

Municipal Court Administration Association of South Carolina

MCAA 101 – Session B
October 3 – 4, 2022
Hilton Columbia Center

About MCAA 101

Municipal courts serve hundreds of people who enter courthouses and other facilities seeking justice on a full range of issues. Those tasked with running our municipal courts must have the knowledge and training to provide fair and accurate service to each person that comes through the court system. MCAA 101 is designed to provide municipal court administrators, clerks of court and other court staff with the skills critical to running and administering the duties of a municipal court. This training will provide necessary background on the court system as well as additional topics that will assist municipal court officials with their daily tasks.

The training is offered in three sessions throughout the year with different topics addressed at each two-day session. There is not a requirement to attend all three sessions. The training is approved by the SC Court Administration, but is not eligible for CLEs or other certification hours.

MCAA 101 Courses

Session A

- Our Judicial System
- Case Lifecycle
- Types of Proceedings
- Initiating a Case
- Bonds
- Courtroom Processing

Session B

- Dispositions
- Finalization

Session C

- Court Financials

Location

Hilton Columbia Center
924 Senate Street
Columbia, SC 29201

Registration Information

Online registration is available for MCAA 101 Session B. Log on to www.masc.sc to register. Online registrations must be paid by Visa or MasterCard. The meeting is \$85 for MCAA members and \$95 for nonmembers. The registration fee includes the educational materials light continental breakfast and lunch both days. **The registration deadline is Monday, September 26 and attendance is limited to the first 30 registrants.**

Register online at www.masc.sc or mail completed registration form and check made payable to the Municipal Association of SC to:

MASC
PO Box 12220
Columbia, SC 29211
ATTN: MCAA

Conference attire is business casual. The general session room may be cool, so you may want to bring a sweater or jacket.

Hotel Information

Hilton Columbia Center
924 Senate Street
Columbia, SC 29201

Rooms are available at the Hilton Columbia Center, 924 Senate Street, Columbia, SC 29201. The MCAA room rate is \$169 per night plus taxes and fees. Parking is available in the connected city-owned garage. Valet parking is \$24 per day and self-parking is \$14 per day. Reserve a room by calling 1.800.HILTONS or visit the booking link found on the Municipal Association's website, www.masc.sc, keyword: MCAA. The group code is C-MCA for both phone and online booking.

Rate: \$169/night plus taxes and fees

Self-parking: \$14 per day

Valet parking: \$24 per day

Check-in: 4:00 p.m.

Checkout: 11:00 a.m.

Reservation Deadline: September 9, 2022

Monday, October 3

| | |
|------------------|----------------------------|
| 8:00 – 9:00 a.m. | Registration and Breakfast |
| 9:00 a.m. | Welcome and Announcements |
| 9:00 a.m. – noon | General Session |
| Noon – 1:00 p.m. | Lunch |
| 1:00 – 4:00 p.m. | General Session continued |
| 4:00 p.m. | Adjourn |

Tuesday, October 4

| | |
|-------------------------|-----------------|
| 8:00 – 9:00 a.m. | Breakfast |
| 9:00 – 11:30 a.m. | General Session |
| 11:30 a.m. – 12:30 p.m. | Lunch |
| 12:30 – 2:30 p.m. | General Session |
| 2:30 – 3:00 p.m. | Wrap Up |
| 3:00 p.m. | Adjourn |

Topics covered during the general sessions are listed on the opposite side of this brochure.

Breaks will be built in throughout each day.

About the Instructors

Pam Larson, Clerk of Operations, City of Greenville

Pam Larson is currently clerk of operations for municipal court. She has worked for the City of Greenville for 23 years. Larson started as a police officer working in the Uniform Patrol Division and then moved to traffic. She moved to the court in 1998. While working for the court, she obtained her Bachelor of Liberal Arts with an emphasis on business administration from Furman University. Larson also acquired a dual master's degree in management and human resource development. Her thesis was based on a business model she designed for court that gained recognition by the National Center for State Courts. She has managed the court like a business during her tenure as clerk of operations. Larson left the city for two years to work for Spartan Technology Solutions as an operations manager, which included supervising the support staff, implementing software and records management projects and handling sales and marketing. Before joining the City of Greenville, Larson was a marketing and promotions director for WMYI. She has been a member of MCAA since 2011.

Kirsten Pressley, Clerk of Court, City of Greer

Kirsten Pressley is the clerk of court and administrative judge for the City of Greer. She began her career with the city in 1995 working as a uniform patrol officer, and received her degree in criminal justice in 1996. In 1998 she moved to the Greer Municipal Court and became a court clerk. In 2006 she was named the interim court administrator and administrative judge, eventually taking over those positions permanently in 2007. Under Pressley's leadership, the Greer Municipal Court won the 2015 City of Greer Achievement Award for the development and implementation of its Domestic Violence Court. Pressley has been a member of MCAA since 2006, serving in various roles on the board.



1411 Gervais Street
PO Box 12109
Columbia, SC 29211
www.masc.sc

*The Municipal Court Administration Association of South Carolina is an affiliate of the
Municipal Association of South Carolina.*

Registration Form

MCAA 101 – Session B

October 3 – 4, 2022

Contact Information

Sara Snell Whitaker
 Staff Associate for Affiliate Services
 Municipal Association of SC
 803.933.1240 | swhitaker@masc.sc

Lea Ann Mitchell
 Administrative Assistant
 Municipal Association of SC
 803.933.1254 | lmitchell@masc.sc

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

Registration Fees

| | Qty | Amount |
|--|------------|----------|
| <input type="checkbox"/> MCAA Member <i>Includes meeting registration, educational materials and lunches.</i> | \$85 _____ | \$ _____ |
| <input type="checkbox"/> Nonmember <i>Includes meeting registration, educational materials, and lunches.</i> | \$95 _____ | \$ _____ |

TOTAL \$ _____