The Mississippi Judicial College

announces registration for the

Newly Elected Chancery and Circuit Court Clerks Training Course

December 9-13, 2019

Cabot Lodge Millsaps
Jackson, MS
2375 North State Street
Jackson, MS

MAKING YOUR RESERVATION

MJC will provide the Cabot Lodge with the Rooming List
A credit card will be required at check-in for incidentals; however, the room charge will be direct billed to the 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 Mississippi Judicial College within 72 hours of the conference.

Hotel check-in is 3:00 p.m., check-out is at 12:00 p.m.

REGISTRATION:
Held onsite from 11:00 a.m. until 12:45 p.m. on Monday, December 9, 2019.

PROGRAM:
Commences at 1:00 p.m. on Monday, December 9, 2019 and will conclude on Friday, December 13 2019 at approximately 12:00 p.m. Please visit https://mjc.olemiss.edu/conferences/ for the continually updated agenda.

MEALS:
Lunch will be provided by MJC Monday, December 9, 2019 – Thursday, December 12, 2019. Breakfast will be provided Tuesday, December 10, 2019 - Friday, December 13, 2019 in the hotel lobby.
All other meals during the conference to be reimbursed at MJC rate.

TRAVEL:
Newly Elected Chancery and Circuit Court Clerks who drive personal vehicles will be reimbursed at the rate of .58 cents per mile.

The MJC Board of Governors has adopted a 100% attendance policy at all state mandated conferences, Mississippi Court Administrators 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) (Office: 662-915-1226)
Krista Poyner, Program Coordinator (email: khpoyner@olemiss.edu) (Office: 662-915-1248)
Facsimile: 662-915-7845