



NCACC NEWSLETTER

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June/July/August 1979

PRESIDENT'S MESSAGE

Since the first newsletter comes such a short time after our conference in Monterey my comments at this point will be brief.

First and foremost, I wish to compliment all those persons who made the conference in Monterey a success. The location and climate were ideal and the program could not have come at a better time for many of us who are contemplating the use of computers and/or word processing equipment. The outdoor entertainment and the beauty of the redwood will be remembered by all for years to come.



Plans for the coming year will be formulated at our next executive committee meeting which has been tentatively set for October 20, 1979, at Topeka, Kansas. This meeting will be open to any members of the conference who may wish to attend. The membership will receive a report of the meeting.

I consider it a privilege and honor to serve as president of the conference and look forward to working with all of you during the coming year. Your support and suggestions will be greatly appreciated.

Respectively submitted,

Lewis C. Carter

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Editor's Notes

The Lighter Side of the Law

One of the delightful personalities to grace the bench of the Georgia Court of Appeals was H. Sol Clark who was appointed to the court after a good many years of distinguished service as a practicing lawyer in Savannah.

He had those basic judicial qualities which go into the making of a good appellate judge but, in addition, he had the not so usual talent of being able to brighten up the sometimes plodding pages of printed decisions.

On page 350 of the 126th Georgia Appeals Reports you can find the case of Williams v. State which was one of Judge Clark's earlier decisions.

The first word in the printed report is "Chutzpah" with an indicated footnote. Here is the footnote: "Sometimes spelled 'hutzpa' this expressive Yiddish work appears in modern English Dictionaries as meaning 'colossal effrontery' or 'brazen gall' but as stated in The Joys of Yiddish by Leo Rosten, 'The classic definition of chutzpah is that quality enshrined in a man, who having killed his mother and father, throws himself upon the mercy of the court because he is an orphan.'"

It seems that the defendant, Williams, had had the gall to steal rifles out of the sheriff's office.

Judge Clark, now retired, never wrote a dull opinion and we who worked with him will always remember the happy footnotes along with the sign which hung in his office, "Shalom Y'all." In my estimation, he is a real mechaieh.

The First

At its Annual Meeting, the NCACC adopted a new bylaw which provided for sustaining memberships. It was only fitting and proper that the first sustaining membership should be offered to Charles Nelson of the West Publishing Company.

Charles has been with us from the beginning and has participated constructively in many of our projects. Someone once suggested that any man who sits on his laurels is wearing them in the wrong place. Charles is another kind. We have already taken him into our hearts and now we welcome him into our membership. And that's a sustaining thought.



Nelson

MONTEREY HIGHLIGHTS

The Educational Program: A Summary by Ron Dzierbicki

The program was devoted exclusively to the subject of technology and the courts, and was opened with welcoming remarks from President Al Stevas and Chief Justice Duke Cameron. Michael Hudson, Director of the National Appellate Justice Improvement Project, gave a brief description of the project being conducted by the National Center for State Courts. He also indicated the technical assistance that was available under the project and previewed next year's educational program.

Judge David J. Dixon gave a remarkably concise and understandable presentation to the world of data processing. He gave his audience the practical lessons learned from many years of applying data processing to appellate courts. John Allen, of the Federal Judicial Center, then described the Courtran network and service center for the federal courts. He emphasized the management and user aspects that would be of most concern to the audience. Larry Gill followed with a description of the data processing system being used in the U.S. Supreme Court. Tom Lane, of Inslaw, described the software module that Inslaw has developed for appellate courts out of their PROMIS system. Al Stevas then described the use of the software module--which is available, along with technological assistance, free of charge from Inslaw--in the first court to use the software, the D.C. Court of Appeals. The morning session was closed off with Frank Alan, of Westlaw, discussing computer-assisted research.

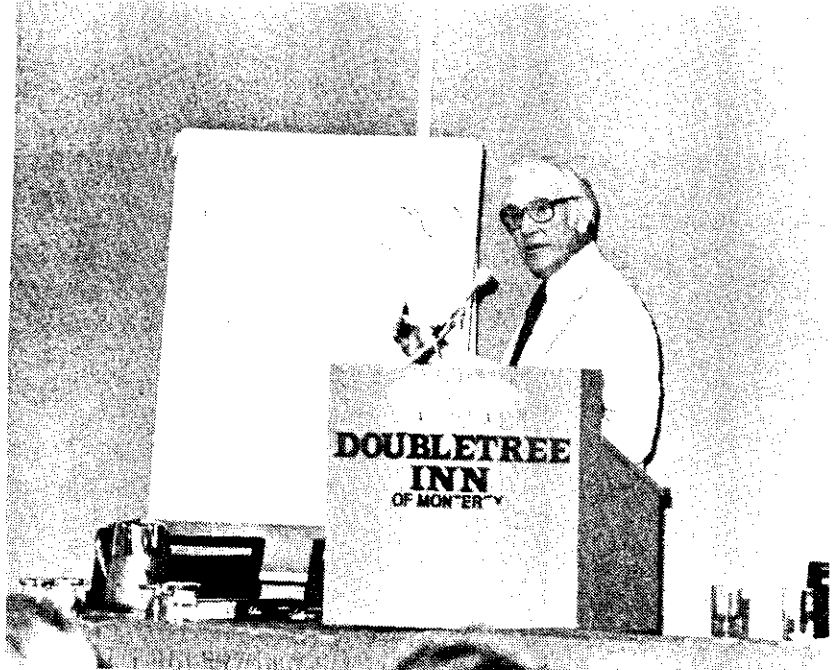
The Monday afternoon workshops were in three groups that rotated to demonstration locations. The Westlaw computer-assisted research was demonstrated by Frank Alan. Tom Lane demonstrated the Inslaw appellate court software with a terminal connected by telephone to the Inslaw test base in Washington, D.C. Judge Dixon also did an on-line demonstration of the minicomputer design he has developed for the appellate courts.

Tuesday was devoted to the subject of word processing with a general introduction being given by Claire N. Murphy of the state of California. Loren Hicks then explained the variety of applications that word processing was being put to in the Oregon courts. A double dose of technology was presented when a video tape was projected of Judge Joseph Weis explaining the use of word processing for electronic mail amongst the physically separated judges of the U.S. Third Circuit Court of Appeals. Ward Mundy, Court Executive of the U.S. Court of Military Appeals, then closed the circle by showing that word processing and data processing were all part of one flow, and he illustrated how word processing equipment could be used to maintain a complete automated record-keeping system.

Timothy Forget, of Lawyers Coop, talked about the technological state of affairs in the publishing world, and showed it was now possible to have type set directly at the publishing house from word processing equipment used for opinions in various state appellate courts. He was followed by Jack Gilmore, of Digital Equipment Corporation, who gave a fascinating presentation of what we could expect our office to look like technologically in 10 to 20 years by emphasizing technological innovations already being designed and tested.

The problem of transcript production was then discussed by Ralph Kleps, and the latest technology in computer assistance by Douglas McDonald of Baron Data Systems.

Judge David J. Dixon of the Missouri Court of Appeals speaks on data processing during an educational workshop in Monterey.



Wilfried Kramer then gave a report on the pilot program of computer-aided transcripts recently conducted in the Third District Court of Appeal in California.

The workshop sessions in the afternoon revolved around the demonstration of word processing capabilities of four systems: Digital Equipment Corporation, International Business Machines, Lanier Corporation, and Xerox Corporation. Ward Mundy developed a sample exercise of automated record keeping on word processing equipment that was also demonstrated by DEC and IBM. Baron Data Corporation also demonstrated their computer-aided transcription system.

On Wednesday, Michael Greenwood of the Federal Judicial Center and Donald Skupsky of the National Center for State Courts gave fascinating summaries of the latest technological developments in the areas of audio-visual systems and tele-communications and micrographics by drawing on a variety of specific applications of the technologies. Chief Justice C. C. Torbert, Jr., of the Supreme Court of Alabama, moderated a panel of Dixon, Greenwood, Mundy, and Skupsky that discussed "Technology, Decisions and the Court Manager," in a very lively and informative fashion.

Finally, Ralph Kleps, past administrative director of the California courts, reflected on the present state of court administration in the country.

(All Newsletter readers who would like copies of Larry Gill's article on the clerk's role in court automation should write to Appellate Court Administrative Review, NCACC, National Center for State Courts, 300 Newport Avenue, Williamsburg, Virginia, 23185. The cost of this publication is \$5.00. Gill's article was published in the Number II issue, 1979.)

What does it take to make a good convention?



1.



2.



3.



4.



5.

1. It takes hard work. The Swansons and their California compadres worked for months.
2. Don't forget people. That's what makes a great group great. Here are three of the happy regulars--Fritts, Davis, and McClain.
3. You have to have new blood. Here is new member Peggy--with friend.
4. Faithful friends add a happy dimension. Here is Parker and Justice Harry Spencer.
5. You've gotta have fun: There was Roaring Camp;

- 6. and dancing;
- 7. singing on the bus;
- 8. and showing off lovely Lucille.



6.

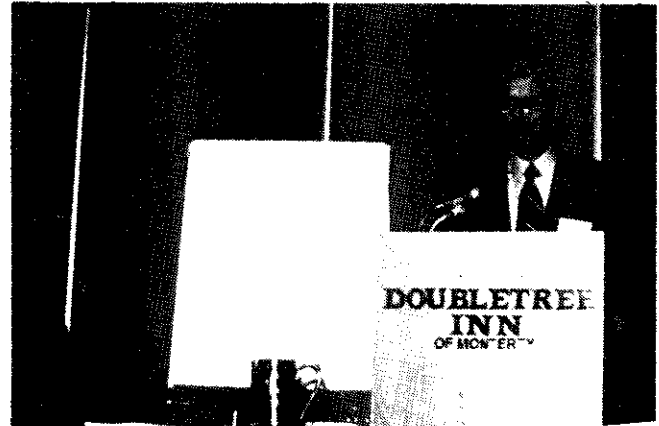
7.



8.



10.



9.

9. We came to learn. And we did. Kramer is a good teacher.

At the Annual Banquet we look two ways:

10. Carter takes the gavel, the challenge of future excellence,

11. and the present challenge comes as Justice Newman lays it on the line.

These are some of the things it takes. It was, indeed, a good Annual Meeting. Make that great!



11.

Morgan Thomas

Minutes

Executive Committee Meeting
Doubletree Inn, Monterey, California
July 29, 1979

President Al Stevas called the meeting to order at 3:00 p.m. Present at the meeting were Lew Carter, Mary Ann Young, Dorothy Norwood, Raymond Rhodes, John Wilkerson, Robert St. Vrain, Loren Hicks, Ronald Dzierbicki, Kevin Swanson, Lynn Jensen and Lee Powell of the National Center, and Mary Ellen Donaghey of the American Bar Association.

A financial report, prepared by Keith Bumsted, was presented by Lynn Jensen to those present. The report recommended that a budget committee be appointed to prepare a financial plan for the 1980 fiscal year and that the conference look for possible outside income from LEAA and the ABA. Al Stevas did not think we would be able to get additional funding. Ron Dzierbicki commented that the ACA Review publication cost of approximately \$3,000 which comes from our basic revenues is a major problem in our financial situation. Ron urged that we continue with the ACA Review because it is a quality publication which brings prestige to our organization. He further suggested that we look to tuition fees comparable to the Appellate Judges' Conference and that we try to get a grant for the ACA Review.

Next Lee Powell presented the Secretariat Services Agreement for consideration. The purpose of the agreement is to clarify services offered by the NCSC to the eight organizations it serves and to set dates for publications and annual meetings so that each organization will be able to receive the fullest benefits from the services available. There is presently no written agreement between COSCA, the CCJ's and the NCSC; and if services were ever reduced, COSCA and the CCJ's would take priority over our organization. No conflicts were seen with the proposed agreement since we plan our own programs and handle our own minutes. John Wilkerson moved that we accept the Secretariat Services Agreement. This was seconded by Ron Dzierbicki and carried. The Agreement is incorporated to these minutes as Appendix A. Lee Powell will have summarized in the newsletter a complete summary of services offered to our conference by the NCSC.

Ron Dzierbicki next reported on the Interorganizational Committee Meeting which he attended in Sarasota, Florida. The Committee would like to have two people from our organization attend future meetings, a current officer and someone with continuity.

NACA and NATCA are working on a National Court Symposium for San Diego in 1981. Next year they will have a combined meeting in Snowmass, Colorado. The two groups are trying to pull in COSCA and some of the other groups for the 1981 meeting, but they have received no positive response at this point. Lynn Jensen stated that COSCA is still exploring the offer, and he feels that they will participate. The programs will be open to members of other organizations for registration fees without membership fees.

The next item on the agenda was continuing the joint publication with the other five court organizations. Our cost last year was \$250 in lieu of one newsletter, and it allowed us to have interchange of information about specific national organizations

as well as good general material in the area of court administration. Ron Dzierbicki moved that we continue to participate in the joint publication. John Wilkerson seconded the motion and it was unanimously adopted.

Lew Carter stated that many of our members do not know what fees are coming in and what the financial status of the organization is, and that he would like to let the membership know where we stand. There was a suggestion that the annual financial report prepared by the Secretariat be printed in the newsletter.

Lee Powell will also have prepared for our fall Executive Committee meeting a time schedule for the ACA Review, the newsletter, and appellate court directory. The National Center acts only as our managing editor, and it is important that our editors meet the publication dates.

There was also some discussion of having a committee to standardize the annual gift to the president.

Kevin Swanson then noted that Ron Dzierbicki had served on the Executive Committee since its inception and that this was his final meeting. He thanked him for his dedication and devotion to our conference and for his untiring efforts in supporting our organization.

The President adjourned the meeting at 4:45 p.m.

APPENDIX A: NCSC SECRETARIAT SERVICES

The NCSC has been providing secretariat assistance to court-related professional associations for several years. In this capacity it presently serves eight organizations: the Conference of Chief Justices, Conference of State Court Administrators, National Association of Trial Court Administrators, National Association for Court Administration, National Conference of Appellate Court Clerks, the National Conference of Metropolitan Courts, Coordinating Council of National Court Organizations (formerly the Advisory Council to the NCSC), and National Council for Judicial Planning.

In the past, the National Center has followed a flexible set of guidelines in providing secretariat services to court-related professional associations. Essentially, this entailed providing staff assistance in virtually any and all areas as requested by the different secretariat associations. Despite expansion of the secretariat capability, the resources of NCSC will not be able to meet the total or potential service needs of all affiliated organizations. In view of these circumstances, it seems appropriate to provide a more specific "capability statement" outlining the services that the NCSC is able to provide. The NCSC has a special secretariat arrangement (separate from all others) with the Conference of Chief Justices and the Conference of State Court Administrators. The following statement describes the parameters of NCSC's role as secretariat to other organizations.

I. General policy

In providing secretariat services the NCSC has constantly and fully recognized the fact that the organizations it serves as secretariat are independent entities which fully determine their own policies and programs. The NCSC role is confined to providing staff support to carry out the wishes of the respective organization's officers and

board. The confidentiality and individuality of the goals and programs of the separate organizations are respected and protected.

In the unlikely event that its role as secretariat for any organization should put the NCSC in conflict with its role as secretariat for CCJ/COSCA, the NCSC would be bound to support the position of CCJ/COSCA and, in the extreme, might find it necessary to terminate the conflicting secretariat role. This eventuality appears to be remote, since the NCSC is confident that all court-related associations will continue to work together without substantial conflict to advance their common cause of improving the administration of state judicial systems.

II. Charges for Secretariat Services

An IEAA grant to the NCSC and other available resources currently cover the cost of staff time devoted to secretariat services. It is hoped, though it cannot be certain, that this arrangement will continue in the future. The NCSC is not in a position, however, to cover the following costs for which reimbursement of the NCSC must be made by the organization served:

- (1) Out-of-pocket costs for materials and services.
- (2) Travel and per diem expenses of NCSC staff who attend conferences or other meetings of the organizations served.

In addition the NCSC encourages the organizations it serves as secretariat to make annual donations to the NCSC. Such contributions are essential if the NCSC is to continue to provide a full range of services to state courts.

III. Specific Available Services

The NCSC is in a position to perform the following services for the organizations for which it is the secretariat.

1. Membership Maintenance

The NCSC will maintain current membership lists and prepare and mail statements for annual dues to all members of each organization. It will conduct membership drive mailings on request, but is in a position to design membership promotion literature and compile information on potential members only to the extent available staff permits.

2. Financial Management

The NCSC will collect, deposit, and account for dues and other receipts, pay and account for disbursements, and prepare all necessary tax returns. The NCSC will also arrange for an independent audit of any organization's books (beyond the general annual audit of all NCSC financial operations) upon request, at the expense of the organization in question. The NCSC will provide monthly statements on the financial status of secretariat organizations, along with a brief report on services rendered during that period.

3. Publications

Printing and distribution of official periodical organizational publications, such as newsletters and journals, can be handled by NCSC, the number and nature of any

publications to be agreed upon by both NCSC and the organization. The NCSC also agrees to act in the capacity of managing editor for these publications by preparing, proof-reading, editing, and laying-out manuscripts and other copy. The Center, however, is not responsible for writing, soliciting, or otherwise obtaining copy for secretariat publications; obtaining this material and forwarding it to NCSC is the responsibility of the publications or like committee of the respective organizations. The NCSC may assist in this regard, but will do so only if circumstances permit. Any assistance with special publications, such as those that are not regular organizational periodicals, must be arranged on a case-by-case basis and will necessitate reimbursement of NCSC for all staff time and materials expended.

4. Conferences and Meetings

NCSC secretariat staff and its conference coordinator are available to assist the officers and committees of secretariat organizations in arranging, promoting, and coordinating board meetings, annual conferences, and special meetings. The specific needs of the organization and function in question will determine the nature and degree of assistance provided by the NCSC. Among the services it can provide secretariat groups are: developing substantive programs, recommending and securing speakers, designing and distributing conference literature, helping with hotel and room arrangements, registration assistance, and liaison with hotel staff. The organization must be responsible for hotel selection and preconference on-site liaison, local arrangements (dealing with caterers and like), social program arrangements and execution, and providing clerical support for registration and other functions. Similarly, the organization must assume prime responsibility for the formulation and implementation of the substantive program.

5. Consultation/Advisory Assistance

The NCSC secretariat will assist the committees and/or officers of secretariat organizations in developing annual budgets. However, assistance for special projects such as designing and tabulating surveys, compiling directories, sale of merchandise or literature, major typing jobs and the like can only be provided on special arrangement, and on a fee basis. The NCSC will attempt to provide limited assistance to secretariat organizations with such endeavors, but will only do so if these tasks do not conflict with other responsibilities.

The NCSC is presently involved in joint projects (funded by outside sources) with COSCA and the National Conference of Metropolitan Courts, and is open to the possibility of participating in projects with other organizations. The NCSC program staff has a wide range of expertise in many areas, and encourages secretariat organizations to explore the advantages of developing projects in cooperation with the NCSC.

Kevin Swanson speaks during the opening session at Monterey.



Business Meeting
Doubletree Inn, Monterey, California
August 1, 1979

President Al Stevas called the meeting to order at 2:20 p.m. Lee Powell, Secretariat for the National Center for State Courts, made a brief financial report based on June 30, 1979, figures showing cash on hand of \$6,502.89; accounts payable of \$1,933.19; and a net worth of \$4,569.70 which is an increase in net worth of \$1,942.70 over December 1, 1978. These figures, however, do not take into account expenses incurred during this conference or the cost of publishing the ACA Review, which is approximately \$3,000.00.

It was further reported that we have a membership mailing list of 178 people and that 107 people have paid their dues.

The president next had the secretary read to the membership the proposed change in the bylaws, the first being to increase the amount of annual membership dues from \$25 to \$35. Bob St. Vrain stated that this increase was recommended after considerable discussion at the Executive Committee meetings regarding our financial position with the intention of strengthening the financial position of our organization. President Stevas stated that LEAA grant funds will begin to be diminished and may be cut off completely. The appellate judges are using tuition fees. In the past we have only had our annual dues and activities fees for the actual events.

There being no further discussion, the president called for the vote on the amendment of Article III, Section 3 to read as follows:

3. Memberships are renewable by payment of annual dues. The annual dues shall be \$35.00 for members, payable in advance on or before July 1 of each year.

The amendment was adopted by unanimous voice vote.

The second proposed amendment was to amend Article III, Section 1, 2, and 3 to allow sustaining membership to certain persons or organizations upon invitation of the Executive Committee and to set the dues for sustaining members at \$100.00 a year.

John Wilkerson stated that without this amendment people like Charlie Nelson could not be a member of our organization.

Frans Labranche stated that he would like to have all the proposed names for sustaining membership in our conference circulated to the membership for comment before being voted on by the Executive Committee. This would allow comment from all sections of the country on the proposed sustaining memberships. Since this was the general consensus of all present, Frans LaBranche moved that at least 30 days prior to any invitation being extended to a sustaining member, the Executive Committee shall circulate to the general membership the name of that individual or organization for comment. John Wilkerson seconded this motion that will be binding on the Executive Committee and it was unanimously approved by voice vote.

The president then called for a vote on the amendment of Article III, S. 1, 2, and 3, to read as follows:

1. Membership shall be open to all clerks, assistant clerks or deputy clerks, or other similar positions bearing different titles, of courts of last resort or intermediate appellate courts in the federal, state, commonwealth, District of Columbia, and the United States territories and possessions court systems. Sustaining membership shall be open to any individual, unit of government, corporation, association, or organization upon invitation of the Executive Committee.
2. A regular member of this conference may continue as a member upon termination of his service with an appellate court, but shall not be eligible to hold office other than ex-officio.
3. Memberships are renewable by payment of annual dues. The annual dues shall be \$35.00 for regular members, and \$100 for sustaining members payable in advance on or before July 1 of each year.

Each section of the amendment was unanimously adopted by voice vote.

The president then called on Loren Strotz who offered the following resolution:

WHEREAS, the National Conference of Appellate Court Clerks held one of its most successful conferences in Monterey, California, from July 29, 1979, thru August 2, 1979; and

WHEREAS, the success of this conference was due to the extraordinary efforts put forth by our hosts Kevin and Suzanne Swanson, Clay and Mildred Robbins, Robert and Velma Ford, Clifford and Dorothy Porter and Wilfried and Zerita Kramer of the California Court of Appeals, Lee and Paula Powell of the National Center for State Courts, and Louise Tuszynski of California;

NOW, THEREFORE, BE IT RESOLVED that the secretary of this conference be, and is hereby, empowered to express to the above individuals the appreciation and gratitude of all members of the conference.

The resolution was seconded by Ron Dzierbicki and unanimously adopted.

in the committee report. This was seconded by Ray Rhodes. At this point, several members objected to the procedure because of lack of conformance to the bylaws. Jim Norris then offered the following nominations from the floor:

Claire Whitaker - Vice President
 Rita White - Executive Committee
 John C. Scott - Executive Committee
 Laurence P. Gill - Executive Committee

The nominations were seconded by Ron Dzierbicki.

Clay Robbins then nominated Bob St. Vrain for Vice President seconded by Jean Kennett.

There being no further nominations for Vice President, ballots were distributed, marked and tallied by Luella Dunn, Glenn Clark, and Frans Labranche, who were appointed as tellers by the president. Bob St. Vrain was elected as vice president.

In the interim, John Wilkerson moved that we waive the notice requirement on sustaining memberships and invite Charlie Nelson to become the first sustaining member in our conference. This was seconded by Mary Ann Hopkins-Young and unanimously adopted. Charlie Nelson being in attendance accepted the invitation and became the first sustaining member of the NCACC.

The president next asked if there were additional nominations for the Executive Committee.

The following additional nominations were made for the Executive Committee:

John Parker nominated Claire Whitaker, seconded by Ron Dzierbicki.
 Clay Robbins nominated John Champagne, seconded by Bob St. Vrain.
 Marjorie Cambre nominated Frans Labranche, seconded by Ron Dzierbicki.
 Frances Smith moved, and Morgan Thomas seconded, that nominations be closed.

Tellers were again appointed by the president and after the vote the president announced that John Scott, Rita White, and Claire Whitaker had been elected to the Executive Committee.

The president asked if there were any old business. There being none, the president then asked if there were any new business.

Frans Labranche asked for guidance with respect to business pending before the site selection committee.

There being no further business the president adjourned the meeting shortly after 4:00 p.m.

Executive Committee Meeting
 Doubletree Inn, Monterey, California
 August 2, 1979

President Lewis Carter called the meeting to order at 8:00 a.m. Present at the meeting were Bob St. Vrain, Dorothy Norwood, Al Stevas, Loren Hicks, Frances Smith,

Loren Strotz next offered the following resolution:

WHEREAS, the Conference of Chief Justices has recommended legislation structured on the Legal Corporation Act of 1974 that will provide for creation of an independent federal corporation to be known as the Judicial Services Corporation to administer federal grant funds and to consist of a 12 member Board of Directors, three of which will be court administrators.

BE IT RESOLVED that the National Conference of Appellate Court Clerks endorses and supports the concept of the Judicial Services Corporation and further endorses the provision which would provide that (at least)* one of the three administrators be a member of the National Conference of Appellate Court Clerks.

Several members asked for clarification of this resolution. Ron Dzierbicki explained that courts have felt shortchanged under LEAA, and the Conference of Chief Justices has proposed the Legal Services Corporation to give the courts control over the allocation of money appropriated by Congress presently going to LEAA. All projects instead of being reviewed by LEAA would be reviewed by legal services. Loren Hicks stated that there was an article on this in the ACA Review. This work was done by Ralph Kleps and others at the request of Senator Ted Kennedy because judges were requesting additional funds, and this would place emphasis on how the requests for additional federal funds should be treated. The purpose is to give the courts a decision in how funds will be allocated and take the courts out of competition with policy, corrections, and other agencies for additional funds. This resolution was requested by Chief Justice Cameron, and a copy will be sent to the Conference of Chief Justices.

A motion was made and seconded that the resolution be amended to read that "at least one of the three administrators be a member of the National Conference of Appellate Court Clerks."

The president then called for the vote on the amendment to the resolution. The amendment to the resolution adding the words "at least" carried.

The president then asked the question on the resolution as amended and seconded. The resolution carried.

The president next called on Jim Norris for the report of the Nominating Committee. The president stated that there had been more members on the Nominating Committee than called for in the bylaws. Further, the nominations had not been circulated to the membership 30 days prior to our meeting. The president stated that if there were objections to the report on the grounds that it did not conform to the bylaws that Jim Norris would offer the nominations as personal nominations from the floor. Loren Hicks moved that we waive the defect of excessive members on the Nominating Committee and the delay

*Added by amendment.

Rita White, Mary Ann Young, Kevin Swanson, John Scott, Lee Powell, Mary Ellen Donaghey, and Ray Rhodes.

Ray Rhodes reported that plans are well underway for the 1980 Conference at Disneyworld scheduled for August 24 through August 28. There will be less planned social activity to allow individual sightseeing. A barbecue or luau is planned for Monday evening, scheduled around the evening fireworks display. Arrangements have also been made to have rooms blocked out for those who wish to spend additional time after the Conference is over.

In accordance with the conference bylaws, President Carter next presented for approval the following persons to serve on the Nominating Committee: Ronald Dzierbicki, Chairman; Hazel Hallford, J. O. Sentell, Ramsey Leathers, and John Scott. Frances Smith moved that the committee be approved, Bob St. Vrain seconded the motion and it unanimously carried.

The next discussion centered around plans for our 1981 conference site. Suggestions were made for Jackson Hole, Wyoming; Santa Fe, New Mexico; and Reno, Nevada. Bob St. Vrain said there had been some confusion over whether the new committee or the old committee selected the 1981 convention site. Bob will make a complete report at the Fall Executive Committee Meeting. After additional discussion, a tentative approval was given to Jackson Hole, and Rita White will furnish information on this site at our Fall Meeting.

Lewis Carter then mentioned that we will receive between \$7,000 and \$8,000 from LEAA for 1979-80 and that he and Mary Ann Young are working together on budget planning. Some members indicated that to help preserve our grant funds they would be able to pay their way to both the Fall and Spring Executive Committee Meetings.

President Carter further commented that he had discussed with Lee Powell the services offered by the National Center to our organization and he feels that our conference is benefited by these services.

At the suggestion of President Carter, Al Stevas made a motion that we send a letter of appreciation to Charles Nelson for publishing the Basic Appellate Court Structure and our biographical booklet. This was seconded by Loren Hicks and carried. Dorothy Norwood will prepare a tentative draft for President Carter.

Lee Powell next brought up the publication schedule. Al Stevas moved that we comply with the central publication schedule and this was seconded by Mary Ann Hopkins-Young and carried. Lee Powell will give us a list of these dates at the Fall Meeting.

Next it was mentioned that the Coordinating Counsel of National Court Organizations wants a \$25 fee from each group to help defray annual meeting costs. This was deferred to the Fall Meeting.

President Carter suggested that our fall meeting be held in Topeka, Kansas, on October 6. Since there were some conflicts, no definite date was set and President Carter will send our information after he reviews his schedule. An alternate date of October 20 was suggested.

The meeting was adjourned by the president at 8:45 a.m.

Respectfully submitted,

Dorothy F. Norwood
Secretary-Treasurer

Summary of Secretariat Responsibilities

As Secretariat for the National Conference of Appellate Court Clerks (NCACC), the National Center for State Courts (NCSC) provides a staff of 1.5 FTE professionals and administrative support, including one full-time secretary (and additional secretarial assistance, if needed); word processors; and mail, photocopy, and accounting clerks. In addition to these staff members, one of the National Center's associate directors for project management provides administrative supervision for all Secretariat functions. Underscoring Secretariat's NCACC responsibilities, all Secretariat staff report directly to the Director of the National Center for policy decisions and approval of all activities.

Costs for Secretariat services to the NCACC are minimal; NCACC reimburses the National Center for out-of-pocket expenses for materials and services, for travel and per diem expenses of staff who attend the NCACC annual conference, and for the Executive Committee meeting or other special meetings held throughout the year. All professional staff are supported through an LEAA grant and other available resources at present.

Major services provided by the National Center include: membership maintenance, financial management, conference coordination, and publications. A brief discussion of each activity follows.

Staff maintain a computerized membership/ mailing list, indicating member's name, title, address, and membership type. At the beginning of each calendar year, staff prepare and mail dues statements to each member, monitor collections, and prepare membership cards. New memberships are also processed when received. Currently, staff are working with the Membership Committee in developing an approach to acquire new members, and are designing a NCACC information package for distribution to prospective members.

The National Center Accounting Department deposits and accounts for all dues and other revenue receipts, pays and accounts for all disbursements approved by the NCACC president and secretary-treasurer. The general audit of all NCSC financial operations includes an audit of the NCACC books. In addition to filing appropriate tax returns, the accounting clerk prepares monthly financial statements for distribution to the Executive Committee.

One of the professional staff members is an editor in the NCSC Publications Department. This individual serves NCACC in the major roles of managing editor of the annual Appellate Court Administration Review, the quarterly Newsletter, and the joint Court Management Journal, and as editor of the NCACC Directory of Appellate Court Clerks. Sales of NCACC publications are coordinated by this professional.

The final general area of responsibility is assisting in coordinating of and providing staff assistance at the annual conference and meetings of the NCACC.

NCACC Pictorial Directory

A reminder to NCACC members who missed Monterey: please submit your biographical sketch and photo as soon as possible so that Mr. Nelson can print the NCACC directory.

Past President Expresses Thanks

I want to take this opportunity to thank you for your assistance while I was serving as president of the conference. I was personally delighted with the activities at Monterey; and I would like to particularly compliment Ron Dzierbicki, Program Chairman; and Kevin Swanson, Social Activities Director; for their exceptional work in planning for the conference and making it the tremendous success that it was.

I would also like to express thanks to the officers and members of the conference for electing me to the office of president and for the fine gift of luggage and the beautiful inscribed gavel that were presented to me during the banquet. I shall treasure these gifts and, as I indicated, the luggage will be put to good use.

I neglected at the meeting to thank all of the committee chairpersons and members for the work they did during my year as president and, accordingly, I do so now. For without their cooperation, the conference could not have been a success.

Alexander Stevas

Membership Report

Welcome aboard to the following individuals who have joined the National Conference of Appellate Court Clerks since April 15 of this year:

David W. Brezina, Clerk of the Supreme Court, Colorado;
 Judith McCulloch, Deputy Clerk of the Supreme Court, Nevada;
 Frank Slak, Jr., Clerk, Court of Appeals, Division 3, State of Washington;
 Peggy J. Stevens, Docket Attorney, Missouri Court of Appeals, Western District;
 Judy E. Cizmich, Deputy Clerk, Idaho Supreme Court;
 John A. Cahill, Chief Clerk, Appellate Term, Supreme Court, State of New York;
 Jacqueline Dooley, Deputy Clerk III, Supreme Court of New Mexico;
 Willard Mundy, Court Executive, U.S. Court of Military Appeals;
 James E. Maher, Assistant Clerk, Michigan Court of Appeals;
 Clyde L. Heath, District Court of Appeals, 4th District, Florida;
 Mary M. Wakefield, Chief Deputy Clerk, Texas Supreme Court;
 John P. Sheridan, Administrative Clerk, Appellate Term, Supreme Court of New York.

New members are encouraged to take an active part in their association. Some attended the National Conference at Monterey which was a great way to get acquainted.

Suggestions, comments, and ideas are always welcome. Committee involvement can also prove to be a challenging and rewarding experience. It's an opportunity to meet and work with your counterparts from throughout the country.

With the participation of all members, new and old alike, the National Conference of Appellate Court Clerks will continue to be the worthwhile and viable organization that it is.

Jo Eckroth