



## 73<sup>rd</sup> Session

# LA Clerks of Court Institute

August 12-15, 2025  
Live! Casino & Hotel Louisiana  
711 Live Casino Blvd., Bossier City, LA 71111  
(318) 944-7100

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### 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, 180 clerks and 882 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 pending approval for CLE hours for attorneys.**

### Register Today!

Registration should be received prior to July 20. 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 July 20

This fee includes all course materials, break refreshments, luncheons and socials. Full refunds will be made for cancellations by July 20. A \$50 cancellation fee will be held from July 21-27. Thereafter, no refunds will be made.

### Hotel Accommodations

A block of rooms has been held at the new Live! Casino & Hotel in Bossier City. Call (318) 944-7100 and ask for the LA Clerks of Court room block (group #1843362). Rate is \$119. You can make online reservations as follows:

<https://book.passkey.com/e/50977232>

These rooms will be held until **July 20**; thereafter availability of rooms and rates may change. Check-in time is after 3 p.m. and check-out is 11 a.m.

### 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).

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



## Registration Form

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)

#### **Wednesday, August 13 (1:15-2:45 p.m.)**

- ☐ Clerks Only
- ☐ Deputies: Conflict Resolution

#### **Thursday, August 14 (10:15-12 noon)**

- ☐ Smaller Parishes
- ☐ Medium-sized Parishes
- ☐ Larger Parishes

#### **Thursday, August 14 (1:15-2:45 p.m.)**

- ☐ Cybersecurity in the Courtroom
- ☐ Juvenile Update

#### **Thursday, August 14 (3:00-4:30 p.m.)**

- ☐ Closed Party Primaries
- ☐ Protective Orders

Luncheons    ☐ Wednesday    ☐ Thursday

Socials:    ☐ Tuesday    ☐ Wednesday    ☐ Thursday

Will you stay over for the Friday morning GUMBO Session?  
☐ Yes    ☐ No

### **PLEASE MAKE HOTEL RESERVATIONS - Deadline July 20!**

Call (318) 944-7100 and ask for the LA Clerks of Court room block (#1843362) or use link  
<https://book.passkey.com/e/50977232> - Rate is \$119.

### **73<sup>rd</sup> Session LA Clerks of Court August 12-15, 2025**

**Live! Casino & Hotel, Bossier City**

#### ***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 7/20/2025

- ☐ \$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# \_\_\_\_\_

Address & Zip (if different than on form)

\_\_\_\_\_

# 73<sup>rd</sup> Session Louisiana Clerks of Court Institute

## Program Agenda

### August 12-15, 2025 \* Live Casino, Bossier City

#### **Tuesday, August 12**

5:00-8:00 p.m.

##### ***Complimentary Social***

PBR Cowboy Lounge  
entertainment by Side fX  
Sponsored by

- ***i3 Verticals***

#### **Wednesday, August 13**

7:00-8:30 a.m.

##### ***Registration Open***

7-8:30 a.m.

##### ***Coffee & Pastries***

8:30-8:45 a.m.

##### ***Welcome & Remarks*** (Salon A/B)

- Jeff Skidmore, President, Clerk, Vernon Parish

8:45-9:45 a.m.

##### ***GENERAL SESSION*** (Salon A/B) ***"Professionalism"***

- Hon. Jay McCallum, Justice LA Supreme Court

10:00 - 12 noon

##### ***GENERAL SESSION*** (Salon A/B) ***"2025 Legislative Update"***

- Debbie Hudnall, Exec. Dir., LCCA

12 - 1 p.m.

##### ***Luncheon*** (Salon C)

1:15-2:45 p.m.

##### ***CONCURRENT WORKSHOPS***

###### ***A. "Clerks Only"*** (Delta Room)

- Debbie Hudnall, Exec. Dir., LCCA

###### ***B. Deputies: "Social Capital: Our Workplace Connections"***

(Section A/B)

- Ron Anderson, Consultant/Trainer Ron Anderson, LLC

3:00-4:30 p.m.

##### ***GENERAL SESSION*** (Salon A/B) ***"To Whom Much is Given . . ."***

- Ron Anderson, Consultant/Trainer Ron Anderson, LLC

4:45-7:00 p.m.

##### ***Complimentary Social*** (Salon C) entertainment by MoJo

Sponsored by

- ***Antares Technology Solutions***
- ***Avenu Insights & Analytics***
- ***Cott Systems, Inc.***
- ***ION Business Concepts & Payment Systems, LLC***
- ***KINETIX***
- ***Revolution Data Systems, LLC***
- ***Tybera***

#### **Thursday, August 14**

7:00-8:30 a.m.

##### ***Coffee & Pastries***

8:30-10 a.m.

##### ***GENERAL SESSION***

###### ***"How Not To Practice Law at Your Office"*** (Salon A/B)

- Hon. Michael Pitman, District Judge, 1<sup>st</sup> Judicial District Court

10:15-12 noon

##### ***CONCURRENT WORKSHOPS***

###### ***"One Size Does Not Fit All: Relevant Information for Your Size Office"***

###### ***A. Smaller Parishes*** (River Rm 2)

(0-20 employees)

- Brian Flynn, Clerk, Claiborne
- Jeff Skidmore, Clerk, Vernon
- Kim Turlich-Vaughan, Clerk, Plaquemines

###### ***B. Medium-sized Parishes***

(21-60 employees) (Delta Room)

- Jill Sessions, Clerk, Bossier
- Wess Robison, Chief Deputy, Iberia

###### ***C. Larger Parishes*** (Salon A/B) (over 60 employees)

- Louis J. Perret, Clerk, Lafayette
- Jon Gegenheimer, Clerk, Jefferson
- Lynn Jones, Clerk, Calcasieu
- Chelsey Napoleon, Clerk, Orleans Civil District Court

12 - 1 p.m.

##### ***Luncheon*** (Salon C)

1:15-2:45 p.m.

##### ***CONCURRENT WORKSHOPS***

###### ***A. "Cybersecurity in the Courtroom: Protecting Justice in the Digital Age"*** (Salon A/B)

- Bill Whiteside, Clerk of Court Shreveport City Court

##### ***B. Juvenile Update***

(Delta Room)

- Hon. Natalie Howell, Judge Caddo Parish Juvenile Court
- Tammy Jump, Assistant D.A. 2<sup>nd</sup> Judicial District Attorney's Office

3:00-4:30

##### ***CONCURRENT WORKSHOPS***

###### ***A. "Closed Party Primaries"***

(Salon A/B)

- Bridget Hanna, Clerk, Ascension

###### ***B. Protective Orders***

(Delta Room)

- Tammy Jump, Assistant D.A. 2<sup>nd</sup> Judicial District Attorney's Office

4:45-6:00 p.m.

##### ***Complimentary Drinks*** (Salon C)

Sponsored by

- ***KINETIX***

#### **Friday, August 15**

7-8:30 a.m.

##### ***Coffee and Pastries***

8:30-11:30 a.m.

##### ***GUMBO MEDLEY OF TOPICS***

(Salon A/B)

###### ***"Using Canva in Social Media Posts"***

- Wess Robison, Chief Deputy, Iberia
- Lisa Lobrano Burson, Clerk, Desoto

###### ***"Assembling a Tip-Top Appeal Record; a Review of URCA Rule 2-1, Et Seq."***

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

###### ***"Minor Mortgages"***

- Cynthia L. Meador, Supervisor, Mortgage/Conveyance, Jefferson

###### ***"eClerks LA: Using Your Resources"***

- Annette Fontana, Clerk, Lafourche

##### ***Evaluations & Adjourn***