Conference Information Sheet

The Fourth Amendment for Appellate Judges: Foundational Principles and Selected Current Issues

What’s Covered?

This is a grant-funded conference and the following is covered under the grant:

- Tuition
- Materials
- Meals as part of the conference: Breakfasts, refreshment breaks, and lunches on each day of the program. All other meals are the judge’s responsibility.
- Up to $1,000.00 for transportation and lodging costs at the Inn at Ole Miss.

What’s Not Covered?

The following are NOT reimbursable

- Travel insurance
- Transportation to and from your home airport (original departure airport) and expenses such as airport parking, mileage, and tolls.
- Non-airport parking
- Meeting materials
- Computer hook-ups
- Phone charges
- Laundry service
- Spouse hotel accommodations or meals
- Meals outside the program (Breakfast and lunch is provided)
- Rental cars

How to Register

- You can register by going to http://register.judges.org/. Under payment information, simply type: U.S. Department of Justice. Don’t worry that it defaults to “invoice your court.” Your court won’t be charged. Also, please type NA into all yellow boxes (within the payment information section).
- Alternatively, you can complete and fax the print version of the application.
- You can either register on-line or print a registration form and fax it to 775-784-1269.

Do not make any travel and lodging reservations until you have received confirmation from the National Judicial College that you are registered.
for your requested course. Reimbursements will be made only to those who attend the conference.

Travel and Lodging

❖ Judges should make their own travel arrangements including hotel reservations. The Inn at Ole Miss is the conference lodging facility. Phone number for the Inn at Ole Miss is (662)-234-2331 or (888)-486-7666. Room rates are $96.00. There is a block of rooms reserved for this conference.

❖ The University of Mississippi will coordinate shuttle service from the airport to The Inn at Ole Miss. After you have made your flight arrangements, please send your itinerary to Robert Fox, via email to rfox@olemiss.edu or via fax to (662) 915-5138. You may plan your departure after the class end time (ensuring that you allow enough time for shuttle service back to the airport). It is recommended that you allow at least 2.5 hours after the program ends for your airline departure time.

❖ To travel by automobile, please seek the prior written approval of Director of Special Projects William Brunson at brunson@judges.org or via fax at (775) 784-4234.

Reimbursement Information

❖ NJC and NCJRL will reimburse your travel to and from the conference according to the federal grant guidelines. The completed Reimbursement Form must be turned in within 15 days of the last day of class. If we do not receive your expense reimbursement form with 15 days from the last day of the class, your reimbursement will not be issued. If you have any questions regarding your reimbursement, please check with Kelly Zahara at (775) 327-8209 or zahara@judges.org

❖ Receipts are required for lodging, transportation, and any other item(s) totaling $25.00 or more. Passenger coupons will suffice for transportation by air. You will need evidence of the cost of your ticket in addition to the itinerary within the same document.

Questions

❖ If you have any questions about registration, please contact the NJC registrar at (800) 25-JUDGE (800-255-8343) or send an e-mail to the Registrar at registrar@judges.org.
If you have any questions about other aspects of the program, please contact the NJC Course Administrator, Kelly Zahara at zahara@judges.org or call 800-255-8343.