

# Municipal Court Administration Association

## MCAA 101 — Session B

### October 21 — 22, 2025

Municipal Association of SC  
1411 Gervais St.  
Columbia, SC 29201

## Tuesday, October 21

8:00 – 9:00 a.m.	Registration and Continental 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

## Wednesday, October 22

8:00 – 9:00 a.m.	Continental 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.*

## Contact Information

**Lea Ann Mitchell**  
Staff Associate for Affiliate Services  
803.933.1254  
lmitchell@masc.sc

**Dawn Dukes**  
Administrative Assistant  
803.933.1240  
ddukes@masc.sc

## 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 municipal courts must have the knowledge and training to provide fair and accurate service to each person that comes through the court system. The Municipal Court Administration of SC training courses, known as MCAA 101, 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 provides the necessary background on the court system, as well as additional topics that will assist municipal court officials with their everyday tasks.

The training is available through 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 continuing legal education credit, known as a CLE, or other certification hours.

## MCAA 101 Courses and Topics

### Session A

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

### Session B

- Dispositions
- Finalization

### Session C

- Court Financials

## 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 over 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.

## Hotel Information

Special room rate of \$135 per night (plus taxes and fees) is available at the Hilton Garden Inn Columbia Downtown. To receive the rate, make reservations by calling 1.803.227.3400 and mentioning MCAA 101. You can also find the booking link on the MCAA page of the Municipal Association's website, [www.masc.sc](http://www.masc.sc), keyword: MCAA. Online booking is suggested.

**The deadline to reserve a room at the group rate is September 29, 2025.**

Hilton Garden Inn Columbia Downtown  
1200 Pickens St.  
Columbia, SC 29201  
803.227.3400

**Rate:** \$135/night plus taxes and fees

**Check-in:** 3:00 p.m.

**Checkout:** 11 a.m.

**Reservation Deadline:** September 29, 2025



**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 of SC is an affiliate of  
the Municipal Association of SC.*

# Registration Information

Online registration is available for MCAA 101 Session B. Log on to [www.masc.sc](http://www.masc.sc) to register. Online registrations must be paid by Visa or MasterCard. The meeting is \$100 for MCAA members and \$125 for nonmembers. The registration fee includes the educational materials light continental breakfast and lunch both days. **The registration deadline is Tuesday, October 7, and attendance is limited to the first 30 registrants.**

Register online at [www.masc.sc](http://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 101

**Cancellations must be received by 5 p.m. on October 7. 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 October 7 and we will accommodate if possible.

# MCAA Registration Form

**MCAA 101 - Session B ♦ October 21 – 22, 2025**

## Name Badge Information

The following information will appear on your name badge for this meeting.

First name (example: Bill) ☐ Mr. ☐ Ms. ☐ Dr.

Full name (example: William J. Smith, Jr.)

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

*For additional attendees, make a copy of this form.*

## Registration Fees

☐ Member \$100

☐ Nonmember \$125