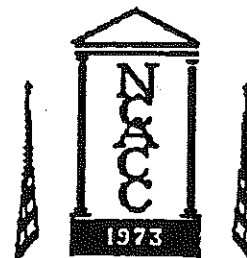


The Docket



News of the National Conference of Appellate Court Clerks

VOLUME 20

NOVEMBER 1991

NO. 2

THE PARALLAX VIEW

In this, my first message as your President, I issue to all of you a challenge. I do this after a review of what I have seen over the past decade in our Conference. The changes I have seen which I will discuss with you have been small changes year-to-year that individually don't seem to matter much, but when looked at in a cumulative way cause concern. I speak of apathy and indifference; of a lack of motivation to contribute that I saw in so many people when I first joined the Conference.

When I first joined the Conference, Morgan Thomas of Georgia was our President. What leadership he showed us; what inspiration he gave us! But as impressive as he was, his spark alone wouldn't have sustained me in the Conference for as long as I've been in it. What DID sustain me was the large group of dedicated clerks: not only the charter members, the J. O. Sentell Award winners, the Conference's past presidents, but many other Conference members as well. What was it that these people had that inspired me and motivated me to contribute? They got the job done; they followed through. In a word, they were DEDICATED. They WORKED at what they were doing. They made the difference because of their efforts; and their courts did not suffer when their energies were directed to the Conference. Such members of the Conference have grown fewer and fewer in number. Why? Some have retired; some, sad to say, have passed away. WHERE ARE THOSE TO TAKE THEIR PLACES? I have a hard time finding them.

I made some effort to get interest in committees moving before the annual meeting in Saint Louis, and made an effort when there to get a survey form completed for California's administrative officials. Frans LaBranche and Jean Kennett and others made similar efforts to get responses to issues which mattered to them and which should have mattered to the membership generally. Our responses were pretty dismal. Many people said to me, "Gosh, you got a 20% response to a request or survey? You don't know how lucky you were." I didn't consider myself lucky at all. And that's the way it's been in recent years with matters of the Conference: a steady spreading of apathy and indifference.

I recognize how easy it is to find excuses for ourselves. After all, don't we hear excuses all day long from our staff, our family members, friends and acquaintances and even strangers for may things? Each of us can make excuses just as good as the next soul.

I have been growing increasingly concerned by the lack of attendance at educational sessions of the annual meeting in recent years. Isn't it interesting that the subject of ETHICS is in such sharp focus and "in vogue" in every day living? Indeed, the subject has been one of the most popular and well attended at the last two NCACC Conferences. Yet don't we create ethical issues for ourselves when as attendees at the annual meeting who are there at our court's expense we substitute personal pleasure -- shopping, demonstrations of athleticism or whatever -- for a DUTY to attend educational matters? I take the position that everyone who attends the annual meeting at the court's expense has an obligation to attend ALL sessions of the educational program; if you are attending at your own expense and are not retired, you should want to attend all such sessions. It is not appropriate to pick and choose what you will and won't attend. This is YOUR educational program I'm talking about, and you should be there. Aren't the wonderful social functions sponsored by our own Conference, Mead Data, West Publishing and the Bureau of National Affairs over the short week of the annual meeting enough to satisfy us? The frequent comments over the years by persons outside our Conference that we had the best attendance at our educational programs compared to that of some ABA groups and other court-related groups are seldom expressed today. Why? Because they aren't true any longer.

Some of those who went to Saint Louis also stayed away from an integral part of our Conference: the annual business meeting. In past years if attendance at segments of the educational program occasionally were sparsely attended, at least the annual business meeting was well attended. Not this year. Those who missed the annual business meeting did not meet their professional responsibility to the Conference.

So, in closing this message, I say "I challenge you." Madison Avenue's modern messages from Nike "Just Do It" and the U. S. Army "Be All That You Can Be" may seem trite, but we should endorse those messages. Step forward and make a difference: if you've never attended an annual meeting, attend one; if you've never served on a committee, serve on one; if you've never been a committee chair, become one. Don't wait for someone else to make you a better employee of your court system or a more active member of the Conference. Accept my challenge and STEP FORWARD!

-- KEVIN SWANSON

#

Tradition

THE J. O. SENTELL AWARD

The Choice

The 1991 J. O. Sentell Award was presented on behalf of the members of the National Conference of Appellate Court Clerks to Gloria "Jill" Engel, Clerk of the South Dakota Supreme Court. The presentation was made at the annual banquet by Reba Mims (SC) who chaired the Awards Committee.



First Class

That's Greg Wallace, our good friend from North Carolina.

Greg's popular column "Out of the Gutter" appears elsewhere in the Newsletter and will be a fairly regular feature in future issues.

Greg is now in his own business as a management and automation consultant. He can be reached at 5809 Dutch Creek Drive, Raleigh, North Carolina 27606.

The Docket

News of the National Conference of Appellate Court Clerks

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Please submit items of personal or professional news to a regional reporter. Articles, letters and other submissions may be sent to the editorial office.

1412 Court House, Boston, Massachusetts 02108
Phone (617) 725-8055

Privately speaking

As the souvenir edition of THE DOCKET pointed out, St. Louis produced no "Blues" but thanks to Marilyn Graves and her committee it did produce a superb program. One segment that left us wanting more was the stress management program presented by Dr. Isaiah Zimmerman. For those of you who were not in St. Louis, if you ever see this gentleman's name on a program (ours or any other group's), make an effort to hear him.

Dr. Zimmerman was one of the best prepared presenters we've been fortunate enough to have. Weeks before the annual meeting he called nearly two dozen of us and asked us what we do, found out where our stress comes from, how we handle workflow and personnel and, with other inquiries, made himself knowledgeable about what we do.

What follows is a list of his warning signs of approaching burnout.

BURNOUT - PROGRESSIVE WARNING SIGNS

Fatigue, unrelieved by rest

Irritability and impatience; complaining and carping

Rationalized blame of others

Denial of any problems in self

Abuse of alcohol, food, rest

Increased social isolation

Physical symptoms and depression

Neglect of self-care and hygiene

Severe depression

Paralysis, physical collapse

PREVENTIVE MEASURES

Leave your office for 4 to 7 minutes twice each day

Get out at noontime

Do nothing for 5 or 10 minutes before leaving the office

When you get home, take 10 to 20 minutes for yourself in silence .

#

LOOKING BACK ON ST. LOUIS

Our evening at the world-famous St. Louis Zoo, The Living World Pavilion, with out long-time friends from West Publishing Co. turned out to be informative as well as a grand family evening. Some of the exhibit halls were left open for us to browse through. Although James Maxwell "Max" McGraw was too young to benefit directly, many of the school age children who were with us seemed to have a grand time with these learning tools.

Some of us older folks did too: for instance, since my birth 6.22 billion people have been born; I have breathed 223 million quarts of air; the world's average temperature has risen 2.22 per cent; 76.4 million houses have been built in the United States; my heart has beaten 2.23 billion times; 201 billion tons of soil have been lost to erosion in the United States; 54.5 billion tons of carbon dioxide have been emitted by the United States. I leave it to you to calculate my age based on all of these statistics!

--- The Editor

LIGHTS, CAMERA, ACTION!!!!

Nancy Foley and Jean Kennett returned to their courthouse to find lights, cameras and action on the plaza in front of the building. Goldie Hawn and Steve Martin were filming "Housesitters" in Boston, and one locale was part of the plaza which the Suffolk County Courthouse shares with adjacent office building. There were no calls for appellate court clerks -- not even walk-on parts.

TECHNOLOGY CONFERENCE

Clerks who have attended either of the two previous court technology conferences --held in Chicago and Denver -- can attest to the value these huge meetings offer. The next technology conference, in Dallas, March 11 - 15, 1992, will provide another chance to learn about the most up-to-date products and services, as well as an opportunity to share experiences with others in judicial administration.

The Third National Court Technology Conference ("CTC III") offers both a five-track educational program and a vast array of vendor exhibits. The tracks cover Emerging Technologies, Court Applications, Existing Technologies, Management Tools and Advanced Technical Sessions.

In addition, "user-friendly" orientation programs for new users are planned, as well as an international program to explore global experiences with technology.

The National Conference of Appellate Court Clerks is a co-sponsor of "CTC III", a role it played in the first two technology conferences. Until November 30, 1991, early registration costs \$425.

Contact the National Center for State Courts in Williamsburg, Virginia for more information if by chance you have not received the mailings on "CTC III."

THANK YOU

To everyone who filled out the questionnaire regarding automation for Jean Kennett, many thanks from the Supreme Judicial Court for the Commonwealth of Massachusetts. Your assistance is much appreciated.

I have a plan. If you choose to take it on, it won't be easy, but it should help focus the perspective and efforts of your operation. I've crammed descriptive words into an acronym for easy reference. My kids have notebooks for school that they call "OTIS," Organize This Important Stuff; so, not to be outdone, I present "OSCAR": Orientation, Systemization, Communication, Amplification, and Rewards.

These words represent organizational qualities that we may lose track of as we fight our daily succession of problems. This time, I'll try to describe the terms; then, in later installments, we can delve more deeply into each of them.

Orientation: Our orientation means our institutional values, what we believe in, what we are all about. Our orientation drives how we see ourselves and our organization. It shapes both the way we do things as well as what we want to do and be. Our orientation is probably only partly a consciously constructed idea. The largest portion of it is provided to us by our Court, and other parts by our clients. (Did anyone send out "customer" feedback cards that we talked about last January?)

Orientation is vital—critical—all those "crucial" words. We can be working furiously and not accomplishing much if we are headed in the wrong direction and don't understand our organization's mission, or if our personal orientation doesn't match that of the Court. One of the computer games my kids and I play together is called *Test Drive III*. It gives you a very fast car and rather sophisticated computerized scenery having several potential routes to the finish. You may choose the

Out of the Gutter

Gregory Wallace
Management & Automation Consultant



route you wish to use, and there are undocumented "short-cuts." The instructions say: "If you lose your way, pay attention to the highway signs. If you're going the wrong direction, you can only see the back of the signs. Also, use your compass when you're lost." And here I am, doing 180 mph along a four-lane highway -- when I notice that the signs are blank and on the wrong side of the road!

Every successful organization began with certain basic moral or behavioral values articulated by its early leaders. They may be called Principles, Policies, Mission Statements, Ideals, Constitution, the NCACC Code of Professional Conduct, or whatever. I was impressed by the expression of orientation at a marketing seminar recently offered by one of the companies I represent, Banyan Systems, Inc. Right up front, the regional manager drove home the company's Mission: "To simplify the use and management of distributed networks." The rest of the seminar all related back to that mission, and how their Banyan Vines networking products and services would accomplish it.

If we are going to work — really work — toward improving our organization, identifying and articulating our institutional values

represents an absolutely essential first step. If we don't have a defined purpose, we will never know when we have achieved it!

Systemization: Once we are sure we know what our organizational values are, we need to look carefully at what we do and how we do it. All the functional things that make our organization go: docketing, case-management, records-management, "client-management," production of orders and judgments, purchasing, accounting, payroll, benefits, travel, personnel, and many more.

Some of these systems are well-documented and often-discussed, others just exist. The idea here is that we need to be concerned with the integrity of our systems. Are they doing the job? Are they properly documented and described so that they would continue running, efficiently and effectively, if you or a key person in your organization were to disappear?

Is conformance to the systems — read that "quality" — monitored in some meaningful way? By whom and how? Do existing systems use modern techniques and technology to operate efficiently and effectively? To best serve your organizational values, are there

some systems that should be changed? Dropped? Added?

Unfortunately, most of the monitoring or controlling we do is aimed at our final product. We may examine our outgoing paperwork in great detail, but the systems that put it together have free rein, so long as there are no obvious problems with the output. The logical and operational integrity of our systems is a key to maintaining our organizational orientation.

Communication: Communication involves both transmission and reception. Though the topic is inexhaustible, communication never seems to happen completely. We miss a link somewhere. Perhaps it's the "empathetic listening" that Stephen Covey describes in his *7 Habits* book and that we discussed in the June column.

From the transmission side of communication, we should be considering who needs to know what's going on, how can that best be accomplished, and how can we arrange to get full feedback?

Meetings should be held when necessary, not just when it is time to have them. Too many meetings can be a signal that the organization is in trouble. Meetings should always have an agenda, prepared presentations, and planned opportunities for participation and feedback.

If a newsletter is appropriate, it must be interesting and attractive, or it won't be read. Memoranda should not be left to chance; we need to work to make them clear and concise.

Managers have to get out and around. It's not always what you

know, it's who you know -- and who knows your operation best? -- your employees. Tom Peters, in his *Excellence* series, calls it "management by wandering around." Ask for ideas--and the better you listen, the better you and your organization will become.

Amplification: I'm not completely happy with this word for the concept, but I needed an "A" word and "advancement" didn't cover the scope of the idea. To amplify your organizational efforts, a system of orientation, training, and personal improvement is a key.

I've got to hand it to the military in this area. Their programs may not be perfect, but they include: front-end orientation and training of service-members, followed by professional or skilled trade training; additional training is prescribed, scheduled, and made available throughout a person's career. Performance evaluations, that include narratives and comparisons with others having similar grade and specialty in the command, are required annually. There is a well-defined career track, with promotion opportunities governed, in large part, by earned qualifications and experience. Supervisors are responsible for ensuring that their people make sustained progress toward the next goal.


A program to amplify the organization's effectiveness through employee development should begin with each new employee. Previous experience is not an equitable substitute for orientation and training. And, we must have a plan to correct--or praise--a new employee immediately and often. Withholding either is withholding training.

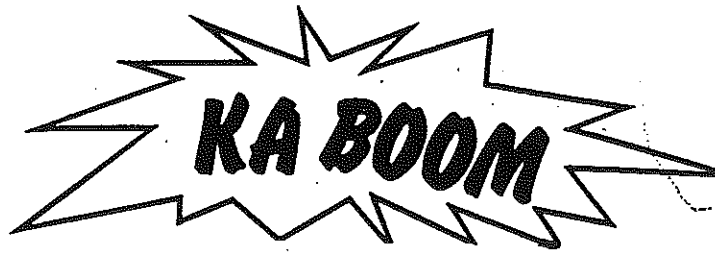
We must help our people know where they are now, through reviews, consultations, and evaluations of their performance. We should have a system of mentors to help our people recognize how they can improve themselves (and our organization) through their own personal development. And, we should offer opportunities for continuing education and training.

Rewards: We usually think of rewards in monetary terms, but if we simply make a practice to give credit where credit is due, our employees will return the favor with interest. While no one would turn down merit raises or financial rewards, we all recognize that the rewards of working shouldn't just fit into a wallet; they should enrich the ego as well.

Enrichment by ego-stroking doesn't only apply to our top performers. If someone perceives that their efforts are unappreciated, they tend to give less to their work than they would if their efforts had been properly acknowledged. We can invent interesting ways to reward quality work: praise, pats-on-the-back, certificates, training and development, time off, publicity, or participation in desirable projects, to list a few.

Michael LeBoeuf wrote a book entitled, *GMP: The Greatest Management Principle in the World*, and his entire theorem is that you get more of what you reward. That concept, though, is much more complicated than it might seem, so think about it again: "The things that get rewarded get done."

We'll go into more depth with these ideas in later issues. 



Here it was Friday, September 13, 1991. It was not an unusual looking day as I began my usual commute of 45 miles from home to my office. My trip across the 24 mile long Causeway Bridge was, in fact, quite pleasant and relaxing. However, I knew this relaxed atmosphere would soon change when I entered the hectic interstate traffic going into New Orleans. As I entered the snarled, slow-moving traffic, the radio talk show host was exploring the superstitions about Friday the 13th. I thought to myself, "I'm sure glad I'm not one of those superstitious persons." In fact, we have a son born on Friday the 13th and we certainly don't consider that an ill-fated event.

As I drove to the top of the Bonnabel Overpass, I noticed that traffic entering the interstate from that artery was very heavy. Because I was in the right-hand lane, I began to look for an opportunity to move into the center lane in order to minimize the hassle and risk of dealing with fast moving vehicles entering the flow of traffic. Magically, two vehicles in the center lane moved into the left-hand lane, leaving a nice open space for me to move into safely. I put my flasher on and cautiously moved into the center lane at a safe distance ahead of a large refrigeration truck.

Those of you who are familiar with the sagas of my travels have probably guessed the rest of the story. Some of you, who were in St. Louis, even heard about the January accident in which Del and I were rear-ended by a drunken driver traveling at 50 MPH. We are both still recovering from that accident in which our new pick-up truck was demolished. But enough of the past!

After I had safely moved into the center lane, comfortably in front of the truck, traffic ahead of me began to congest. A vehicle in the right-hand lane, just slightly ahead of me, began to pull over into my lane. He looked over, saw me and began to pull back to the right again. I breathed a sigh of relief, because if he had not pulled back, we would probably have collided. Just then he accelerated and quickly turned into the middle lane directly in front of me. I applied my brakes and fortunately did not hit him. However, just at that moment, as he looked at me and pulled away -- you guessed it. I was hit by the truck behind me. KA-BOOM. Glass flew everywhere and I was propelled about 40 feet up the Interstate, miraculously not striking anyone and being able to stay in the center lane. I called 911 and waited for the arrival of the State Police. As I waited, I reflected and gave thanks that I was not superstitious. Friday the 13th had once again been my lucky day. The good Lord continues to hold me in the palm of His hand.

I'm thinking about driving a bus to Washington, D. C. next year. If anyone would like to join me, please call me without delay. (Just kidding folks!).

FRANS (Lucky) LaBRANCHE, JR.

People, Places, and Things

NEW CLERK FOR ALASKA

By Yvonne Anderson

If you will listen very hard, you will hear a big sigh of relief from the Last Frontier, Alaska. Yes, I am very happy to announce that the appellate courts have hired a new clerk to fill the position vacated by David Lampen in May of 1991. Although I hope personally to introduce all of you to Jan Hansen in August of 1992 in Washington, D. C., I will settle for this quick sketch for the time being.

Jan arrived in Alaska from the potato country of Idaho twenty-three years ago. She graduated from the University of Alaska - Fairbanks in 1972 with a double major in English and French. She attended J. Reuben Clark Law School (BYU), receiving her J. D. in 1982. She served Alaska as a Workers' Compensation Hearing Officer for seven and a half years, and as Chief of Adjudications for Alaska Workers' Compensation Board for the past four years.

Jan's job-related interests are computer systems and educating the public. In her spare time she enjoys genealogical research, volunteer teaching, and tending a garden which includes a potato patch that any Idahoan would envy.

We welcome Jan, feel she brings great skills to our court, and look forward to getting on with the business of the appellate courts.

* * * * *

RETIREMENT ANNOUNCED

Lewis Carter of Kansas officially retired from the position of Clerk of the Kansas Supreme Court and Court of Appeals at the end of August. Lewis will always be warmly remembered for being the person who put NCACC on the firm financial footing it now enjoys during his tenure as President during the early 1980s. Lewis will continue on committee assignments for his court and has promised to see us all in Washington next summer.

AUTHOR, AUTHOR!!

As clerks we all have our own views on the position of Court Administrator and the person holding it. In Massachusetts we have proof positive that they are very warm and normal human beings. Robert S. Bloom, Deputy Administrative Assistant of the Massachusetts Supreme Judicial Court is the author of *A GENERATION OF LEAVES*, a historical novel of the early years of America and its fledgling government and the "movers and shakers" of the time. Bob's book was published by Ballantine and released in early July. Alexander M. McNeil, Administrative Assistant to the Massachusetts Appeals Court has just had his book *TOTAL TELEVISION* published by Penguin Books. This is the third edition of Alex's reference work on TV programs since 1948. Alex is now teaching his second course "The History of American Television" at Northeastern University. Both books are about the same size -- BIG -- and good additions to anyone's home library.

People, Places, and Things

→ NEW FAX NUMBER

Tommy Lowe reports that his office, Texas Court of Criminal Appeals, now has FAX service. The FAX number is (512) 463-1591.

RECUPERATING

Ella Williams is recovering nicely from a badly broken ankle she suffered in a fall shortly after her return from St. Louis.

→ CALLING ALL SEALS

Court seals, that is. Joseph A. Lane, Chief Deputy of the Second Appellate District in California is requesting a copy of the impression of your court seal, or if you do not have one, a copy of whatever seal you use to certify documents. Please also let him know if you are required to use a particular color. Please send your impression or seal, full size, and appropriate color if that is pertinent, to Joseph A. Lane, Chief Deputy II, Second Appellate District, Court of Appeal, 300 South Spring Street, Los Angeles, California, 90013. Joe has a project in mind for these seals and seeks your assistance.

SITE SELECTION FOR 1995

This year's Site Selection Committee, chaired by Penny Miller, is seeking proposals for 1995. Anyone interested in hosting the 1995 NCACC Annual Meeting must have a written proposal submitted to Penny by December 1, 1991. Proposals should highlight available meeting facilities, sleeping accommodations, commercial transportation information and possible sightseeing and social activities. Please send your formal proposal to Penny Miller, Chairperson, NCACC, Site Selection Committee Judicial Wing, First Floor, 600 East Boulevard Avenue, Bismarck, North Dakota 58505-0530.

NEXT ISSUE OF THE NEWSLETTER

The next issue will be out early in January. Send your news items to your regional reporters or to the Editor no later than December 20, 1991.

PROFESSIONAL LIABILITY

The presentation on professional liability by John E. Hunt, Jr., CPCU, although not included in the printed program, stimulated enough interest in the subject as it relates to appellate court clerks and possible preventive measures and solutions, that the questionnaire prepared for and printed in the January 1991 issue of The Docket, is reprinted in this issue. Please complete it and forward to Nancy Turck Foley, Program Chairperson, NCACC, Appeals Court, 1500 Court House, Boston, Massachusetts 02108.

St. Louis in August

*** IF YOUR NAME ISN'T HERE, BE SURE TO

SAVE THE DATES

AUGUST 2 - 7 1992 AND SHOW UP IN D. C. NEXT AUGUST ***

NAME	STATE	NAME	STATE	NAME	STATE
ARR, Deirdre	Missouri	GERHARDT, John	(Head Data Central)	MONTAGUE, Bert M.	Virginia
ANDERSON, Yvonne	Alaska	GOLDSMITH, Joyce A.	Arizona	MURPHY, Michael	Texas
ARNOLD, Jeffrey	Nebraska	GRADEY, Leslie D.	Maryland	MYLAR, Belva	Texas
ASMUSSEN, Lanet S.	California	GRANAHAN, Thomas F.	Washington, D.C.	NEIL, A.B., Jr.	Tennessee
BARROW, Ron D.	Virginia	GRAVES, Marilyn L.	Wisconsin	PALMER, Yvonne	Texas
BEACH, David B.	Virginia	HABERSHAW, Frank J.	Florida	PRICE, Christie S.	North Carolina
BECK, Marilyn K.	Texas	HARVEY, Faye	Mississippi	RAMEY, Ancil	West Virginia
BENNETT, Troy	(West Publishing)	HENSON, Henry L.	Michigan	RICHARDSON, Keith	Iowa
BERGSGAARD, Donna	(Head Data Central)	HONCKER, Robert L.	Colorado	ROOS, Sandy	Illinois
BERSON, Francis L.	Rhode Island	HOFFMAN, Richard B.	Washington, D.C.	SCHAEFER, Herb	Texas
CAFFERTY, Michael	Wyoming	HOPKINS, Ann	Head Data Central	SCHOTT, Danielle A.	Louisiana
CARTER, Jerrill D.	Kansas	HORNIAK, Juleann	Illinois	SCOTT, John C.	Kentucky
CARTER, Lewis	Florida	JUSTIS, Carol	Oregon	SEMPELES, Cynthia	(Head Data Central)
CAUSSEAU, Debbie	Wisconsin	KEMPLEY, Kathleen E.	Arizona	SKINNER, Sandra L.	Missouri
CLARK, Cornelia G.	Arizona	KENNETT, Jean M.	Massachusetts	SMITH, Ed	Montana
CLARK, Glen D.	Tennessee	KNIPPEL, Jan	Texas	SMITH, John	(West Publishing)
CLINKENBEARD, Janice S.	Missouri	LARRANCE, Frans J.	Louisiana	STEIN, Leslie W.	Arkansas
COKE, Donna	Illinois	LANE, Joseph	California	STONE, Linda	Mississippi
COSTA, Louis E.	Maryland	LIVINGSTON, Louise	Alabama	STROTZ, Loren J.	Illinois
CUMINGS, Alexander	Virginia	LOWE, Thomas F.	Texas	SUTER, William K.	Washington, D.C.
DAVIS, Patricia G.	Louisiana	LOWENSTEIN, Hon. Hal	Missouri	SWANSON, Kevin A.	California
deBLANC, Kenneth J.	Arizona	MAKERAD, Samuel	Hawaii	TOWNSEND, Stephen W.	New Jersey
DESSAINT, Noel K.	Ohio	MCGRAW, Peggy S.	Missouri	WERTSTONE, Mike	(West Publishing)
DIX, Mary Ann	South Dakota	MCNANEY, Beth	Missouri	WILLIAMS, Ella	Michigan
ENGLE, Gloria J.	Louisiana	McLAIN, Hazel	Alabama	WILLIAMS, Joline B.	Georgia
FITZGERALD, Peter J.	Massachusetts	MERRITT, C.J.	Washington	WILSON, Robert N.	California
FOLEY, Nancy T.	Virginia	MILLER, George	Texas	WOMACK, Robert E.	Mississippi
FULTON, William S.		MILLER, Penny	North Dakota	YAEGER, Ralph M.	Montana
		MIMS, Reba D.	South Carolina	YERLY, Michael J.	California

Save the Dates!

Although the NCACC was founded in Washington, D. C., in 1973, the 1992 Annual Meeting from August 2 to 7 marks the Conference's first visit to the nation's capitol since that organizational meeting "inside the Beltway" nearly twenty years ago. Start making your plans to attend NOW.

The host hotel, the Hyatt Regency on Capitol Hill, is located within easy walking distance of the many museums on the Mall, the Capitol, the Library of Congress, the Supreme Court, the FBI and the newly-renovated Union Station -- a fabulous gathering of shops, restaurants, and yes, trains, too!

You can walk to the Air and Space Museum, the National Museums of American History, American Art, and Natural History, the National Gallery and National Portrait Gallery, the National Archives (where the Constitution, Declaration of Independence and Bill of Rights are on view), Ford's Theater, the U. S. Botanical Garden, and the Senate and House office buildings. The Tourmobile will take you to Arlington Cemetery, the Lincoln and Jefferson Memorials and Washington's home at Mount Vernon. We will advise you of how to contact your Senators or Representatives for passes to the White House, the FBI and the Senate and House Chambers.

Social plans include a special reception at the Supreme Court, following a tour organized by Clerk Bill Suter; a trip to Maryland's delightful capitol on Chesapeake Bay, Annapolis, for shopping, antiquing and touring the United States Naval Academy, culminating in the local gustatory specialty: a crab feast; more receptions; guides to shopping excursions via the sparkling and safe Metro system; and plenty of chances to see the sites.

Nancy Foley and the Program Committee are readying a standout program which will take full advantage of the unusually wide selection of outstanding speakers in the Washington area.

Your hosts from the Clerk's Office of the District of Columbia Court of Appeals will be joined by the Clerks and staff of several other appellate courts in the area as co-hosts of the 1992 Conference including the Supreme Court of the United States, the United States Court of Military Appeals, the U. S. Army Court of Military Review, the Maryland Court of Appeals and the Maryland Court of Special Appeals. With all of them working together this should be the most spectacular NCACC get-together ever!



LIABILITY INSURANCE QUESTIONNAIRE

1. How many times have you been sued in your capacity as clerk and/or individually as a result of your position?

Number of Claims: _____

2. In how many of these claims have judgments been entered which resulted in payments to the claimant?

Number of Judgments: _____

3. If a liability policy were available to NCACC members at a reasonable premium, would you be interested?

Please circle one: Yes No

4. What premium range would be acceptable for either state payment or personal payment?

<i>Please circle one:</i>	<u>State</u>	<u>Personal</u>
	\$ 0 - 100	\$ 0 - 100
	101 - 250	101 - 250
	251 - 500	251 - 500
	501 - 1000	501 - 1000

5. How much coverage would be needed for the premium range specified in question 4?

Please circle one:

under \$500,000
\$501,000 - 1,000,000
\$1,000,000 - 2,000,000
over \$2,000,000

6. Are you presently covered by a professional liability insurance policy?

Please circle one: Yes No

If yes, please give carrier and details of policy and coverage:

Please mail to:

Nancy T. Foley, Clerk
Appeals Court
1500 New Court House
Boston, MA 02110

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