

Salazar, Jenica

From: Wallace, Toni
Sent: Tuesday, August 12, 2025 3:47 PM
To: Salazar, Jenica
Subject: FW: NJC Scholarship Award: Evidence in a Courtroom Setting - Response Required - Third Request

Toni M. Wallace

Presiding Judge, County Court at Law Number 4
Chair, Fort Bend County Juvenile Board
Fort Bend County, TX

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From: The National Judicial College <registrar@judges.org>
Sent: Monday, July 28, 2025 9:16 AM
To: Wallace, Toni <Toni.Wallace@fortbendcountytexas.gov>
Subject: NJC Scholarship Award: Evidence in a Courtroom Setting - Response Required - Third Request



Dear Hon. Toni Wallace:

Congratulations! You are the recipient of a \$1000 scholarship from the College to attend *Evidence in a Courtroom Setting*. A stipulation of your scholarship is lodging at the course hotel, which is specified in the enrollment email. The scholarship covers partial fees for your selected course; you are responsible for the balance of tuition (if any), the conference fee, and all travel/lodging expenses.

Cost breakdown and scholarship amounts are below.

Cost:

Tuition: \$1,979.00

Conference Fee: \$549.00

Scholarships:

Tuition: (\$1,000.00)

Total: \$1,528.00

By accepting this scholarship, you agree to the following:

- 1) You certify that the amount awarded has not been paid by or reimbursed from any other source;
- 2) You will complete the entire course; and
- 3) You will submit an evaluation of the course (which will be provided to you with the course material).

Your response options are:

- Yes, I accept the offer
- No, I withdraw from the class
- Please reconsider my award due to special circumstances
- No, but please enroll me in class

Please click button below to respond to this scholarship offer by the end of the week.

Click Here To Respond

Depending on the source of funding for this scholarship, you may be asked to submit a thank-you letter to funder. Our scholarship coordinator will reach out to you by email should one be needed.

Confirmation of your enrollment in the course will be sent via a separate email from the registrar's office. That email will have additional logistics for the course including, where applicable, lodging and travel information.

We look forward to your participation in the course.

Very truly yours,



Susan Robinson

Director of Advancement

susanrobinson@judges.org

800.25.JUDGE main | 775.327.8252 direct

Judicial College Building/MS 358 | Reno, NV 89557



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Salazar, Jenica

From: Wallace, Toni
Sent: Tuesday, August 12, 2025 3:46 PM
To: Salazar, Jenica
Subject: FW: IMPORTANT NJC COURSE ENROLLMENT INFORMATION

Toni M. Wallace

Presiding Judge, County Court at Law Number 4
Chair, Fort Bend County Juvenile Board
Fort Bend County, TX

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From: Beth Loureiro <eloureiro@judges.org>
Sent: Monday, August 4, 2025 1:20 PM
To: Wallace, Toni <Toni.Wallace@fortbendcountytexas.gov>
Subject: IMPORTANT NJC COURSE ENROLLMENT INFORMATION

Dear Hon. Toni Wallace,

This email confirms your enrollment in Evidence in a Courtroom Setting, 10/6/2025 - 10/9/2025 in Washington, DC. We look forward to having you in the course. Please read on for additional information:

Agenda

This course starts on 10/6/2025 and concludes with graduation on 10/9/2025. The course agenda will be sent out to participants a week prior to the start date. In the meantime, please contact the Registrar's office if you need any additional information.

CERTIFICATE OF COMPLETION

To receive your Certificate of Completion you must attend all sessions and be present through graduation on the final day of the program. Please see attendance policy below.

Invoicing and Payment

Both full payment of tuition and fees and a completed registration process are required to enroll in NJC courses and programming. Participants who are unable to pay in full at the time of registration, must have a certified payment plan or an approved payment deferral plan and pay in full at least 30 days before the start of the course. Participants who register within 30 days of the start of a course or program must pay upon receipt of the invoice. For questions about your invoice, deferred agency payments, or a payment plan, please contact Caryn O'Neill at oneillc@judges.org or 775-327-8286.

Vaccination

The Nevada System of Higher Education repealed the COVID-19 vaccination requirements for students, faculty and staff. The NJC has adopted this policy and proof of vaccination is no longer mandatory for our course participants. However, we encourage all participants, faculty and staff to stay up to date with their COVID-19 vaccinations. Vaccinations lower the risk of severe illness and boosters provide added protection against new subvariants.

Attendance Policy

The National Judicial College (NJC) has a responsibility to the funding agencies that sponsor your attendance. The NJC must ensure that the tax dollars spent on continuing education are utilized for maximum benefit. It is, therefore, the policy and practice of The NJC not to award a Certificate of Completion to any participant who is consistently tardy or fails to attend all educational sessions.

If You Need to Cancel Your Enrollment – NEW POLICY AS OF JANUARY 2023

Enrolled participants who wish to withdraw from a course or program must submit a withdrawal request to the registrar in writing. If a withdrawal notification is received more than 30 days prior to the start of the course, tuition and fees will be refunded, minus 3 % of the total cost to cover the processing expense; if a withdrawal notification is received between 29 days and 1 day prior to the start of the course, 50% of tuition and fees will be refunded; and if a participant fails to attend a course or fails to send notification of withdrawal before the first day of the course, there will be no refund. For detailed information on the NJC's new billing policy, please visit our website or click [here](#). As a reminder, you need to provide cancellation notices to both NJC and the location with which you made hotel arrangements. You are financially responsible for any fees charged should you fail to cancel your travel/hotel reservations.

If NJC Needs to Cancel the Course

The National Judicial College (NJC) reserves the right to cancel or reschedule any listed course. In the event that a course must be cancelled, NJC will provide at least 60 days' notice. If a course is cancelled, when applicable a refund of fees paid for the course may be requested. NJC is not responsible for any travel/lodging costs incurred in the event of a course cancellation. NJC reserves the right to limit the enrollment in any scheduled class.

Continuing Judicial or Legal Education Credits (CJE/CLE)

While NJC courses are nationally recognized by CLE Commissions or Boards, participants are asked to please follow their state's specific filing rules to have their CLE/CJE credits approved. The NJC provides each participant a uniform certificate of attendance form upon completion of applicable NJC courses detailing how many CLE/CJE hours may be possible. Participants are responsible for filing this form with their state's Continuing Legal Education Commissions or Boards where required. Your state may require you to pay a filing fee for CLE approval.

The amount of CJE/CLE credit you are eligible to receive may be reduced if you are absent during any class sessions. If you need to leave during the class, please make the appropriate deduction from your CJE/CLE request.

"Green" Classroom

We have created a file repository for this course where you can view and download your course materials prior to traveling to the course location. Within this green classroom, you may complete your course evaluation, download your CLE/CJE certificate, find the faculty and participant roster, and more. Staff will be reaching out to you shortly via email with additional information about how to access the virtual classroom from your computer, tablet, or phone.

Travel & Lodging

You are responsible for arranging both your air and ground transportation directly. Room blocks are limited. Reservations are based upon first come, first served until room block filled. Please see note below:

Army-Navy Club

901 Seventeenth Street, NW in Washington, D.C. (located on Farragut Square). A limited number of hotel rooms are available at this location.

Monday-Sunday: Reciprocal /Guests of members

\$328.00+ tax/night: standard 1 or 2 queen beds

\$349.00+ tax/night: standard 1 king

\$382.00+ tax/night: deluxe 1 king bed (Jefferson room) or 2 queen beds (Adams room)

\$424.00+ tax/night: premium 1 king bed (Washington room)

Parking is \$34.00 per night; \$15+tax charge per person/night should be assessed if there are more than two occupants in the room (above 5 years old). Cancellation Policy: 24 hours prior to arrival. Late Cancellation Fee: One-night room and tax charge.

To book a room contact Joy Corbett at jcorbett@armynavyclub.org or 202-534-3192. Please indicate you are attending the NJC Educational Program (NJCEP). Should the room block fill at this location, we recommend reaching out to their sister location - Club Quarters - located within walking distance at 839 17th Street. Please call (202) 463 6400 to make a reservation. The cut-off for reserving rooms is September 5.

Meals

The conference fee that you pay covers a continental breakfast and lunch each day of the course. You are on your own for all other meals, beverages, and snacks.

Attire

Casual attire is appropriate during class sessions. Recommend bring a light jacket or sweater, as classrooms can get chilly. Please check www.weather.com for current information.

Courtesy to Faculty and Fellow Participants

Scheduled breaks will be offered during the class. Therefore, out of respect for your colleagues and speakers, we ask that you not read the paper, send or receive text messages, or engage in activities that may be distracting during class. Before class starts, we ask that you mute or turn off all electronic devices. If you must take a call during a presentation, please take the call outside the room. The amount of CJE/CLE credit you are eligible to receive may be reduced if you are absent during any class sessions. If you need to leave during class, please make the appropriate deduction from your CJE/CLE request.

Additional Information

- Additional information about your class can be viewed on the NJC website at www.judges.org/courses.
- If you would like information about NJC's Certificate in Judicial Development program, the Master of Judicial Studies program, or the Ph.D. in Judicial Studies program, please visit the "courses & degrees" section of our website.

NJC is On Call for You

Someone is available to answer your call. If you experience challenges while travelling to or from this program, and our office is closed, please contact us at 775-813-1891.

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