

# Municipal Court Administration Association of South Carolina

Spring Meeting  
April 11, 2025

Cooperative Conference Center  
169 Laurelhurst Ave, Columbia, SC

**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 – 9:05 a.m. Welcome and Announcements**

*Brenda Armstrong, MCAA President*

**9:05 – 10:00 a.m. Expungement Process**

*Courtney Boughton, Clerk of Court,  
Town of Moncks Corner*

*Brittany Burns, Clerk of Court, Town of Pine Ridge  
Hans W. Pauling, Circuit Director of Diversion  
Programs and Affiliate Services, Family Court and  
General Sessions Assistant Solicitor, Fifth Judicial  
Circuit*

Expungements offer individuals a fresh start by clearing their criminal records, but the process can often be complex and challenging to navigate. This session will bring together expert perspectives from both the South Carolina Solicitor's Office and from Clerk of Courts who currently use CMS and Lawtrak systems to process expungements.

**10:00 – 10:15 a.m. Break**

**10:15 – 11:15 a.m. Ending the Silence: Supporting Mental Health Awareness in the Court System**

*Deniece Chi, Bilingual Program Director,  
National Alliance on Mental Illness*

Join us for a powerful presentation from the National Alliance on Mental Illness on their Ending the Silence program, designed to raise awareness about mental health and reduce stigma in the courtroom and beyond. Tailored specifically for Clerk of Court and court staff professionals, this session will provide valuable insights into recognizing and responding to mental health challenges that may arise during court proceedings.

**11:15 – 11:30 a.m. Break**

**11:30 a.m. – noon**

**Break**

**Setoff Debt Program Update and MCAA Updates**

*Anita Lancaster, Revenue Analyst,  
Municipal Association of South Carolina*

*Lea Ann Mitchell, Staff Associate for Affiliate Services,  
Municipal Association of South Carolina*

Join us for an essential update on the Setoff Debt Program and the latest developments from the South Carolina Municipal Court Administration Association.

**Noon – 1:00 p.m.**

**Networking Luncheon**

**1:00 – 1:45 p.m.**

**Navigating Sovereign Citizen Encounters: Strategies for Court Staff**

*Captain Michael Prodan, Special Agent in Charge,  
SC Law Enforcement Division – Behavioral Science  
Unit*

Sovereign citizens — individuals who reject the authority of government institutions — can present unique challenges for court staff, particularly when they refuse to recognize the court's jurisdiction or engage in disruptive behavior. This session will provide practical tools and strategies for effectively managing encounters with sovereign citizens in the courtroom and courthouse environment.

**1:45 – 2:00 p.m.**

**Break**

**2:00 – 2:30 p.m.**

**Understanding Ishmell Orders and Notice of Correction**

*Curtis Hutchinson, Deputy General Counsel,  
SC Department of Motor Vehicles*

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

This session will provide a comprehensive overview of Ishmell Orders and Notices of Correction — two important tools used in municipal courts to ensure accuracy and fairness in legal proceedings. Participants will gain a clear understanding of the purpose and process behind Ishmell Orders, which address situations where there are errors or omissions in court records; and Notices of Correction, which help rectify discrepancies or clerical mistakes in case documentation.

2:30 – 2:45 p.m.

**Break**

2:45 – 3:45 p.m.

**Update From the SC  
Department of Motor Vehicles**

*Karen Dailey, E-Citation Program Coordinator,  
South Carolina Department of Motor Vehicles*

*Lauren Phillips, Director of Driver Services,  
South Carolina Department of Motor Vehicles*

Stay informed and up-to-date on the latest changes and developments from the South Carolina Department of Motor Vehicles that impact court operations.

3:45 p.m.

**Adjourn**

## Continuing Education Credits

SC Commission on CLE and Specialization  
Course Number: Applied for

## 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](http://www.masc.sc) (keyword: MCAA).

## Contact Information

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## Board of Directors

### **President**

Brenda Armstrong  
Court Specialist  
City of Charleston

### **First Vice President**

Sarah Farrow  
Court Administrator  
City of Beaufort

### **Second Vice President**

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Clerk of Court  
Town of Moncks Corner

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Court Specialist  
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### **Past President**

Brittany Burns  
Clerk of Court  
Town of Pine Ridge



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[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

Online registration is available for the spring meeting. Save time and postage by logging on to [www.masc.sc](http://www.masc.sc) to register. Online registration must be paid by Visa or MasterCard. Registration fees of \$100 for members and \$140 for nonmembers include meeting registration, all educational materials and lunch. **The registration deadline is Friday, March 28.**

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

**Cancellations must be received by 5 p.m. on March 28.**  
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 March 28, and we will accommodate if possible.

## Upcoming Meeting

**Annual Meeting**  
August 20 – 22, 2025  
SpringHill Suites Downtown  
Greenville

## MCAA Registration Form

Spring Meeting ♦ April 11, 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 \$100

*Includes meeting registration, educational materials and lunch.*

Nonmember \$140

*Includes meeting registration, educational materials and lunch.*