



# MISSISSIPPI JUDICIAL COLLEGE

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## ***ATTENTION JUSTICE COURT JUDGES***

The Mississippi Judicial College is pleased to send you the registration information for the upcoming optional Fall Professional Judicial Development and mandatory Fall Conference for Mississippi Justice Court Judges. Please take the time to read each brochure, and familiarize yourself with the registration process for the fall. The following steps are being taken with the approval of the Mississippi Justice Court Judges Association Board and the Mississippi Judicial College Board of Governors to reduce mailing and overnight expenses.

### **Pre-Registration**

For those judges who have an e-mail address listed with MJC, your brochure, and all future notices, will be sent to you electronically. You can respond electronically with your registration form, or you can print it and fax or mail to our attention. For those judges who do not have a personal e-mail address, this will be the last conference where a brochure is mailed to you. If you do not yet have access to a computer, please ask the court clerk, another person in the courthouse, or even a family member to be our e-mail contact for you. ONLY registration and important announcements will be the sent, and no other agency will have access to this e-mail address.

### **Overnight Reservations**

MJC will again this fall ask you to make your own overnight reservation. It will be up to you to contact the hotel and make and guarantee your reservations by following the instructions in the brochure. MJC can no longer incur the cost of room rates of judges who request reservations and then not cancel the guaranteed reservation with MJC or the hotel.

### **Reimbursement of Expenses**

To receive reimbursement of travel and meal expenses from MJC, all MJC constituent groups are now required to attend 100% of the program. This also applies to overnight room rates.