



# HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 05/01/12  
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Public Defender  
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Jennifer Narvaez, Deputy Public Defender

### EVENT INFORMATION

TITLE OF EVENT: Public Defender Training and the 25th Annual Rusty Duncan Advanced Criminal Law Course  
EVENT DATE(S) FROM: 06/06/12 TO: 06/09/12  
DEPARTURE DATE: 06/05/12 RETURN DATE: 06/09/12  
LOCATION OF EVENT: CITY: San Antonio STATE: Texas

### PURPOSE OF TRAVEL

Place an "X" by the applicable purpose of the trip.

- To obtain statutorily required continuing professional education.
- To obtain continuing education related to an employee's work or maintenance of a license or certification.
- To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
- To participate in professional organizations related to the employee or official's job assignment.
- To conduct essential research & information-gathering for improvement of County operations or compliance with law.
- To monitor the development of state or federal legislation or implementation of legislation that might affect the County
- To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
- To pursue the County's interests in litigation or criminal justice.
- To promote the economic development interests of the County.
- To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

### JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL (Place an "X" by applicable mode of travel)
1. REGISTRATION FEE(S)	\$ 250.00		AIRFARE* _____
Subtotal for Object Code 584	\$ 250.00	\$	BUS** _____
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ 184.90		Rental Car** _____
3. TAXI FARE	\$ -		County Vehicle** _____
4. BUS FARE	\$ -		Private Vehicle** _____
5. RENTAL CAR	\$ -		OTHER** (Specify) _____
6. GASOLINE/DIESEL/FUEL			* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT			
8. TELEPHONE CALLS	\$ -		** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
9. PARKING			
10. LODGING	\$ 495.02		
11. MEALS	\$ 156.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 835.92		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 1,085.92	\$	

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

### ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:

- Trip expenses are necessary and will be incurred for official county business.
- Reasonable efforts to minimize the use of county funds have been explored.
- Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: *[Signature]* DATE: 5/3/12 DEPARTMENT CONTACT PERSON: *[Signature]* PHONE NO.: 293 7040

### FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:

TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME):	DATE:	REVIEWER'S SIGNATURE:	PHONE NO.:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:	

# Public Defender Training

San Antonio, Texas : June 6, 2012 : 6.5 CLE including 1.0 Ethics

## Course Directors

- Jaime Gonzalez – Edinburg
- Jeanette Kinard – Austin
- Jack Stoffregen - Lubbock

## Overview

This program is designed to assist Public Defenders in areas of practice from management to daily activities.

## Agenda

### Wednesday, June 6, 2012

Time	Topic	Registration	Opening Remarks
9:00 am	Creating Voir Dire	~Carlos Garcia	
10:00 am	Break		
11:00 am	Theme of the Case	~ Lydia Clay-Jackson	
12:15 pm	Working Lunch: Panel Discussion – Guidelines to Set Up and Run a PD's Office	~ Alix Bunin, Jeanette Kinard, Jack Stoffregen, Jim Bethke	
1:45 pm	Break		
2:00 pm	It's Not Just a Case... It's a Client	~ Kelly Pace	
3:00 pm	A View from the Bench	~ Judge Hervey	
4:00 pm	Importance of Early Appointment of Counsel	~ Alex Bunin & Andrea Marsh	
5:00 pm	Adjourn		

The Public Defender Training Seminar is sponsored by CDLP, a project of TCDLA, funded by the Court of Criminal Appeals of Texas.

[www.tcdla.com](http://www.tcdla.com)

*Maria*

## Questions?

E-mail [ngolan@tcdla.com](mailto:ngolan@tcdla.com) or call 512.478.2514

## Registration | Materials

Cancellations must be received, in writing, two weeks prior to the seminar to receive a full refund. A 50% refund and materials will be mailed after the seminar for cancellations made within two weeks of the event.

<input checked="" type="checkbox"/>	Pre-Registration: Before 05.04.12 – CD Only
<input checked="" type="checkbox"/>	Public Defender - Free
<input type="checkbox"/>	\$50 including \$30 tuition (for all classes, continental breakfast and materials) plus a \$20 voluntary payment to support TCDLA.
<input type="checkbox"/>	Texas Criminal Defense Lawyer – Who Regularly Represents Indigent Defendants
<input type="checkbox"/>	Texas Judge
<input type="checkbox"/>	Texas Student
<input type="checkbox"/>	If you do not wish to make the voluntary payment, please remit only \$30 and mark this box.

\*Special needs or financially unable to pay contact TCDLA\*

## Meeting | Location

The seminar is being held at the Henry B. Gonzalez Convention Center located at 200 E. Market Street, San Antonio, Texas 78205 in the Executive Assembly room \*walk through Ballroom B. The entrance is located on Market Street. Parking is available near the convention center.

## Lodging Options

Group rate lodging is available at three hotels. You must mention the Texas Criminal Defense Lawyers Association (TCDLA) room block in order to receive the group rate. The cut-off date for all hotels is May 4, 2012 (upon availability). All the hotels have free shuttle service to convention center.

Hotel Name	Phone	Rates	Parking
Hyatt Regency*	210-222-1234	s/d: \$180	s: \$27 v: \$35
Menger Hotel	210-223-4361	s/d: \$117	v: \$25
La Quinta	210-222-9181	s/d: \$85	s: \$17 v: \$21

\* Government Room Blocks Available

## Register: New Address

Mail completed registration form with payment to TCDLA | 6808 Hill Meadow Dr. | Austin, Texas 78736

Online [www.tcdla.com](http://www.tcdla.com)

Fax completed registration form with credit card information to 512.469.0512

## Contact Information

New Member  Update My Information

Name Jennifer Navariz  
 Bar Number 24041565  
 Title / Position Deputy Public Defender  
 Company Hidalgo County Public Defenders  
 Street Address 100 N. Closer St. Floor 07A  
 City Edinburg State TX Zip 78839  
 E-mail Jennifer.Navariz@co.hidalgo.tx.us  
 Phone (361) 297-7040 Fax (361) 297-7049

## Join TCDLA

TCDLA Membership Fees (renew or join as a new member)

- New Member \* (see below) \$75
- Renew Membership – Public Defender \$50

\*To sign up as a new member you will need a nominating endorsement from a current TCDLA member.

As a current member of TCDLA, I believe this applicant to be a person of professional competency, integrity, and good moral character. The applicant is licensed to practice law in Texas and is engaged in the defense of criminal cases, unless a student or affiliate applicant.\*

TCDLA Endorser's Name (please print)

TCDLA Endorser's Signature

Payment (CASH IS NOT ACCEPTED) Total: \$ 0.00

Payment type

- Check payable to TCDLA
- Credit Card

Credit Card Number

Expiration Date

Name on Card

Signature

Tax Notice: \$36 of your annual dues (\$19 if a student member) is for a one year subscription to the VOICE for the Defense. Dues to TCDLA are not deductible as a charitable contribution but may be deducted as an ordinary business expense. The non-deductible portion of regular and initial membership dues is \$39 in accordance with IRC sec. 6033.

Web\_P060612

25th Annual  
**RUSPY DUNCAN**  
Advanced Criminal Law Course

**Contact Information**

New Member       Update My Information  
 Name Jennifer Navaez Bar Number 24041563  
 Street Address 100 N. Closer ~~5000~~ 5th floor  
 City Edinburg State TX Zip 78539 Email Jennifer.Navaez@co.hidalgo.tx.us  
 Phone (956) 292-7040 Fax (956) 292-7049

**Attending/Material**

Circle Appropriate Amount	Pre-registration Before May 4	Onsite Registration After May 4*
Member USB only	\$485	\$585
Member Book/USB	<del>485</del>	\$635
Judge Book/USB**	\$300	\$400
New/Veteran Lawyer USB**	\$200	\$300
New/Veteran Lawyer Book/USB**	\$250	\$350
Public Defender USB only†	\$200	\$300
Public Defender Book/USB†	<u>\$250</u>	\$350
Non-member USB only	\$660	\$760
Non-member Book/USB	\$710	\$810

\*Note: After May 4th, books are limited

\*\*Attorneys practicing less than five years or more than 45 years and judges receive reduced registration fees.

†Public defenders must work in one of the 16 Texas PD offices or a Federal Public Defender office.

**Breakout Tracks—Please Pick One**

Intoxication Offenses     Drug Offenses     Sexual Assault Offenses

**Social Events** (check appropriate box and enter quantity)

Thursday, June 7, 2012

AM Fun Run      Quantity: \_\_\_\_\_  
 AM Bike Ride      Quantity: \_\_\_\_\_  
 Golf—\$95, \$125 after May 14th      Quantity: \_\_\_\_\_  
 TCDLA/Goldstein Pachanga—Free      Quantity: 2  
 Childcare at the Hyatt Reg.—\$5/child      Quantity: \_\_\_\_\_  
 (6:00–11:00 pm)  
 Child age(s) \_\_\_\_\_

Friday, June 9, 2012

Box Lunch/Hall of Fame Induction—\$12      Quantity: \_\_\_\_\_  
 PM Hill Country Bike Ride—Free      Quantity: \_\_\_\_\_  
 Annual Membership Party—Free      Quantity: \_\_\_\_\_  
 Childcare at the Hyatt Reg.—\$5/child      Quantity: \_\_\_\_\_  
 (7:00–11:30 pm)  
 Child age(s) \_\_\_\_\_

**Can't Attend/Purchase Materials\***

Member USB Only      \$ 50  
 Member Book      \$150  
 Non-member USB Only      \$125  
 Non-member Book      \$225

\*Materials must be ordered by May 4, 2012.

**Join TCDLA**

TCDLA membership fees (renew or join as a new member)

New member\* \$75     Renew membership \$150

\*To sign up as a new member, you will need a nominating endorsement from a current TCDLA member.

*"As a current member of TCDLA, I believe this applicant to be a person of professional competency, integrity, and good moral character. The applicant is licensed to practice law in Texas and is engaged in the defense of criminal cases, unless a student or affiliate applicant."*

TCDLA Endorser's Name (please print) \_\_\_\_\_

TCDLA Endorser's Signature \_\_\_\_\_

**Payment** (cash is NOT accepted)

**Cancellation Policy:** To receive a full refund, cancellations must be made in writing two weeks prior to the seminar. Cancellations made within two weeks of the seminar will be assessed a 50% cancellation fee. Course materials will be sent after the seminar.

Check Payable to TCDLA     Credit Card

Credit Card Number

Expiration Date

Name on Card

Signature

**Tax Notice:** \$36 of your annual dues (\$19 if a student member) is for a one-year subscription to the *Voice for the Defense*. Dues to TCDLA are not deductible as a charitable contribution but may be deducted as an ordinary business expense. The non-deductible portion of regular and initial membership dues is \$39, in accordance with IRC sec. 6033.



Dining



Activities



Spa



Transportation

Baby  
Services

## RESERVATION DETAILS

**Confirmation Number:** 325SSRCV  
**Guest Name:** JENNIFER NARVAEZ

**Hyatt Regency San Antonio Riverwalk**  
 123 Losoya  
 San Antonio, TX 78205 US  
 Hotel Phone Number: 210-222-1234  
 Hotel FAX Number: 210-227-4925

**Check In Date:**  
 05-Jun-2012

**Check Out Date:**  
 09-Jun-2012

**Number of Adults:** 1  
**Number of Children:** 0  
**Number of Rooms:** 1

**Hotel Check-In Time:** 15:00  
**Hotel Check-Out Time:** 12:00

**Room(s) Booked:** Double Double

**Additional Tax & Service Charges**

Room rates do not include tax of 16.75% (subject to change).

Changes to the dates of stay, number of guests per room or number of rooms confirmed will be subject to current pricing which may be different than previously confirmed rates.

**Nightly Rate per Room**

Date	Guest(s)	Status	Rate
05-Jun-2012	1	Confirmed	106.00
06-Jun-2012	1	Confirmed	106.00
07-Jun-2012	1	Confirmed	106.00
08-Jun-2012	1	Confirmed	106.00

Additional Guest	Rate
Second Guest	0.00
Third Guest	0.00
Fourth Guest	0.00
Fifth Guest	0.00

**Guaranteed by:** Credit card  
**Cancellation Policy:**

Reservations must be cancelled at least 48 hours prior to arrival to avoid a one night's room and tax penalty.

**Preferences:**

CHG PER PATRICIA++5/2 : Arrival date status is :: Arrival date changed. --

Your preferences have been submitted with your reservation and are subject to hotel availability.

We respect your privacy and will only use your information in accordance with our Global Privacy Policy for Guests, available at [privacy.Hyatt.com](http://privacy.Hyatt.com). If you have questions or comments regarding this email, please contact us at [consumeraffairs@hyatt.com](mailto:consumeraffairs@hyatt.com). You have a right to access, to rectify and to object for legitimate reasons to the processing of your data in accordance with our Global Privacy Policy for Guests.



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 05/01/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 2

DEPARTMENT NAME: Public Defender
NAME & TITLE OF EMPLOYEE(S): Francisco Guerrero, Asst. Public Defender; Sofia Kamal, Asst. Public Defender

EVENT INFORMATION

TITLE OF EVENT: Public Defender Training and the 25th Annual Rusty Duncan Advanced Criminal Law Course
EVENT DATE(S) FROM: 06/06/12 TO: 06/09/12
DEPARTURE DATE: 06/05/12 RETURN DATE: 06/09/12
LOCATION OF EVENT: CITY: San Antonio STATE: Texas

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
To obtain statutorily required continuing professional education.
X To obtain continuing education related to an employee's work or maintenance of a license or certification.
To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
X To participate in professional organizations related to the employee or official's job assignment.
X To conduct essential research & information-gathering for improvement of County operations or compliance with law.
To monitor the development of state or federal legislation or implementation of legislation that might affect the County
To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
To pursue the County's interests in litigation or criminal justice.
To promote the economic development interests of the County.
To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

Table with columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, MODE OF TRAVEL. Includes rows for Registration Fee, Airfare, Mileage, Lodging, etc.

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:
Trip expenses are necessary and will be incurred for official county business.
Reasonable efforts to minimize the use of county funds have been explored.
Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: [Signature] DATE: 5/12/12 DEPARTMENT CONTACT PERSON: [Signature] PHONE NO.: 202-7040

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:
TRAVEL IS APPROVED for the individuals listed below:
TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): DATE: REVIEWER'S SIGNATURE: PHONE NO.:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:



**HIDALGO COUNTY, TEXAS**  
**SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE**  
**CHECK REQUEST FORM**  
**PAGE 1 OF 2**

DEPARTMENT: PUBLIC DEFENDER'S OFFICE

DEPARTURE DATE: 6/5/2012 RETURN DATE: 6/9/2012

TO CITY: San Antonio STATE: TEXAS

NAME OF EMPLOYEES ATTENDING SEMINAR: Jennifer Narvaez, Sofia Kamal, Francisco Guerrero

TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 3

PURPOSE/BENEFIT TO HIDALGO COUNTY:  
 TO FURTHER EDUCATE THE DEFENSE ATTORNEY/EMPLOYEE IN ALL COURT AND LEGAL PROCEEDING TO PROVIDE ADEQUATE COUNSEL TO OUR CLIENT

**A. WORKSHOP/SEMINAR REGISTRATION(S)**

TITLE OF WORKSHOP/SEMINAR: Public Defender Training and 25th Annual Rusty Duncan Advanced Criminal Law Course

SPONSORED BY: Texas Criminal Defense Lawyers Association

REGISTRATION CHECK PAYABLE TO: Texas Criminal Defense Lawyers Association

REGISTRATION ADDRESS: 6808 Hill Meadow Dr SEMINAR START DATE: 6/6/2012  
Austin, Texas 78736 SEMINAR END DATE: 6/9/2012  
 PURCHASE ORDER NO. REQ#215527

1. REGISTRATION COST PER EMPLOYEE: \$ 250.00 NO. OF EMPLOYEES ATTENDING AT THIS RATE: 3

2. REGISTRATION COST PER EMPLOYEE: \_\_\_\_\_ NO. OF EMPLOYEES ATTENDING AT THIS RATE: \_\_\_\_\_

3. "FREE REGISTRATION COST": "FREE" NO. OF EMPLOYEES ATTENDING FOR "FREE": \_\_\_\_\_

GL ACCT NO.: <u>2-1282-412-30-085-004-2-584/2-1100-412-30-085-</u>	TOTAL NO. OF EMPLOYEES ATTENDING: <u>3</u>
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) . . . . A.	\$ <u>750.00</u>
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A): \$ <u>750.00</u>
	TOTAL 2ND PAGE (B + C + D): \$ <u>1,485.06</u>
	GRAND TOTAL (A + B + C + D): \$ <u>2,235.06</u>

**E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS**

DEPARTMENT'S PUBLIC OFFICIAL CERTIFICATION: I hereby certify that trip expenditures are necessary and will be incurred for official county business. Reasonable efforts to minimize the use of county funds have been explored. The information and estimates provided on this form are true and as accurate as possible. If it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. Travelers have read the Travel Policy, Guidelines, and Procedures and understand that failure to cancel reservations for any reasons other than those allowed by the Travel Policy will be at their expense.

		<u>292-7040</u>
DEPARTMENT'S PUBLIC OFFICIAL (Signature)	DEPARTMENT'S CONTACT PERSON	PHONE #

TRAVELER'S AUTHORIZATION: I certify that if it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. If I fail to cancel reservations for reasons other than those allowed by Section 17 of the Travel Policy, Guidelines, and Procedures, I authorize the deduction of any travel expenses incurred by the county on my behalf from my payroll check.

<u>Francisco Guerrero II</u>		<u>179965</u>
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
<u>Sofia Kamal</u>		<u>160954</u>
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
<u>Jennifer Narvaez</u>		<u>142328</u>
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



HIDALGO COUNTY, TEXAS  
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE  
CHECK REQUEST FORM  
PAGE 2 OF 2

DEPARTMENT: PUBLIC DEFENDER'S OFFICE  
DEPARTURE DATE: 6/5/2012 RETURN DATE: 6/9/2012  
TO CITY: San Antonio STATE: TEXAS  
NAME OF EMPLOYEES ATTENDING SEMINAR: Jennifer Narvaez, Sofia Kamal, Francisco Guerrero  
TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 3

**B. HOTEL RESERVATION(S)**

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: [www.window.state.tx.us/procurement/proq/stmp/](http://www.window.state.tx.us/procurement/proq/stmp/)

NAME OF HOTEL: Hyatt Regency San Antonio HOTEL PHONE NO: 210-222-1234  
ADDRESS OF HOTEL: 123 LOSOYA CONFIRMATION NO(S): 325SSRCV / 325T4C5L  
SAN ANTONIO, TX 78205 325T4794  
ROOM RATE: \$ 106.00 PURCHASE ORDER NO. REQ #215521  
NUMBER OF NIGHTS: 4 GENERAL LEDGER ACCT NO: 2-412-30-085-004-2-583 / 2-1100-412-30-085-003  
ROOM RATE: \$ 106.00 TOTAL NO. OF ROOMS: 3  
NUMBER OF NIGHTS: 4 HOTEL TAX RATE: 16.75%  
ROOM RATE: \$ 106.00  
NUMBER OF NIGHTS: 4  
TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate). . . . . B. \$ 1,485.06

**C. CAR RENTAL(S)**

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: [www.window.state.tx.us/procurement/proq/stmp/](http://www.window.state.tx.us/procurement/proq/stmp/)

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES / NO NO IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed.  
NAME OF CAR RENTAL COMPANY: \_\_\_\_\_  
ADDRESS OF CAR RENTAL COMPANY: \_\_\_\_\_  
*Note: Coordination of travel is required for every group of 4 or less*  
PHONE NUMBER OF CAR RENTAL COMPANY: \_\_\_\_\_  
VEHICLE NO. 1 TYPE: \_\_\_\_\_ VEHICLE NO. 2 TYPE: \_\_\_\_\_  
DAILY CAR RATE: \$ - DAILY CAR RATE: \_\_\_\_\_  
NUMBER OF DAYS: 1 NUMBER OF DAYS: \_\_\_\_\_  
CONFIRMATION NO.: \_\_\_\_\_ CONFIRMATION NO.: \_\_\_\_\_  
VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING: \_\_\_\_\_ VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING: \_\_\_\_\_  
PURCHASE ORDER NO. \_\_\_\_\_ GL ACCT NO: \_\_\_\_\_  
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) . . . . . C. \$ -

**D. AIRFARE(S)**

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY: \_\_\_\_\_  
ADDRESS OF AIRLINE COMPANY: \_\_\_\_\_  
PHONE NO. OF AIRLINE COMPANY: \_\_\_\_\_ CONFIRMATION NO.: \_\_\_\_\_  
ROUND TRIP AIRFARE PER PERSON: \$ \_\_\_\_\_  
NUMBER OF TRAVELERS: 0  
GENERAL LEDGER ACCOUNT NUMBER: 9-1282-412-30-085-001-9-583 P.O. NO. \_\_\_\_\_  
TOTAL CHECK AMOUNT FOR AIRLINE COMPANY . . . . . D. \$ -  
SUBTOTAL ( B+C+D) \$ 1,485.06

# Public Defender Training

San Antonio, Texas : June 6, 2012 : 6.5 CLE including 1.0 Ethics

## Course Directors

- Jaime Gonzalez - Edinburg
- Jeanette Kinard - Austin
- Jack Stoffregen - Lubbock

## Overview

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11:00 am Break

11:15 am Theme of the Case - Lydia Clay-Jackson

12:15 pm Working Lunch: Panel Discussion - Guidelines to Set

Up and Run a PD's Office - Alix Bunin, Jeanette

Kinard, Jack Stoffregen, Jim Bethke

1:45 pm Break

2:00 pm It's Not Just a Case... It's a Client - Kelly Pace

ethics

3:00 pm A View from the Bench - Judge Hervey

4:00 pm Importance of Early Appointment of Counsel

- Alex Bunin & Andrea Marsh

5:00 pm Adjourn

The Public Defender Training Seminar is sponsored by CDLP, a project of TCDLA, funded by the Court of Criminal Appeals of Texas.

[www.tcdla.com](http://www.tcdla.com)

5/1/2012 - Rusty Dulan  
Mara An Ed of

## Questions?

E-mail [ngolan@tcdla.com](mailto:ngolan@tcdla.com) or call 512.478.2514

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<input type="checkbox"/>	Texas Criminal Defense Lawyer - Who Regularly Represents Indigent Defendants
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<input type="checkbox"/>	Texas Student
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Hotel Name	Phone	Rates	Parking
Hyatt Regency*	210-222-1234	s/d: \$180	s: \$27 v: \$35
Menger Hotel	210-223-4361	s/d: \$117	v: \$25
La Quinta	210-222-9181	s/d: \$85	s: \$17 v: \$21

\* Government Room Blocks Available

## Register: New Address

Mail completed registration form with payment to TCDLA | 6808 Hill Meadow Dr. | Austin, Texas 78736

Online [www.tcdla.com](http://www.tcdla.com)

Fax completed registration form with credit card information to 512.469.0512

## Contact Information

New Member  Update My Information

Name Francisco Guerrero II

Bar Number 24047588

Title / Position Asst. Public Defender

Company Hidalgo County Public Defender

Street Address 100 N. Choson, 5th floor

City Edinburg State TX Zip 78539

E-mail frandisco.guerrero@co.hidalgo.tx.us

Phone 956.292-7040 Fax 956.292.7049

## Join TCDLA

TCDLA Membership Fees (renew or join as a new member)

New Member \* (see below) \$75

Renew Membership - Public Defender \$60

\*To sign up as a new member you will need a nominating endorsement from a current TCDLA member.

\*As a current member of TCDLA, I believe this applicant to be a person of professional competency, integrity, and good moral character. The applicant is licensed to practice law in Texas and is engaged in the defense of criminal cases, unless a student or affiliate applicant.\*

TCDLA Endorser's Name (please print)

TCDLA Endorser's Signature

**Payment** (CASH IS NOT ACCEPTED) **Total: \$**

Payment type

Check payable to TCDLA  Credit Card

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card

Signature

Tax Notice: \$36 of your annual dues (\$19 if a student member) is for a one year subscription to the VOICE for the Defense. Dues to TCDLA are not deductible as a charitable contribution but may be deducted as an ordinary business expense. The non-deductible portion of regular and initial membership dues is \$39 in accordance with IRC sec. 6033.

Web\_P060612

# Public Defender Training

## San Antonio, Texas : June 6, 2012 : 6.5 CLE including 1.0 Ethics

### Course Directors

- Jaime Gonzalez – Edinburg
- Jeanette Kinard – Austin
- Jack Stoffregen - Lubbock

### Overview

This program is designed to assist Public Defenders in areas of practice from management to daily activities.

### Agenda

#### Wednesday, June 6, 2012

Time	Topic	Registration	Opening Remarks	Creating Voir Dire	Carlos Garcia	Break	Theme of the Case	Lydia Clay-Jackson	Working Lunch: Panel Discussion – Guidelines to Set Up and Run a PD's Office	Alix Bunin, Jeanette Kinard, Jack Stoffregen, Jim Bethke	Break	It's Not Just a Case... It's a Client	Kelly Pace	ethics	A View from the Bench	Judge Hervey	Importance of Early Appointment of Counsel	Alex Bunin & Andrea Marsh	Adjourn		
9:00 am																					
9:45 am																					
10:00 am																					
11:00 am																					
11:15 am																					
12:15 pm																					
1:45 pm																					
2:00 pm																					
3:00 pm																					
4:00 pm																					
5:00 pm																					

The Public Defender Training Seminar is sponsored by CDLP, a project of TCDLA, funded by the Court of Criminal Appeals of Texas.

[www.tcdla.com](http://www.tcdla.com)

### Questions?

E-mail [ngolan@tcdla.com](mailto:ngolan@tcdla.com) or call 512.478.2514

### Registration | Materials

Cancellations must be received, in writing, two weeks prior to the seminar to receive a full refund. A 50% refund and materials will be mailed after the seminar for cancellations made within two weeks of the event.

Pre-Registration: Before 05.04.12 – CD Only

Public Defender - Free

\$50 including \$30 tuition (for all classes, continental breakfast and materials) plus a \$20 voluntary payment to support TCDLA.

Texas Criminal Defense Lawyer – Who Regularly Represents Indigent Defendants

Texas Judge

Texas Student

If you do not wish to make the voluntary payment, please remit only \$30 and mark this box.

\*Special needs or financially unable to pay contact TCDLA\*

### Meeting | Location

The seminar is being held at the Henry B. Gonzalez Convention Center located at 200 E. Market Street, San Antonio, Texas 78205 in the Executive Assembly room \*walk through Ballroom B. The entrance is located on Market Street. Parking is available near the convention center.

### Lodging Options

Group rate lodging is available at three hotels. You must mention the Texas Criminal Defense Lawyers Association (TCDLA) room block in order to receive the group rate. The cut-off date for all hotels is May 4, 2012 (upon availability). All the hotels have free shuttle service to convention center.

Hotel Name	Phone	Rates	Parking
Hyatt Regency*	210-222-1234	std: \$180	s: \$27 v: \$35
Menger Hotel	210-223-4361	std: \$117	v: \$25
La Quinta	210-222-9181	std: \$85	s: \$17 v: \$21

\* Government Room Blocks Available

### Register: New Address

Mail completed registration form with payment to TCDLA | 6808 Hill Meadow Dr. | Austin, Texas 78736

Online [www.tcdla.com](http://www.tcdla.com)

Fax completed registration form with credit card information to 512.469.0512

### Contact Information

New Member  Update My Information

Name Sofia Kamal

Bar Number 24043746

Title / Position Asst. Public Defender

Company Hidalgo Co. Pub. Defender's ofc

Street Address 100 N. Clossner, 5th floor

City Edinburg State TX Zip 78539

E-mail Sofia.Kamal@co.hidalgo.tx.us

Phone 956-292-7040 Fax 956-292-7049

### Join TCDLA

TCDLA Membership Fees (renew or join as a new member)

- New Member \* (see below) \$75
- Renew Membership – Public Defender \$50

\*To sign up as a new member you will need a nominating endorsement from a current TCDLA member.

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TCDLA Endorser's Name (please print)

TCDLA Endorser's Signature

Payment (CASH IS NOT ACCEPTED) Total: \$ 0 because Public Defender

Payment type  Check payable to TCDLA  Credit Card

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

Tax Notice: \$36 of your annual dues (\$15 if a student member) is for a one year subscription to the VOICE for the Defense. Dues to TCDLA are not deductible as a charitable contribution but may be deducted as an ordinary business expense. The non-deductible portion of regular and initial membership dues is \$39 in accordance with IRC sec. 6033.

# 25<sup>th</sup> Annual Rusty Duncan Advanced Criminal Law Course

## San Antonio, Texas - June 7-9, 2012 - CLE: 17.50 including ETHICS: 2.0

Course Directors:		Associate Directors:	
• Troy McKinney		Sarah Roland	
• Doug Murphy		Marjorie Bachman	
• Stephanie Stevens		Sharon Curtis	

**Overview**  
 The Texas Criminal Defense Lawyers Association is proud to announce its 25<sup>th</sup> Annual Rusty Duncan Criminal Law Course. Named for the late Honorable M.P. "Rusty" Duncan, III, of the Court of Criminal Appeals, this course is designed to cover state law and scholarly topics as well as cases from the past year that impact your practice today.

**Meeting Location**  
 The seminar is being held at the Henry B. Gonzalez Convention Center located at 200 E. Market Street, San Antonio, Texas 78205 in Ballroom B, on the first floor. The entrance is located on Market Street. Parking is available near the convention center.

**Lodging Options**  
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Hotel Name	Phone	Rates	Parking
Hyatt Regency*	210-222-1234	s/d: \$180	s: \$27 v: \$35
* Host Hotel (one hour delay feed available in guest rooms)			
Menger Hotel	210-223-4361	s/d: \$117	v: \$25
La Quinta	210-222-9181	s/d: \$85	s: \$17 v: \$21

**Register**  
 Online [www.tcdla.com](http://www.tcdla.com)

Fax completed registration form with credit card information to:  
 512.469.0512

Mail completed registration form with payment to:  
 TCDLA | 6808 Hill Meadow Drive | Austin, Texas 78736

Special Accommodations for any special accommodations please contact Melissa Schank at [mischank@tcdla.com](mailto:mischank@tcdla.com)

Registration & Materials		
Circle Appropriate Amount	Pre-Registration until May 4 <sup>th</sup>	Onsite Registration After May 4 <sup>th</sup>
Member USB Only	\$485	\$585
Member Book/USB	\$535	\$635
Judge USB Only	\$250	\$350
Judge Book/USB**	\$300	\$400
New/Veteran Lawyer USB Only**	\$200	\$300
New/Veteran Lawyer Book/USB**	\$250	\$350
Public Defender USB Only***	\$200	\$300
Public Defender Book/USB***	(\$250)	\$350
Non Member USB Only	\$680	\$780
Non Member Book/USB	\$710	\$810

\*Book/USB are in limited supply at onsite registration.  
 \*\*Attorneys practicing less than five years or more than 45 years and judges receive reduced registration fees.  
 \*\*\*Public Defenders must work in one of the 16 Texas PD offices or a Federal Public Defender office.

**Tracks & Social Events**  
 Check Appropriate Box and Enter Quantity

Thursday, June 7, 2012	Quantity:
<input type="checkbox"/> Golf - \$95, after May 14 <sup>th</sup> - \$125	Quantity:
<input type="checkbox"/> AM Fun Run	Quantity:
<input type="checkbox"/> AM Bike Ride	Quantity:
Thursday, June 7, 2012	Quantity:
<input type="checkbox"/> TCDLA/Goldstein Pachanga - Free	Quantity:
<input type="checkbox"/> Childcare at the Hyatt Regency - \$5 per child (6:00 pm - 11pm)	Quantity:

Friday, June 8, 2012

**BREAKOUT TRACKS - PLEASE PICK ONE:**

<input type="checkbox"/> Intoxication <input checked="" type="checkbox"/> Drug <input type="checkbox"/> Sexual Assault Offenses	Quantity:
<input type="checkbox"/> Box Lunch/Hall of Fame Induction - \$12	Quantity:
<input type="checkbox"/> Annual Membership Party - Free	Quantity:
<input type="checkbox"/> Childcare at the Hyatt Regency - \$5 per child (7:00 pm - 11:30pm)	Quantity:

**Can't Attend - Purchase Materials\***

Member USB Only	\$50
Member Book/USB	\$150
Non Member USB Only	\$125
Non Member Book/USB	\$225

\* Book/CD in limited supply. Materials must be ordered by May 4, 2012.

**Contact Information**

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Title / Position Asst Public Defender

Company Hidalgo Co. Public Def. Ofc

Street Address 100 N. Closser, 5th floor

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E-mail sofia.kamal@co.hidalgo.tx.us

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Renew Membership \$150

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TCDLA Endorser's Name & Signature (please print)

Payment (CASH IS NOT ACCEPTED) Total \$ \$250

To receive a full refund, cancellations must be made in writing two weeks prior to the seminar. Cancellations made within two weeks of the seminar will be assessed a 50% cancellation fee. Course materials will be sent after the seminar.

Payment Type  Check  Credit Card

Payment will be sent by Hidalgo County

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

Tax Note: \$36 of your annual dues (\$19 as student member) & for one year's subscription to the VOICE by the Defender. Dues to TCDLA are not deductible as a charitable contribution but may be deducted as an ordinary business expense. The non-deductible portion of regular and initial membership dues is \$39 in accordance with RC sec. 603.

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 \*\*\*Public Defenders must work in one of the 16 Texas PD offices or a Federal Public Defender office.

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Check Appropriate Box and Enter Quantity	
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**Contact Information**

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Name Francisco Guerrero II

Bar Number 24047588

Title / Position Asst. Public Defender

Company Hidalgo County Public Defender

Street Address 100 N. Closter

City Edinburg State TX Zip 78539

E-mail francisco.guerrero@co.hidalgo.tx.us

Phone 956.292-2040 Fax 956.292-2049

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*Sent by Hidalgo County*

Payment Type  Check  Credit Card

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

Tax Note: \$35 of your annual dues is a student member's for a one year subscription to the VOICE for the Defense. Dues to TCDLA are not deductible as a charitable contribution but may be deducted as an ordinary business expense. The non-deductible portion of regular and initial membership dues is \$39 in accordance with RC sec. 6133.

**RESERVATION DETAILS**

**Confirmation Number:** 325T4C5L  
**Guest Name:** FRANCISCO GUERRERO

**Hyatt Regency San Antonio Riverwalk**  
 123 Losoya  
 San Antonio, TX 78205 US  
 Hotel Phone Number: 210-222-1234  
 Hotel FAX Number: 210-227-4925

**Check In Date:**  
 05-Jun-2012

**Check Out Date:**  
 09-Jun-2012

**Number of Adults:** 1  
**Number of Children:** 0  
**Number of Rooms:** 1

**Hotel Check-In Time:** 15:00  
**Hotel Check-Out Time:** 12:00

**Room(s) Booked:** Double Double

**Additional Tax & Service Charges**

Room rates do not include tax of 16.75% (subject to change).

Changes to the dates of stay, number of guests per room or number of rooms confirmed will be subject to current pricing which may be different than previously confirmed rates.

**Nightly Rate per Room**

Date	Guest(s)	Status	Rate
05-Jun-2012	1	Confirmed	106.00
06-Jun-2012	1	Confirmed	106.00
07-Jun-2012	1	Confirmed	106.00
08-Jun-2012	1	Confirmed	106.00

Additional Guest	Rate
Second Guest	0.00
Third Guest	0.00
Fourth Guest	0.00
Fifth Guest	0.00

**Guaranteed by:** Credit card  
**Cancellation Policy:**

Reservations must be cancelled at least 48 hours prior to arrival to avoid a one night's room and tax penalty.

**Preferences:**

Your preferences have been submitted with your reservation and are subject to hotel availability.

We respect your privacy and will only use your information in accordance with our Global Privacy Policy for Guests, available at [privacy.Hyatt.com](http://privacy.Hyatt.com). If you have questions or comments regarding this email, please contact us at [consumeraffairs@hyatt.com](mailto:consumeraffairs@hyatt.com). You have a right to access, to rectify and to object for legitimate reasons to the processing of your data in accordance with our Global Privacy Policy for Guests.

**RESERVATION DETAILS**

**Confirmation Number:** 325T4794  
**Guest Name:** SOFIA KAMAL

**Hyatt Regency San Antonio Riverwalk**  
 123 Losoya  
 San Antonio, TX 78205 US  
 Hotel Phone Number: 210-222-1234  
 Hotel FAX Number: 210-227-4925

**Check In Date:**  
 05-Jun-2012

**Check Out Date:**  
 09-Jun-2012

**Number of Adults:** 1  
**Number of Children:** 0  
**Number of Rooms:** 1

**Hotel Check-In Time:** 15:00  
**Hotel Check-Out Time:** 12:00

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Sorry! When printing directly from the browser your directions or map may not print correctly. For best results, try clicking the Printer-Friendly button.

Preferences | Help | More MapQuest



**Suggested Routes**

US-281 S  
4 hrs / 227.54 miles

Est. Fuel Cost  
Calculate

I-37 S  
4 hrs 15 mins / 266.56 miles

Est. Fuel Cost  
Calculate

Save

**Driving Directions**



**200 E Market St**  
San Antonio, TX 78205-2784  
in

**Popular Restaurants Nearby:**

- 1st - Bill's Cafe
- 2nd - Little Rhein Steak House
- 3rd - Tex's Riverwalk Sports Bar
- More...

Online Offers: Motels in San Antonio

I know the area, hide the first few steps

- 1. Start out going east on E Market St toward Convention Way.

0.3 mi

