

Memo

To: MAYOR AND BOARD OF ALDERMEN
From: DONNA W. FISHER, COURT CLERK
CC: ASHLEY ATKINSON, CITY CLERK
Date: June 14, 2017
RE: Travel Request: Municipal Court Clerk Summer Program, Biloxi, MS

Mayor and Board of Alderman,

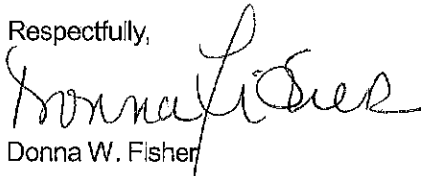
At this time, I would like to request permission for one Court Department employee to attend the Mississippi Municipal Court Clerk Summer Program, in Biloxi, MS July 23-25, 2017(see attachment)

The costs will be as follows:	Lodging for 3 nights July 23-25	\$351.00
	Mileage to and from Jackson, MS	\$374.50
	Meals	\$150.00
	Registration Fee	50.00
	Total Amount	\$925.50

This amount should be covered by our budget.

Your consideration of this request will be greatly appreciated.

Respectfully,



Donna W. Fisher

Court Clerk

FAX

For - Clerks, Administrator, & Deputy Clerks

From - Joycette J, Nichols

Fax number - 601-859-9034

Date - May 08, 2017

Regarding - The Mississippi Municipal Court Clerk's Summer Conference

Number of pages - 2

Municipalities- NEW ALBANY, NEW AUGUSTA, NEW HOULKA, NEWTON, N CARROLLTON, NOXAPATER, OAKLAND, OCEAN SPRINGS, OKOLONA, OLIVE BRANCH, OSYKA, OVETT, OXFORD



Municipal Court Clerk Summer Program



The Municipal Court Clerks Association will conduct the Annual Summer Seminar at the Imperial Palace Casino Resort, 850 Bayview Avenue, Biloxi, Mississippi, July 24- 25, 2017. The Mississippi Judicial College has approved this program for 6 hours credit.

A block of rooms has been reserved at the Imperial Palace Resort for the special rate of \$94.99 plus a \$9.00 resort fee plus tax for the nights of July 23rd, July 24th, July 25th. You may make your reservations by calling 1-888-946-2847 pressing #1 and asking for the Municipal Court Clerk room block (Code S170423). Please be sure to mention this code to receive the conference rate. **You must pay for your own room. Please make your reservation before**

July 1, 2017 (the room block drops at this time).

Each clerk is responsible for his or her own expenses including room, mileage and food.

If you have any questions regarding the seminar you may contact Shirley Blakley 662-793-4521 or 662-251-1234, President, Municipal Court Clerks Association.

Classes will be held on the 3rd Floor in Ballroom A of the Imperial Palace Resort.

Monday, July 24, 1:00 p.m. - 5:00 p.m.

Tuesday, July 25, 11:00 a.m. - 2:00 p.m.

Registration will begin at 11:00 a.m. on Monday, July 24, 2017 and will be held in the pre-function area of the 3rd Floor Ballrooms .