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NEWLY ELECTED
CHANCERY CLERK
AND
CIRCUIT CLERK
TRAINING COURSE
GENERAL SESSIONS

MONDAY, December 9, 2019

11:00 a.m. – 12:45 p.m. **REGISTRATION AND LUNCH**
Cabot Lodge lobby area

12:45 p.m. **WELCOME**
Randy G. Pierce, Director
Tracey Daniel, Program Manager
Krista Poynor, Program Coordinator
Mississippi Judicial College

David “Bubba” Pounds, Prentiss County Chancery Clerk
President, Mississippi Chancery Court Clerks Association

James “Sandy” Brister
President, Mississippi Circuit Court Clerks Association

1:00 – 1:50 p.m. **Introduction to the Mississippi Court System &
The Mississippi Judicial College**
Randy G. Pierce, Director
Mississippi Judicial College

1:50 – 2:00 p.m. **BREAK**



- 2:00 – 2:25 p.m.** **Introduction to the Administrative Office of Courts & Mandatory Reporting Requirements**
Lisa Counts, Deputy Director of AOC
CHAPTER 4 – Chancery Clerk Handbook
CHAPTER 5 – Circuit Clerk Handbook
- 2:25 – 2:50 p.m.** **AOC - Court Interpreters’ Program**
Lisa Counts, Deputy Director of AOC
- 2:50 – 3:00 p.m.** **BREAK**
- 3:00 – 3:50 p.m.** **The Role of the Clerk & Their Duties**
Larry Swales, Rankin County Chancery Clerk
Zach Wallace, Hinds County Circuit Clerk
CHAPTER 2 – Chancery Clerk Handbook
CHAPTER 2 – Circuit Clerk Handbook
- 3:50 – 4:00 p.m.** **BREAK**
- 4:00 – 4:50 p.m.** **The Relationship Between the Court Administrator & the Clerk**
Tonya Anderson, 5th Chancery District
Chancery Court Administrator
Lynn Conner, 16th Circuit Court
Deputy Court Administrator
LaShae Gilmore, 5th Chancery District
Chancery Court Administrator
- 4:50 p.m.** **AJOURN for the day**



TUESDAY, December 10, 2019

7:00 – 8:00 a.m.

BREAKFAST

8:00 – 8:50 a.m.

The Courts & the Media/Public Relations, Public Trust & Confidence

Beverly Kraft, Public Information Officer
AOC

******PHOTO OF GROUPS******

8:50 – 9:00 a.m.

BREAK

9:00 – 9:50 a.m.

Mississippi Electronic Courts (MEC)

Katie Dalton, Training and Implementation Manager
Mississippi Electronic Courts Division

9:50 – 10:00 a.m.

BREAK

10:00 – 10:50 a.m.

Access to Justice

Nicole H. McLaughlin, *Executive Director*, Mississippi Access to Justice Commission and
Director, Access to Justice Initiative, The Mississippi Bar

10:50 – 11:00 a.m.

BREAK

11:00 – 11:25 a.m.

Prohibition of Practicing Law without a License

Randy G. Pierce, Director
Mississippi Judicial College



11:25 – 12:15 p.m. **Public Access to Public Records**
 Judge Jose B. Simo
 Mississippi Ethics Commission
CHAPTER 5 – Chancery Clerk Handbook
CHAPTER 6 – Circuit Clerk Handbook

12:15 – 1:30 p.m. **LUNCH**

1:30 – 2:20 p.m. **Protection Against Domestic Abuse**
 Paula Broome Special Assistant Attorney General, Bureau of Victim Assistance
 Office of the MS Attorney General
CHAPTER 23 – Chancery Clerk Handbook
CHAPTER 28 – Circuit Clerk Handbook

2:20 – 2:30 p.m. **BREAK**

2:30 – 3:50 p.m. **Youth Court**
 Judge Staci O’Neal
 Madison County Court
 Canton, Mississippi
CHAPTER 16 – Chancery Clerk Handbook
CHAPTER 27 – Circuit Clerk Handbook

3:50 – 4:00 p.m. **BREAK**

4:00 – 5:15 p.m. **CONCURRENT SESSIONS**

CHANCERY	CIRCUIT
<u>Introduction to the Chancery Court</u> Judge Cynthia Lee Brewer, 11 th Chancery District Canton, Mississippi CHAPTER 1	<u>Introduction to the Circuit Court</u> Judge Winston Kidd, 7 th Circuit District Jackson, Mississippi CHAPTER 1

5:20 p.m. **ADJOURN for the day**



WEDNESDAY, December 11, 2019

7:00 – 8:00 a.m. BREAKFAST

8:00 a.m. – 5:00 p.m. CONCURRENT SESSIONS

<u>CHANCERY</u>	<u>CIRCUIT</u>
<p>8:00 – 8:50 a.m. Clerks & Their Duties Larry Swales, Rankin County Steve Montgomery, Choctaw County CHAPTER 2</p>	<p>8:00 – 8:25 a.m. Clerks & Their Duties, Freda Phillips Noxubee County CHAPTER 2</p>
<p>8:50 – 9:00 a.m. BREAK</p>	<p>8:25 – 8:35 a.m. BREAK</p>
<p>9:00 – 9:50 a.m. Fees & Assessments Bubba Pounds, Prentiss County Bill Benson, Lee County CHAPTER 3</p>	<p>8:35 – 9:50 a.m. Elections - Related Responsibilities Kimberly P. Turner Assistant Secretary of State, Elections Division</p>
<p>9:50 – 10:00 a.m. BREAK</p>	<p>9:50 – 10:00 a.m. BREAK</p>
<p>10:00 – 10:50 a.m. Public Land Records Jill Gilbert, Franklin County CHAPTER 20</p>	<p>10:00 – 10:50 a.m. Jury Selection, The Petit Jury & Verdicts Zach Wallace, Hinds County CHAPTERS 11 & 13</p>
<p>10:50 – 11:00 a.m. BREAK</p>	<p>10:50 – 11:00 a.m. BREAK</p>
<p>11:00 – 11:50 a.m. County Governments, Structure, Personnel, Etc. Bubba Pounds, Prentiss County Steve Montgomery, Choctaw County CHAPTERS 25 – 31</p>	<p>11:00 – 11:50 a.m. Elections Mississippi Attorney General's Office Phil Carter Beebe Garrard Reese Partridge</p>



<p>11:50 a.m. – 1:00 p.m. LUNCH</p>	<p>11:50 a.m. – 1:00 p.m. LUNCH</p>
<p>1:00 – 1:50 p.m. Probate of Testate Estate Barry K. Jones Pettis, Barfield & Hester PA Jackson, MS CHAPTER 11</p> <p>1:50 – 2:00 p.m. BREAK</p> <p>2:00 – 2:50 p.m. Administration of Intestate Estate Barry K. Jones Pettis, Barfield & Hester PA Jackson, MS CHAPTER 12</p>	<p>1:00 – 1:50 p.m. Marriage License Procedures Donna Jill Johnson, Lauderdale County Carol Robinson, Bureau of Vital Statistics Edna E. Stevens, Copiah County CHAPTER 8</p> <p>1:50 – 2:00 p.m. BREAK</p> <p>2:00 – 2:50 p.m. Election Preparation Madalan Lennep, SEMS Consultant</p>
<p>2:50 – 3:00 p.m. BREAK</p>	<p>2:50 – 3:00 p.m. BREAK</p>
<p>3:00 – 3:50 p.m. Adoption Cammie Brannan Byrd, George County Shelley Eubanks, Greene County CHAPTER 13</p> <p>3:50 – 4:00 p.m. BREAK</p> <p>4:00 – 4:50 p.m. Guardianships & Conservatorships Shelley Eubanks and Cammie Byrd CHAPTERS 14 & 18</p>	<p>3:00 – 3:50 p.m. The Grand Jury & Indictments & Bail Bonds Cecelia Bounds, Greene County Chad Welford, George County CHAPTERS 12 & 22</p> <p>3:50 – 4:00 p.m. BREAK</p> <p>4:00 – 4:50 p.m. Judgments Enrolled in Circuit Court & Executions on Judgments & Garnishments Carolyn Hamilton, Sunflower County CHAPTERS 17, 18 & 19</p>



4:50 p.m. ADJOURN FOR THE DAY	4:50 p.m. ADJOURN FOR THE DAY
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5:30 – 7:30 p.m.

**PLEASE JOIN THE *MISSISSIPPI CHANCERY COURT CLERKS ASSOCIATION*
& *MISSISSIPPI CIRCUIT COURT CLERKS ASSOCIATION* FOR A RECEPTION**

THURSDAY, DECEMBER 12, 2019

7:00 – 8:00 a.m. BREAKFAST

8:00 a.m. – 5:00 p.m. CONCURRENT SESSIONS

<u>CHANCERY</u>	<u>CIRCUIT</u>
<p>8:00 – 8:50 a.m. Commitments Cyndi Eubank, Senior Attorney Mississippi Department of Mental Health CHAPTER 17</p>	<p>8:00 – 8:50 a.m. Round Table Discussion – Fees & Assessments Collection of Court Costs Sandy Brister, Lawrence County Eddie Hadskey, Tate County Mike Kelley, Prentiss County Durward Stanton, Carroll County Edna Stevens, Copiah County Chad Welford, George County</p>
<p>8:50 – 9:00 a.m. BREAK</p>	<p>8:50 – 9:00 a.m. BREAK</p>



<p>9:00 – 9:50 a.m. Divorce, Alimony & Annulment Judge Haydn Roberts 20th Court District, Place 3 Brandon, Mississippi CHAPTER 10</p>	<p>9:00 – 9:50 a.m. Round Table Discussion Other Topics</p>
<p>9:50 – 10:00 a.m. BREAK</p>	<p>9:50 – 10:00 a.m. BREAK</p>
<p>JOINT SESSION 10:00 – 10:50 a.m. Office of the State Auditor Tom Chain, CPA, Director, Technical Assistance Pat Dendy, CPA, Deputy Director Emily McNeil, CPA, Manager Technical Assistance Division Jon McCormick, CPA, Technical Assistance Division</p>	<p>JOINT SESSION 10:00 – 10:50 a.m. Office of the State Auditor Tom Chain, CPA, Director, Technical Assistance Pat Dendy, CPA, Deputy Director Emily McNeil, CPA, Manager Technical Assistance Division Jon McCormick, CPA, Technical Assistance Division</p>
<p>10:50 – 11:00 a.m. BREAK</p>	<p>10:50 – 11:00 a.m. BREAK</p>
<p>JOINT SESSION 11:00 – 11:50 a.m. Office of the State Auditor <i>Continued</i></p>	<p>JOINT SESSION 11:00 – 11:50 a.m. Office of the State Auditor <i>Continued</i></p>
<p>JOINT SESSION – WORKING LUNCH 11:50 a.m. – 1:00 p.m. Legal Research Carole Murphey, Research Counsel II Mississippi Judicial College CHAPTER 9</p>	<p>JOINT SESSION - WORKING LUNCH 11:50 a.m. – 1:00 p.m. Legal Research Carole Murphey, Research Counsel II Mississippi Judicial College CHAPTER 10</p>



<p>1:00 – 1:50 p.m. Rules of Court Judge Troy F. Odom 20th Court District CHAPTER 7</p> <p>1:50 – 2:00 p.m. BREAK</p> <p>2:00 – 2:50 p.m. Civil Trial Procedures Judge Troy F. Odom 20th Court District CHAPTER 7</p> <p>2:50 – 3:00 p.m. BREAK</p>	<p>1:00 – 1:50 p.m. Rules of Court & Civil Trial Procedures Jeff Rimes, Attorney Taggart, Rimes & Graham, PLLC CHAPTER 14</p> <p>1:50 – 2:00 p.m. BREAK</p> <p>2:00 – 2:50 p.m. Appeals to the Circuit Court Jeff Rimes, Attorney Taggart, Rimes & Graham, PLLC CHAPTER 30</p> <p>2:50 – 3:00 p.m. BREAK</p> <p>3:00 – 3:50 p.m. Rules of Court & Criminal Trial Procedures Judge David McCarty, Court of Appeals of the State of Mississippi CHAPTER 20</p>
<p>3:00 – 3:50 p.m. Tax Sales Bill Benson, Lee County CHAPTER 19</p>	
<p>3:50 – 4:00 BREAK</p>	<p>3:50 – 4:00 p.m. BREAK</p>
<p>4:00 – 4:50 p.m. Clerk Roundtable Bubba Pounds, Prentiss County Bill Benson, Lee County Steve Amos, Copiah County</p>	<p>4:00 – 4:50 p.m. Commitments to MDOC Eddie Hadskey, Tate County Janette Nolan, Marion County CHAPTER 25</p>



ADJOURN FOR THE DAY	ADJOURN FOR THE DAY
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FRIDAY, DECEMBER 13, 2019 – GENERAL SESSION

7:00 – 8:00 a.m. BREAKFAST

8:00 – 8:50 a.m. Retirement & Deferred Compensation
 Centron Lenoir, Field Representative, PERS of Mississippi
 Shannon Dyse, State Director, Mississippi Deferred Compensation Plan

8:50 – 9:00 a.m. BREAK

9:00 – 10:15 a.m. Appeals to The Mississippi Supreme Court
 D. Jeremy Whitmire, Clerk of Appellate Courts
CHAPTER 24 – Chancery Clerk Handbook
CHAPTER 31 – Circuitry Clerk Handbook

10:15 – 10:25 a.m. BREAK

10:25 – 11:15 a.m. Things I Wish I Would Had Known As A New Clerk

Chancery	Circuit
Melinda Smith Bowman, Pearl River Chancery Clerk	Durward Stanton, Carroll County Circuit Clerk Mike Kelley, Prentiss County Circuit Clerk

11:15 a.m. Presentation of Certificates