

Municipal Court Administration Association

Annual Meeting August 14 – 16, 2024

Embassy Suites, Kingston Plantation
Myrtle Beach, SC

Wednesday, August 14

Note: Those attending "MCAA 2.0" can pick up their nametags and packets from 8:30 – 9:00 a.m. outside the session room.

9:00 a.m. – noon **MCAA 2.0**
COST: \$45

Pam Larson, Director of Operations, City of Greenville Municipal Court

This class will be taking a deeper dive into the high-risk liability area of records from records information management itself, setting up a records cooperative, creating ways to retrieve records on demand and archiving. The information provided will assist in avoiding the pitfalls of not knowing what you do not know as the records custodian of the court.

Noon – 5:00 p.m. **General Registration**

1:00 – 3:00 p.m. **Optional Sessions**
Optional Session I:
Victims First: SC Victims' Rights and Statutes
COST: FREE

Sarah Ford, Legal Director, SC Victim Assistance Network

Meghan Gilmer, Senior Staff Attorney, SC Victim Assistance Network

An interactive workshop detailing the Crime Victims' Bill of Rights and highlighting strategies for victims in navigating the system. Through case studies, attendees will learn about the commonly encountered issues in the enforcement of victims' rights.

Optional Session II:

Court Financials
COST: \$45

Steve Blake, CPA, Certified Fraud Examiner, Certified Internal Control Auditor and Certified Global Management Accountant

The financial and compliance aspects of operating a municipal court in South Carolina can be complex. This session will help attendees identify resources to remain current with compliance issues. Attendees will discover the mechanics of fines, assessments, surcharges and fees. They will also discuss specific requirements in the law regarding audited financials and the Uniform Department of Crime Victim Compensation schedule, bonds pending, court deposits and victims fund segregation.

3:30 – 3:45 p.m. **Welcome and Announcements**

President Brittany Burns, Clerk of Court, Town of Pine Ridge

3:45 – 4:45 p.m. **Bench Warrant/Procedures**

Renee Lipson, Judge, City of Columbia

Learn about bench warrant procedures, failure to appear and sealed sentence.

Thursday, August 15

8:00 a.m. – noon **Registration**

8:00 – 11:00 a.m. **Exhibitor Showcase Open**

9:00 – 9:15 a.m. **Exhibitor Introductions**

9:15 – 9:45 a.m. **Roundtable Discussion**

9:45 – 10:00 a.m. **Break**

10:00 – 10:45 a.m. **Jury Trials**

Brenda Armstrong, Docket Clerk, City of Charleston

Courtney Boughton, Clerk of Court, Town of Moncks Corner

Patricia McTeer, Clerk of Court, Town of Hampton

Armstrong, Boughton and McTeer will give three different perspectives for jury trials, since they work for three differently sized courthouses. Please submit any specific jury trial questions you want addressed to Lea Ann Mitchell at lmitchell@masc.sc.

10:45 – 11:00 a.m. Break

11:00 a.m. – noon SC Court Administration Session

Daniel Jones, Deputy Director, SC Court Administration

Hear general and legislative updates from SC Court Administration. Jones will also discuss court appointed attorney's during this session.

Noon – 1:00 p.m. Networking Luncheon

1:00 – 2:00 p.m. Case Management System

Lynitta Key, Call Center Supervisor, Office of Information Technology, South Carolina Judicial Branch

This session will be an overview of the jury management component within the Case Management System. Come prepared with any questions you may have about CMS or the jury management component within CMS.

2:00 – 2:15 p.m. Break

2:15 – 3:15 p.m. Homeless Court

Lindsey Byrd, Judge, City of Charleston

James Moody Jr., Court Operations Manager, City of Charleston

Hear from the City of Charleston about the recent growth they have experienced with their homeless court. Also hear a brief update on how things are going with the pop-up court they hosted and where the event is headed in the future.

3:15 – 4:00 p.m. SC Department of Motor Vehicles Update

Gain a better understanding of the proper procedures and documents required by the SC DMV.

Friday, August 16

9:00 – 10:30 a.m. Life Cycle of a Criminal History

Jacob Brandt, CCH & Expungement Coordinator, South Carolina Law Enforcement Division

This session includes an explanation of fingerprinting, criminal histories and how they are made, as well as expungements and pardons. It will also address the reading of rap sheets, going over the new Criminal History Information Exchange Format. Brandt will also touch on the National Crime Information Center briefly as a reminder for security and awareness.

10:30 – 11:00 a.m. Annual Business Meeting and Door Prizes

11:00 a.m. Adjourn

Who We Are

The Municipal Court Administration Association of SC offers training to court administrators, clerks of court, municipal judges and other city or town employees involved in court administration. MCAA focuses on fostering and developing interest in sound court administration, encouraging the most advanced technologies in the field of court administration, and disseminating information to and exchanging ideas among its members. For more information, visit www.masc.sc (keyword: MCAA).

Continuing Education Credit

SC Commission on CLE and Specialization

Course Number: Applied for

SC Court Administration Magistrates Credits

Course Number: Applied for

Office of Victims Services Education and Certification For Notifiers and Support Staff

Course Number: Applied for



**Municipal Association
of South Carolina**

1411 Gervais Street
PO Box 12109
Columbia, SC 29211
www.masc.sc

The Municipal Court Administration Association of SC is an affiliate of the Municipal Association of South Carolina.

Registration Information

The registration deadline is **Wednesday, August 7**. Registration fees of \$235 for members and \$250 for nonmembers include meeting registration, educational materials and lunch on August 15.

Online registration is available for the Annual Meeting. Save time and postage by logging on to www.masc.sc (keyword: MCAA) to register. Online registrations must be paid by Visa or MasterCard. If paying by check, mail completed registration form and check made payable to the Municipal Association of South Carolina to:

MASC
PO Box 12220
Columbia, SC 29211
ATTN: MCAA

Cancellations must be received by 5 p.m. on August 7. Refunds will not be given after this date.

Conference attire is business casual. The session rooms may be cool, so you may want to bring a sweater or jacket.

For special needs requests, contact Lea Ann Mitchell at 803.933.1254 or lmitchell@masc.sc by August 7, and we will accommodate if possible.

Accommodations

MCAA attendees will receive a special room rate of \$229 per night plus taxes and fees. This rate includes free parking, daily breakfast buffet and the nightly complimentary evening reception. Rooms must be booked by July 19, 2024, to receive the group rate. Visit <https://book.passkey.com/go/MCAA2024AnnualMeeting> to reserve your room today.

Embassy Suites at Kingston Plantation
9800 Queensway Boulevard
Myrtle Beach, SC 29572
843.449.0006

Room rate: \$229/night plus taxes and fees

Check in: 4 p.m.

Check out: 11 a.m.

Hotel reservation deadline: July 19

Upcoming Meeting

Spring Meeting

April 11, 2025

Cooperative Conference Center

MCAA Registration Form

Annual Meeting ♦ August 14 – 16, 2024

Name Badge Information

The following information will appear on your name badge for this meeting.

First name (example: Bill)

Full name (example: William J. Smith, Jr.) Mr. Ms. Dr.

Title New

Local government/business name

Contact Information

Birth month/day

Last four digits of SSN

This combination of numbers is used as the official's personal identification number to access online services, simplify event registration and ensure proper recording of participation in Association training programs.

Local government/business name

Preferred mailing address New Type: Municipal Business

City/State

Zip

Preferred phone New Type: Municipal Business Mobile

Email address New

For additional attendees, make a copy of this form.

Registration Fees

Check one:

Member \$235

Includes meeting registration, educational materials and lunch on August 16.

Nonmember \$250

Includes meeting registration, educational materials and lunch on August 16.

Morning Preconference

Session MCAA 2.0: \$45

Includes registration for the preconference workshop and educational materials. You do not have to register for the entire meeting to attend. This session is on August 14.

Afternoon Sessions (Choose one)

Court Financials \$45

Victims First: SC Victim's Rights and Statutes \$0

Notifiers need this two-hour training every other year. This required training is free to registered attendees.