

The Mississippi Judicial College

announces registration for the

Circuit Court Clerk Conference

January 8 – 10, 2020

Hilton Garden Inn ~ Jackson, MS (King Edward)

235 W. Capitol Street
Jackson, MS

MAKING YOUR RESERVATION

MJC will make your reservation via a rooming list. Please make sure that you check the appropriate box on your registration form.

A credit card will be needed at check-in. 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 MJC within 72 hours of your scheduled check-in time.

Hotel check-in is 4:00 p.m., checkout is 11:00 a.m.

REGISTRATION: Held onsite from 11:00 a.m. until 12:45 p.m. on Wednesday, January 8, 2020. You will be on own for lunch.

PROGRAM: Commences at 1:00 p.m. on Wednesday, January 8, 2020 and will conclude on Friday, January 10, 2020 at approximately 12:00 p.m. **Please visit <https://mjc.olemiss.edu/conferences/> for continually updated agenda.**

MEALS: Breakfast is included in your hotel stay in lobby restaurant starting at 6:30 a.m. Lunch will be provided on Thursday, January 9, 2020. All other meals during the conference to be reimbursed at MJC rate. If you commute for the conference you will not be reimbursed for dinner on Wednesday, January 8th or Thursday, January 9th, 2020.

TRAVEL: **Circuit 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:
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