



TEXAS CENTER FOR THE JUDICIARY

1210 San Antonio Street, Suite 800 □ Austin, TX 78701

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RANDALL L. SAROSDY, Executive Director

□ **MARLON DRAKES**, Associate Director
March 14, 2011

Mes. Angie Luedecke
Court Coordinator, County Court at Law #3
405 Martin Luther King
Georgetown, TX 78626

Dear Mes. Luedecke:

Congratulations! Your application to attend the ~~PDP Trial Court Coordination~~ course has been accepted. The program will be held in Austin on June 13-17, 2011. Please complete the enclosed registration form and return it to the Texas Center by April 11, 2011. A non-refundable \$160.00 registration fee must accompany your registration form. Please make the check payable to the **Texas Center for the Judiciary**.

The program will be held at the Westin at the Domain in Austin. Registration is from 2:30 to 3:30 p.m. on Monday, June 14th in the Primrose Foyer with a mandatory orientation beginning at 3:30 p.m. Classes will begin immediately following orientation at 4:00 p.m. You are invited to join us for a reception at 5:00 p.m.

Housing: You have three options for housing at the Westin at the Domain.

1. **Single Occupancy.** If you choose this option, the Texas Center will master bill one half of the room rate and tax. Be prepared to pay your half of the room rate (\$48.88 per night) by personal check, county check, cash or credit card upon checkout directly to the hotel.
2. **Double Participant Occupancy.** If you choose this option, your room will be master billed to the Texas Center at the \$85.00 rate plus tax per night.
3. **Secure your own lodging off-site.** The Texas Center will reimburse up to \$46.22 per night if you choose this option. Be prepared to pay the entire hotel bill by personal check, county check, cash or credit card upon checkout directly to the hotel.

NOTE: Under Options 1 & 2, the Texas Center will make your hotel reservation. Our room block at the hotel is by rooming list only. **DO NOT** call the hotel directly. *Each guest will be required to place a \$50.00 deposit on the room for any incidental charges (i.e. room service, telephone, movies, bar, etc). This can be done by personal check, county check, cash or credit card. We do not recommend using a debit card.*

For information regarding your expenses, please see the enclosed Fact Sheet for details.

Once we have received your registration form, you will be sent a pre-seminar assignment. In addition, you will be sent a list of items the faculty has suggested you will need during your week, and a helpful information sheet.

We look forward to seeing you in Austin this June!

Sincerely,

Randall L. Sarosdy

Randall L. Sarosdy
Executive Director

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PROFESSIONAL DEVELOPMENT PROGRAM COORDINATION AND MANAGEMENT FACT SHEET

Date:	June 13-17, 2011
Sponsored by:	Texas Center for the Judiciary, Inc.
Registration fee:	\$160.00. The conference registration fee should be mailed with your registration form. If not, please bring it with you to the conference.
Location:	Westin Domain – Austin, Texas
Classes begin:	Monday, June 13 th at 3:30 p.m. (Registration from 2:30 p.m. – 3:30 p.m.)
Classes conclude:	Friday, June 17 th at 11:30 a.m.
Attendance Policy:	Attendance is mandatory and students must attend all portions of the program. If a student misses 6 hours of class for any reason, the student must repeat the course at his/her own expense. Class ends at 11:30 a.m. on Friday, June 17 th . Make your departure plans accordingly (be sure to allow two hours for travel and check-in for departing flights). A student with any unexcused absence will not be reimbursed for the program.
Dress Code:	The Texas Center encourages professional, yet comfortable, attire for the class day. Casual wear is appropriate for after-class activities. Please consider bringing a jacket or sweater to the conference since meeting room temperatures are often difficult to regulate.
Travel:	The Texas Center will reimburse your travel expenses in accordance with grant regulations, i.e. economy airfare or .45 cents per mile for travel by personal automobile. Valet parking is not reimbursable. Both airport and hotel parking receipts are required for reimbursement.
Meals:	Most meals are provided at the program. The Texas Center will reimburse for the actual cost of non-contracted meals not to exceed \$6.00 for breakfast; \$10.00 for lunch; and \$20.00 for dinner. Meal receipts are not required for reimbursement. Lunch will be provided on Monday, Tuesday, Wednesday and Thursday and not reimbursed by the Texas Center.
Lodging:	Please see your acceptance letter for your options and indicate the appropriate lodging choice on the registration form. If you choose to stay at the Westin at the Domain, the Texas Center will make your hotel reservation. Do not call the hotel directly. If you choose single occupancy, be prepared to pay your half of the room rate directly to the hotel.