

Vendor# _____

GL# 01101420-550300

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST**

THE DEPARTMENT DIRECTOR IS RESPONSIBLE FOR SECURING ALL SIGNATURES PRIOR TO TRAVEL. AN APPROVED TRAVEL AUTHORIZATION MUST BE SUBMITTED TO THE AUDITOR'S OFFICE ACCORDING TO THE ACCOUNTS PAYABLE PAYMENT SCHEDULE TO RECEIVE A TRAVEL ADVANCE. RELATED BROCHURES OR OTHER SUPPORTING DATA MUST BE ATTACHED.

NAME: McNamara Melissa DATE: 9/1/2023
Last First

DESTINATION: Embassy Suites By Hilton Albuquerque, New Mexico

PURPOSE: Courting Judicial Excellence-A Juvenile Justice Judicial Training Institute

DATE(S): September 24th through September 28th

Travel advance requested and required by the _____ day of _____, _____.

_____	Registration Fee	=	\$	_____	0.00
_____	# of Breakfasts @ \$10.00	per meal	=	\$	_____
_____	# of Lunches @ \$15.00	per meal	=	\$	_____
_____	# of Dinners @ \$21.00	per meal	=	\$	_____
_____	# of Days lodging @ \$_____	per night	=	\$	_____
	Total Advance	=	\$	_____	0.00

Fund #: _____ Line Item: _____

I hereby request authorization to travel outside Lubbock County on official business as detailed above. I have read the Lubbock County Travel Policy and will follow that policy for travel and in making requests for advancement and reimbursement of expenses. I understand that I must submit a travel report within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

/s/Melissa McNamara
EMPLOYEE SIGNATURE

9/1/2023
DATE

I hereby certify the above requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient unexpended funds in the current budget line item to cover all reimbursable expenses incurred. Related brochures or other supporting data are attached and 0 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

/s/ Amy Collier for Dean Stanzione
DEPARTMENT DIRECTOR

9/1/2023
DATE

APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:

SIGNATURE

DATE

SIGNATURE

DATE

NOTE: TRAVEL IS NOT APPROVED WITHOUT ALL SIGNATURES. TRAVEL MAY NOT BE REIMBURSED WITHOUT PROPER AUTHORIZATION AND SUPPORTING DOCUMENTATION.

Courting Judicial Excellence

Courting Judicial Excellence in
Juvenile Justice: A 50-State Study

Courting Judicial Excellence: A
Juvenile Justice Judicial Training
Institute

Join Us for a First-of-Its-Kind Judicial Training Institute!

Courting Judicial Excellence: A Juvenile Justice Judicial Training Institute

- Dates: September 24–28, 2023
- Location: Embassy Suites by Hilton Albuquerque, New Mexico

REGISTER NOW

WHY IS TRAINING NECESSARY? 

WHO SHOULD ATTEND? 

WHAT WILL THE INSTITUTE COVER? 

Courting Judicial Excellence

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Juvenile Justice: A 50-State Study

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WHY IS TRAINING NECESSARY?

Juvenile court judges are the most important public figures in the juvenile justice system—their decisions impact whether hundreds of thousands of youth become court involved each year, for how long, whether they are involuntarily removed from their homes and communities, and the services they receive. Because of this important role that judges play in their community, it is vital that they receive comprehensive training on juvenile justice issues.

However, based on a [national study](#) conducted by The Council of State Governments Justice Center and the National Council of Juvenile and Family Court Judges (NCJFCJ), many states lack specialized training, and many judges don't consistently receive the information and tools they need to make these critical decisions. To begin to address this gap, we are pleased to announce **Courting Judicial Excellence: A Juvenile Justice Judicial Training Institute**, the first judicial training institute of its kind.

Courting Judicial Excellence

Courting Judicial Excellence in Juvenile Justice: A 50-State Study

Courting Judicial Excellence in Juvenile Justice: A 50-State Study

WHY IS TRAINING NECESSARY?

WHO SHOULD ATTEND?

WHAT WILL THE INSTITUTE COVER?

This intensive and interactive in-person 4.5-day program is designed to give participants increased knowledge, practical tools, and an essential foundation of best practices to use in delinquency cases. A strong faculty of current and former judicial officers, as well as content area experts from academic and applied settings, will share their insights about a wide variety of topics, including the following:

- Adolescent Development
- Screening and Assessment
- Youth and Family Engagement
- Judicial Ethics and Decision-Making
- Best Practices in Juvenile Justice
- Juvenile Justice and Trauma-Informed Decision-Making
- Mental Illnesses and Substance Use Disorders
- Judicial Leadership and Role of Judiciary in Systems Reform

Judicial officers will have a unique opportunity to meet and share with other bench officers around the country and create professional connections and networks for continual learning.

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Courting Judicial Excellence in Juvenile Justice: A 50-State Study

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WHO SHOULD ATTEND?

WHAT WILL THE INSTITUTE COVER?

HOW MUCH DOES IT COST?

The Courting Judicial Excellence Institute is free to attend. However, participants will be responsible for their own travel, lodging, and meals while attending.

WHEN AND WHERE IS IT LOCATED?

HOW DO I REGISTER?

HOW MUCH DOES IT COST?

The Courting Judicial Excellence Institute is free to attend. However, participants will be responsible for costs related to their travel, lodging, and meals while attending.

WHEN AND WHERE IS IT LOCATED?

September 24–28, 2023

Embassy Suites by Hilton Albuquerque, NM

Rate: \$128/night

Information regarding the hotel room block will be provided once your registration is confirmed.

HOW DO I REGISTER?

Space is limited to 50 judicial officers. Registration is on a first-come, first-served basis. However, to ensure diverse geographic representation, registration may be capped at a maximum of 5 participants from any state. Should your state wish to send more than 5 participants, please contact **Jessica Pearce**, senior site manager, at jpearce@ncjfcj.org to discuss ways to bring the training institute to your state.

All registrations are subject to approval by NCJFCJ. Completing a registration form does not mean you are registered for the conference. Should you meet the registration requirements and space is available, you will receive a registration approval email around June 1, 2023. Please do not make any travel arrangements without confirmation of registration approval!

Space is limited to 50 Judicial Officers. Registration is on a first-come, first-served basis.

From: NCJFCJ <info@ncjfcj.org>
Date: September 1, 2023 at 2:29:55 PM CDT
To: "McNamara, Melissa" <MMcNamara@lubbockcounty.gov>
Cc: membership@ncjfcj.org
Subject: Order 29179 was processed successfully.
Reply-To: membership@ncjfcj.org

Thank you for your order, Melissa McNamara!

Want to view manage your order online?

If you need to check the status of your order, please visit our home page and login to your account:

<https://ncjfcj.users.membersuite.com/home>

[Print Receipt here](#)

Billing Information

Email Address: mmcnamara@lubbockcounty.gov

Billing Address:

904 Broadway Street

Lubbock, TX 79410 US

Shipping Address:

904 Broadway Street

Lubbock, TX 79410 US

Order Summary

Order #: 29179

Shipping Method:

Grand Total: \$0.00

Amount Paid: \$0.00

Balance Due: \$0.00

Qty	Product	Unit Price	Total
1	Participant No Cost Reg Fee	\$0.00	\$0.00
		Subtotal:	\$0.00
		Shipping:	\$0.00
		Taxes:	\$0.00

Discounts: \$0.00

Grand Total: **\$0.00**