

**The
Mississippi Judicial College**

announces registration for the

Circuit Court Clerks Statewide Conference



**Cabot Lodge Millsaps
Jackson, Mississippi**

January 10-12, 2018

Conducted by:
The Mississippi Judicial College
A Division of the University of Mississippi School of Law
P. O. Box 1848
University, Mississippi 38677
Phone: 662.915.5955
Facsimile: 662.915.7845
Web Site: mjc.olemiss.edu



CIRCUIT COURT CLERKS CONFERENCE

Cabot Lodge Millsaps ~ Jackson, Mississippi

January 10-12, 2018



The Mississippi Judicial College will conduct a seminar for the Circuit Court Clerks at the ***Cabot Lodge Millsaps, 2375 North State Street, Jackson, Mississippi.*** This seminar will provide you with twelve (12) hours of training, which, when added to the six hours given for attending court, will complete your annual 18-hour statutory training requirement.

If you plan to attend the seminar please complete the attached registration form and fax, mail, or e-mail it to the Mississippi Judicial College by ***December 15, 2017.*** *(The form is an interactive form and may be filled out, saved to another name and e-mailed back to MJC).*

MAKING YOUR RESERVATIONS

Reservations for this event may be made by calling **Cabot Lodge Millsaps at 1-601-948-8650** and informing the reservationist that you are attending the **Circuit Court Clerks Conference sponsored by the Mississippi Judicial College.** *Although your room will be placed on the master bill of the Mississippi Judicial College, you must provide a credit card for the room to be held.*

The Cabot Lodge has reserved a block of rooms for you for the nights of Wednesday, January 10th and Thursday, January 11th. The Mississippi Judicial College will pay the conference rate of \$75.00 for one room the nights of January 10th and January 11th. Meals will be reimbursed at the MJC rate.

The room block will drop December 20, 2017

Reservations made after the reservation deadline will be subject to the best available rate, on a space available basis, at the time the reservation is made. Hotel check-in is at 3:00 p.m. and check-out is 12:00 noon.

REGISTRATION: Registration will be held from 11:00 a.m. until 1:00 p.m. on Wednesday, January 10, 2018. **Lunch will be provided during registration between 11:30 a.m. and 12:45 p.m.**

PROGRAM: The program will begin at 1:00 p.m. on Wednesday, January 10th, 2018 and will conclude at noon on Friday, January 12th, 2018. Seminar topics include:

- *Report from the State Auditor*
- *The Clerk's Role in an Election Contest*
- *Update from the Attorney General*
- *Tour of the Mississippi Crime Laboratory*
- *Mississippi Electronic Courts*
- *SEMS Update*
- *Court Room Security*
- *Ethics*
- *Overview of the New Criminal Rules*

The MJC Board of Governors has adopted a 100% attendance policy at all seminars. Therefore, Circuit Court Clerks are required to attend 100% of the program to be reimbursed for mileage, meals and hotel.

TRAVEL: Circuit Court Clerks who drive personal vehicles will be reimbursed at the rate of .535 cents per mile.



Registration Form
CIRCUIT COURT CLERKS CONFERENCE
Cabot Lodge Millsaps ~ Jackson, Mississippi
January 10-12, 2018

If you plan to attend this seminar, then please return this form by *December 15, to:*

Krista Poynor
Mississippi Judicial College
P. O. Box 1848
University, Mississippi 38677

Office Telephone: 662.915.5955
Office Fax: 662.915.7845
E-mail: mjcregistration@olemiss.edu

NAME _____ **COUNTY** _____
(Please type or print)

OFFICE MAILING ADDRESS _____

OFFICE PHONE _____

OFFICE FAX _____

POSITION IN COURT _____

E-MAIL _____

Mark the statements that apply to you:

I have made reservations directly with the hotel.

No room needed.

Please check if any of the above information has changed.

I acknowledge that MJC requires 100% attendance to be eligible for reimbursement of mileage, meals, and lodging.