS**

##### **A. "Overview of the Cooperative Agreement Between CSE and the Clerks of Court"**

- Konitra Jack, Esq., Child Support Enforcement Director,  
LA Department of Children and Family Services

##### **B. "CMIS Reporting, Grant Opportunities, and Gun Rights"**

- Russell Cortazzo, CMIS Data Analyst, LA Supreme Court

##### **C. "Mortgage Cancellations and Related Topics"**

- Melissa Henry, Clerk, St. Tammany Parish
- Cynthia Meador, Supervisor, Mortgage/Conv., Jefferson

### Friday, February 10

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

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

##### ***"Marriage License"***

- Frank Borne, Chief Deputy, Plaquemines Parish

##### ***"Passports"***

- speaker to be confirmed

##### ***"Elections Recount Training"***

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

##### ***"Skits/Re-enactments"*** (Good/Bad/Ugly)

- panelists to be confirmed

**Evaluations Adjourn**

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



# Registration Form

**68<sup>th</sup> Session  
LA Clerks of Court  
February 7-10, 2023  
Baton Rouge Embassy Suites**

**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 January 17
- \$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](mailto:cctripp@eatel.net)

Credit Card Payment

- VISA  MasterCard  Am Express

Card # \_\_\_\_\_  
Exp Date \_\_\_\_\_  
CVV# \_\_\_\_\_  
Card Address \_\_\_\_\_  
Card Zipcode \_\_\_\_\_

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, February 8 (1:15-2:45 pm)**

- Clerks Only
- Deputies: Synergy in Our Workspace

**Wednesday, February 8 (3:00-4:30 pm)**

- Clerks Only
- Deputy Roundtables

**Thursday, February 9 (1:15-2:45 pm)**

- Building an Appeal Record
- Court Security/Active Shooter

**Thursday, February 9 (3:00-4:30 pm)**

- DCFS: Cooperative Agreement Between CSE and the Clerks
- CMIS Reporting, Grant Opportunities, & Gun Rights
- Mortgage Cancellations & Related Topics

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 225-924-6566 and ask for the LA Clerks of Court room block.  
(Code C-CC2). Rates \$129 king and \$139 two beds.

**Room Block Released January 17, 2023**



## 68<sup>th</sup> Session

### **LA Clerks of Court Institute**

February 7-10, 2023

Baton Rouge Embassy Suites

4914 Constitution Avenue, Baton Rouge, LA 70808

(225) 924-6566

#### **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, 171 clerks and 812 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 January 17. 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 January 17

This fee includes all course materials, break refreshments, luncheons and socials. Full refunds will be made for cancellations by January 17. A \$50 cancellation fee will be held from January 18-27. Thereafter, no refunds will be made.

#### **Hotel Accommodations**

A block of rooms has been reserved at the Baton Rouge Embassy Suites at a rate of \$129 king and \$139 two beds. Participants should make room reservations by calling (225) 924-6566 and ask for the LA Clerks of Court room block (code C-CC2). Or you can make online reservations with the following link:

<https://www.hilton.com/en/attend-my-event/btrcses-cc2-516e8b36-88c1-4863-b8b3-feb3f7d17e41/>

These rooms will be held until **January 17**; 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](mailto:cctripp@eatel.net).