

# The Mississippi Judicial College

*announces registration for the*

## Municipal Court Clerks Annual Conference

September 12-14, 2018

### Hilton

1001 East County Line Road  
Jackson, Mississippi

#### MAKING YOUR RESERVATION

HILTON

800-445-8667

Group Code: MJC18

Or personalized group booking page at:

[https://www.hilton.com/en/hi/groups/personalized/J/JANJHHF-MJC18-20180911/index.jhtml?WT.mc\\_id=POG](https://www.hilton.com/en/hi/groups/personalized/J/JANJHHF-MJC18-20180911/index.jhtml?WT.mc_id=POG)

A credit card will be needed to reserve the room; however, the room charge will be direct billed to MJC Master Account. Any charges outside of contracted lodging rate, are the responsibility of the conference attendee. If it becomes necessary to cancel your reservation, you will need to contact the Hilton within 72 hours of your scheduled check-in time.

The room block will drop August 12, 2018

(Reservations made after this deadline will be subject to the best available rate.)

Hotel check-in is 3:00pm, checkout is 12:00pm

- REGISTRATION:** Held onsite from 11:00am until 1:00pm on Wednesday, September 12, 2018. You will be on your own for lunch.
- PROGRAM:** Commences at 1:00pm on Wednesday, September 12, 2018, and will conclude at noon on Friday, September 14, 2018. Please visit <https://mjc.olemiss.edu/conferences/> for continually updated agenda.
- MEALS:** Breakfast will be provided Thursday, September 13, and Friday, September 14, 2018. Lunch will be provided Thursday, September 13, 2018. Other meals during conference to be reimbursed at MJC rate.
- TRAVEL:** Municipal Court Clerks who drive personal vehicles will be reimbursed at the rate of .545 cents per mile.

The MJC Board of Governors has adopted a 100% attendance policy at all state mandated conferences and Municipal Court Clerks are required to attend 100% of the program to be reimbursed for mileage and meals.

Coordinated by:

The Mississippi Judicial College

A division of the University of Mississippi School of Law

P.O. Box 1848, University, Mississippi 38677

Tracey Daniel, Program Manager (email: [tracey@olemiss.edu](mailto:tracey@olemiss.edu)) (Office: 662-915-1226)

Krista Poynor, Program Coordinator (email: [kbpoynor@olemiss.edu](mailto:kbpoynor@olemiss.edu)) (Office: 662-915-1248)

Facsimile: 662-915-7845