



# 72<sup>nd</sup> Session LA Clerks of Court Institute

February 18-21, 2025  
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, 177 clerks and 880 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. **Note: This Institute is approved for 12.75 CLE hours for attorneys.**

## Register Today!

Registration should be received prior to January 26. Checks should be made payable to Louisiana Clerks of Court Institute. The cost is:

- \* \$300/person for parishes without LCCA Associate Membership
- \* \$275/person for parishes with LCCA Associate Membership
- \* \$25 discount for each additional person after first 5 register (discounts are for full-time registrants only)
- \* \$175/person for one day rate (no sharing registrations)
- \* \$100/person for one session only
- \* \$25 late fee after January 26

This fee includes all course materials, break refreshments, luncheons and socials. Full refunds will be made for cancellations by January 26. A \$50 cancellation fee will be held from January 27 - February 5. Thereafter, no refunds will be made.

## Hotel Accommodations

A block of rooms has been held at the Baton Rouge Marriott. Call (225) 924-5000 and ask for the LA Clerks of Court room block. Rate is \$129 and includes a breakfast in the meeting area each morning. You can make online reservations with the following link (posted to the LCCA website). <https://www.marriott.com/event-reservations/reservation-link.mi?id=1717682157791&key=GRP&guestreslink2=true> (You can copy and paste into browser) **Please do not try to book a "government" rate room, because you will be outside our block and breakfast is not included.** These rooms will be held until **January 26**; 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).



# Program Agenda

## 72<sup>nd</sup> Session Louisiana Clerks of Court Institute

February 18-21, 2025 \* Baton Rouge Marriott

### Tuesday, February 18

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

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

Sponsored by

**Cott Systems, Inc**

**KINETIX**

**Tybera**

### Wednesday, February 19

6:30-8:30 a.m. **Breakfast in Ballroom**

7:00-8:30 a.m. **Registration**

8:30-8:45 a.m.

#### **Welcome & Remarks**

- Louis J. Perret, LCCA President, Clerk of Court, Lafayette Parish

8:45-9:45 a.m.

#### **OPENING SESSION**

##### **“Strategies for Overcoming Obstacles”**

- Hollis Conway, President, Overcoming Obstacles Inc.

10:00-12 noon

#### **GENERAL SESSION**

##### **“Election 2024: What Happened?” (10-10:30)**

- The Hon. Nancy Landry, Secretary of State

##### **“Closed Party Primaries End to End” (10:30-12)**

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

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

1:15-2:15 p.m.

#### **GENERAL SESSION**

##### **“LA Code of Governmental Ethics”**

- Suzanne Mooney, Attorney, LA Ethics Administration

2:45-4:15 p.m.

#### **CONCURRENT WORKSHOPS**

##### **A. “Clerks Only Meeting”**

- Debbie Hudnall, Executive Director, LCCA

##### **B. “Chief Deputies & Supervisors”**

- Michelle Jordan, HR Director, Calcasieu Parish
- Keith Bonin, Chief Deputy, Calcasieu Parish

##### **C. “Civil Breakout”**

- John Swearingen, Assistant Administrator, EBR Parish
- Sara Halphen, Chief Administrative Officer, Bossier Parish

##### **D. “Criminal Breakout”**

- Chandra Gipson, Criminal Supervisor, Ascension Parish
- Jennifer Callender, Chief Criminal Supv., Bossier Parish

##### **E. “Recording Breakout”**

- Kesslie Carbo, Recording Supervisor, Ascension Parish
- Frank Borne, Chief Deputy, Plaquemines Parish

4:30-6:30 p.m.

#### **Complimentary Social**

Sponsored by

**Antares Technology Solutions**

**i3 Verticals**

**Revolution Data Systems, LLC**

### Thursday, February 20

7:00-8:30 a.m. **Breakfast in Ballroom**

8:30-10:00 a.m.

#### **GENERAL SESSION**

##### **“Retirement Issues”**

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

10:30-12 noon

#### **GENERAL SESSION**

##### **“Judicial Courthouse Security”**

- Jose Torres, Director of Security, LA Supreme Court

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

1:15-2:15 p.m.

#### **GENERAL SESSION**

##### **“Deferred Compensation”**

- Dedrick Lewis, Retirement Plan Advisor, Empower
- Rich Massingill, Dir., Participant Engagement, Empower

2:30-3:30 p.m.

#### **GENERAL SESSION**

##### **“Sexual Harassment”**

- Renee Culotta, Partner, Frilot, LLC

3:45-4:30 p.m.

#### **GENERAL SESSION**

##### **“Hot Topics in the Clerks’ Office”**

- Renee Culotta, Partner, Frilot, LLC

### Friday, February 21

6:30-8:30 a.m. **Breakfast in Ballroom**

8:30-11:30 a.m.

#### **Gumbo Medley of Topics**

##### **“Preparation of Supreme Court Records Submission”**

- Theresa McCarthy, Deputy Clerk, LA Supreme Court
- Eddie Gonzales, Deputy Clerk, LA Supreme Court

##### **“Juvenile Issues”**

- Phyllis Estilette, Deputy Clerk, Lafayette Parish

##### **“Pauper Overview”**

- Julie West, Civil Minute Clerk, St. Tammany Parish

##### **“Commissioner Recruiting”**

- Brandon Abadie, Administrator, East Baton Rouge
- Amanda Gross Thies, Clerk of Court, West Baton Rouge
- Alaina Richard, Director of Elections, Lafayette
- Rhonda Saylor, Director of Elections, Jefferson

**Evaluations Adjourn**

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



# Registration Form

**72<sup>nd</sup> Session  
LA Clerks of Court  
February 18-21, 2025  
Baton Rouge Marriott**

Name \_\_\_\_\_

Nickname \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box

City/State/Zip \_\_\_\_\_

Phone (     ) \_\_\_\_\_

Email \_\_\_\_\_

**Registration Fee:**

Full Institute

\$300 without LCCA Associate Membership

\$275 with LCCA Associate Membership

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

\$175 One Day Rate

Date: \_\_\_\_\_

\$100 One Session Rate

Session \_\_\_\_\_

\$25 late fee after 1/26/2025

\$30 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 \_\_\_\_\_

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

**Breakout Workshops** (choose only one)

**Wednesday, February 19 (2:45-4:15 p.m.)**

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

Luncheons  Wednesday  Thursday

Socials  Tuesday  Wednesday

Will you stay over for the Friday morning GUMBO Panel?

Yes  No

**PLEASE MAKE HOTEL RESERVATIONS AS SOON AS POSSIBLE!**

Call (225) 924-5000 and ask for the LA Clerks of Court room block or use link for online reservations. Rate is \$129 and includes breakfast in meeting area each morning. You can also click on link from Clerks website.

**Room Block Released January 26, 2025**