

# Municipal Court Administration Association

## Annual Meeting

### August 20 – 22, 2025

SpringHill Suites Downtown Greenville  
200 E. Washington St.  
Greenville, SC 29601

### Wednesday, August 20

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

**2:00 – 3:00 p.m.**      **Exhibitor Setup**

**1:00 – 3:00 p.m.**      **Concurrent Sessions**

**Concurrent Session I:**  
                                 **Victim Service Provider**  
                                 **Training for Notifiers and**  
                                 **Support Staff**  
                                 **Cost: Free**

*Tomothy C. Edmond, Richland County Government,  
Upper Township District*

Crime victims can face specific barriers and dynamics that affect their experience in the court system. This session will provide information about victim notification requirements and what officials can do to increase victim safety and offender accountability.

**Concurrent 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 Brenda Armstrong, Docket Clerk,  
City of Charleston*

**3:45 – 4:45 p.m.**      **Mental Fitness and Mental Exercise**

*Lindsey White, Regional Project Coordinator,  
NAMI South Carolina*

Understanding and maintaining mental fitness is essential for both personal well-being and professional effectiveness. In this session learn the importance of the relationship between values, healthy boundaries and a comprehensive self-care regimen.

**3:00 – 5:00 p.m.**      **Exhibits Open**

As attendees arrive you may visit with exhibitors prior to the exhibitor reception.

**5:00 – 6:00 p.m.**      **Exhibitor Reception**

### Thursday, August 21

**8:00 a.m. – noon**      **Registration Open**

**8:00 – 8:50 a.m.**      **Exhibitor Showcase Open**

Exhibits should be removed by 10:30 a.m.

**8:50 – 9:00 a.m.**      **Exhibitor Introductions and Door Prizes**

**9:00 – 10:00 a.m.**      **All Things Bond**

*Tomothy C. Edmond, Richland County Government,  
Upper Township District*

From setting bond to processing bond paperwork and handling refunds, municipal courts play a key role in managing bond procedures. This session will cover the full lifecycle of bonds in the municipal court system — including legal requirements, best practices, common challenges and recent updates.

**10:00 – 10:15 a.m.**      **Break**

**10:15 – 11:00 a.m.      Records Retention: What to  
Keep and How Long to Keep It**

*Chris Condon, Local Records Analyst, South Carolina  
Department of Archives and History*

Proper records management is essential for compliance, efficiency, and transparency in municipal courts. This session will provide an overview of records retention schedules specific to municipal court operations, including what documents must be kept, for how long, and best practices for secure storage and timely disposal.

**11:00 – 11:15 a.m.      Break**

**11:15 a.m. – noon      SC Court Administration  
Updates**

*Daniel Jones, Deputy Director, Trial Court Services,  
South Carolina 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.      Lunch**

**1:00 – 2:45 p.m.      SC DMV Updates**

*Lauren Phillips, Director of Driver Services,  
SC Department of Motor Vehicles*

Stay informed with the latest updates from the South Carolina Department of Motor Vehicles. This session will cover recent changes, upcoming initiatives and important reminders relevant to municipal courts.

**2:45 – 3:00 p.m.      Break**

**3:00 – 4:00 p.m.      De-escalation Techniques**

*Bryan S. Jeffries, Chief Administrative Judge,  
City of Columbia*

This session provides municipal court staff with practical tools and strategies to de-escalate tense situations in the courtroom. Participants will learn how to identify early warning signs of conflict, apply calm and respectful communication techniques, and respond professionally under pressure. The training will emphasize situational awareness, safety and maintaining a respectful environment for all court participants.

**6:00 – 8:00 p.m.      Evening Event: Gather  
Greenville**

## Friday, August 22

**9:00 – 10:30 a.m.      Courtroom Safety**

*Jacob Harlow, Lieutenant, Emergency Management  
Coordinator, City of Cayce*

Safety in the courtroom is essential for protecting court staff and the public. This session will explore practical strategies for maintaining a secure courtroom environment, including situational awareness, handling disruptive individuals, emergency response protocols and collaboration with law enforcement.

**10:30 – 11:00 a.m.      Annual Business Meeting**

**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](http://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](http://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 6.**

Registration fees of \$225 for members and \$265 for nonmembers include meeting registration, educational materials lunch on August 21.

The guest registration fee of \$50 includes the exhibitor reception on Wednesday, August 20. Guest may not attend the networking luncheon or sessions without paying the full registration fee.

Online registration is available for the Annual Meeting. Save time and postage by logging on to [www.masc.sc](http://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 6.**

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 Dawn Dukes at 803.933.1240 or [ddukes@masc.sc](mailto:ddukes@masc.sc) by August 6, and we will accommodate if possible.

## Accommodations

MCAA attendees will receive a special room rate of \$169 per night plus taxes and fees. This rate includes daily hot breakfast and free Wi-Fi throughout the hotel. Make reservations by calling 864.720.2901 by July 29, 2025. You must identify yourself as part of the MCAA group to receive the block room rate. Valet parking is \$25 per day or self-parking is available through a city garage located across the street from hotel. Rooms must be booked by July 29, 2025 to receive the group rate.

SpringHill Suites Greenville Downtown  
200 E. Washington St.  
Greenville, SC 29601  
864.720.2901

**Room rate:** \$169/night plus taxes and fees

**Check in:** 4 p.m.

**Check out:** Noon

**Hotel reservation deadline:** July 29

## MCAA Registration Form

**Annual Meeting ♦ August 20 – 22, 2025**

### 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** \$225  
*Includes meeting registration, educational materials and lunch on August 21.*

☐ **Nonmember** \$265  
*Includes meeting registration, educational materials and lunch on August 21.*

☐ **Guest – Registration** \$50  
*Includes exhibitor reception.*

☐ **Evening Event on August 21** \$30  
*Includes food, nonalcoholic and alcoholic beverages. All attendees must have a ticket to attend.*

☐ **Guest – Evening Event on August 21** \$30  
*Includes food, nonalcoholic and alcoholic beverages. All attendees must have a ticket to attend.*

#### Afternoon Sessions (Choose one)

☐ **Court Financials** \$45

☐ **Victims Service Provider Training for Notifiers** \$0  
*Notifiers need this two-hour training every other year.*