



Municipal Court Administration Association of South Carolina

Spring Meeting

Friday, April 10, 2026

Hilton Garden Inn Columbia Airport
110 McSwain Dr, West Columbia, SC 29169

8:00 – 9:00 a.m.

Registration, Networking and Continental Breakfast

Start your day by joining us for registration to pick up your name badge and meeting packets. Enjoy a complimentary continental breakfast while networking with fellow attendees and meeting sponsors.

9:00 – 9:15 a.m.

Welcome and Announcements

*Brenda Armstrong, Court Specialist,
City of Charleston, MCAA President*

9:15 – 10:15 a.m.

Records Retention: Can You See What's in My Drawers?

Pam Larson, Clerk of Operations, City of Greenville
A discussion on how retention schedules impact responding to records requests within a municipal court.

10:15 – 10:30 a.m.

Break

10:30 a.m. – noon

SC Court Administration

*Sheleena Rios, Staff Attorney, Trial Court Services,
SC Court Administration*

Get up-to-date guidance from SC Court Administration on bench warrant procedures, new firearms laws and other key updates. **Please submit questions to lmitchell@masc.sc by Thursday, March 26.**

Noon – 1:00 p.m.

Networking Luncheon

Enjoy a networking luncheon with colleagues from across the state, along with brief remarks from our meeting sponsors.

1:00 – 1:45 p.m.

Bond Estreatments

Andrea Bourgoin, Program Manager I, Individual Licensing Services, SC Department of Insurance

Joy Harrison, Program Coordinator I, Individual Licensing Services, SC Department of Insurance

This session will provide important updates on court procedures, including the processes for bond estreatments and the 90-day rule.

1:45 – 2:00 p.m.

Break

2:00 – 3:30 p.m.

SC Department of Motor Vehicles

*Thomas H. Eller III, Assistant General Counsel,
SC Department of Motor Vehicles*

*Cyrise Martin, Legal Assistant,
SC Department of Motor Vehicles*

The South Carolina Department of Motor Vehicles will address common disconnects between the Case Management System and SC Department of Motor Vehicles processes, offering clear guidance on Ishmael Orders and Notices of Correction.

3:30 p.m.

Adjourn

Who We Are

The Municipal Court Administration Association focuses on fostering and developing interest in sound court administration, encouraging the most advanced technologies in the field of court administration, disseminating information and exchanging ideas among its members. For more information, visit www.masc.sc (keyword: MCAA).

Continuing Education Credits

SC Commission on CLE and Specialization
Course Number: Applied for

Upcoming Meeting

Annual Meeting

August 19 – 21, 2026
100 Ferry Wharf Road
Mount Pleasant, SC 29464

Contact Information

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

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



Registration Information

Online registration is available for the spring meeting. Save time and postage by logging on to www.masc.sc to register. Online registration must be paid by Visa or MasterCard. Registration fees of \$100 for members and \$150 for nonmembers include meeting registration, all educational materials and lunch. **The registration deadline is Monday, March 30.**

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

Cancellations must be received by 5 p.m. on March 30. 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 by March 30, and we will accommodate if possible.

MCAA Registration Form

Spring Meeting ♦ April 10, 2026

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

Check one:

<input type="checkbox"/> Member	\$100	<i>Includes meeting registration, educational materials and lunch.</i>
<input type="checkbox"/> Nonmember	\$150	<i>Includes meeting registration, educational materials and lunch.</i>

For additional attendees, make a copy of this form.