

The Docket



News of the National Conference of Appellate Court Clerks

Vol. 18

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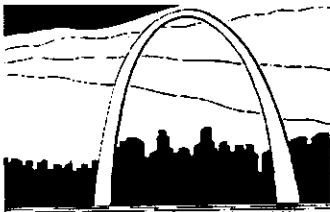
No. 2

Meet Us in St. Louis This August!

Deirdre Ahr, Clerk, Missouri Court of Appeals, Eastern District

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While most of you are probably doing exactly what I am -- shoveling snow, setting out salt on that icy front walk, and trying to start cars that just won't cooperate -- spend some time thinking about the great American summer vacation you have in store for yourself when you come to St. Louis for our 1991 Annual Meeting, August 4-9. You'll be staying at the St. Louis Marriott Pavilion Hotel, across the street from Busch Stadium; home of the St. Louis Cardinals, within walking distance of the Mississippi River, the Gateway Arch and the Museum of Westward Expansion and a short (free) shuttle ride to Laclede's Landing, an historic district of cobblestone streets, castiron streetlamps, and a variety of shops, boutiques, restaurants and night-spots. A short shuttle ride in the opposite direction will take you to St. Louis Union Station, a national historic landmark, now restored as a festive marketplace with shops, restaurants and entertainment.

We plan to hold registration at the hotel on Sunday, August 4, followed by a welcoming reception. On Monday evening we will take a short trip to the St. Louis Zoo, one of the finest in the nation, where we will tour its world famous education center, the Living World, the first facility to fuse high technology and live animals for the purpose of presenting a unified view of life. We will stay at the Zoo for cocktails, dinner and entertainment.

Later in the week we will cross the street to Busch Stadium to see the Cardinals play the Montreal Expos. Baseball fans please note that Monday, August 5 is the only date between August 1 and August 8 when the Cardinals will not be playing ball in town. Pittsburgh is in town before Montreal. Sunday, August 4, is a day game; the rest will be night games.

Other outings on our social agenda include a tour of the Anheuser-Busch Brewery, including the Clydesdale stables, the Bevo

(continued on page 3)

The President's Page
Peggy S. McGraw


HAPPY NEW YEAR! Your Executive Committee met November 17th in Washington, DC, for its fall meeting. The Hyatt Regency-Capitol Hill will be a great location for our 1992 Conference. It is located a short distance from, what else, Capitol Hill and is within easy walking distance to the Mall, which is surrounded by the Smithsonian. This will be a great place to bring the family for a real educational experience. Our host, Dick Hoffman, is planning some exciting social events! A summary of the issues discussed at the Executive Committee meeting appears on page 8.

We are co-sponsoring an appellate seminar with the Institute for Court Management again this year. Glen Clark is serving as coordinator for the seminar to be held in San Francisco April 7 through 10, 1991, at the Holiday Inn on Fisherman's Wharf. The seminar will focus on *Strategic Planning in the Courts*, a vital topic as the demand for services by the Courts increases and the resources to provide those services decreases. Please mark your calendars and plan to attend.

The next executive committee meeting will be held on April 6, 1991, prior to the ICM seminar at the Holiday Inn Fisherman's Wharf.

The plans for our 1991 Conference in St. Louis are coming right along. Deirdre Ahr has arranged some outstanding social events, including a trip to St. Louis' superb zoo and an event centered around a Cardinals' baseball game. Marilyn Graves's educational program should not be missed. More on that next issue.

This is the time that a great deal of committee work can be done. If you are serving on a committee but have not had a chance to get involved, it's not too late. I urge you to get involved, express yourself, and don't let your committee chair do all the work! For those of you who have gotten involved, keep up the good work! It is difficult for a committee to accomplish all that is needed during the span of a year. Everyone's help is needed to make the committees as productive as possible.

I hope 1991 will be a year you will not want to forget. I look forward to seeing all of you during the year and wish everyone a peaceful, joyous and prosperous new year! 

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.

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Phone (919) 733-3723 FAX (919) 733-0105

ICM Offers Statistics/Graphics Applications in Courts


SAN FRANCISCO -

The Institute for Court Management of the National Center for State Courts recently completed their first offering of the course "Statistics/Graphics Applications in the Courts." Approximately 40 attendees from trial courts, state Administrative Offices, and Courts of Appeal met in San Francisco for an intensive four-day seminar and workshop. The NCACC was represented by Brian M. Smith, of the Michigan Court of Appeals, who chairs our Statistics Committee.

The course focused on the advanced use of descriptive and analytic statistics to produce meaningful data for court managers for the purposes of projecting and estimating court management. Most of the participants had prior skills in advanced statistics, and they were given an opportunity to refresh their understanding of statistical applications in the court environment. In keeping with a new ICM presentation technique, the participants were required to resolve a court-related problem statement by producing a written report supported

by charts, graphs, and statistical data. Each report was then orally defended before the whole group.


Some of the techniques used by the group were available on a PC-based statistical and graphic software package designed to run the database variables from a court's database which had been previously downloaded from a mainframe computer. Most of these techniques could be used in the appellate courts for projecting and estimating; they include: linear and logarithmic regression, trend line analysis, moving averages, and tests of statistical significance. The software also produced graphics present the statistics. Graphics included three dimensional pie charts and bar graphs, scatterplots, and regressions of variables. Each of these provided a different way to represent the data to court managers.

Brian reported that the course was challenging and very beneficial; he hopes to share more of the details with the Statistics Committee members, and he welcomes questions from Conference members who might be interested in more information. 

Meet Us in St. Louis This August (Continued from Page 1)

Bottling Plant and the Hospitality Room, where complimentary samples of Anheuser-Busch products are offered, and a trip to Union Station. You'll still have time to return to the Zoo to tour its 83 acres and scout out the 2,800 animals in their natural habitats or visit the Botanical Gardens or Science Center.

The closing banquet on Thursday evening will be held at the hotel, and you'll need your dancing shoes that evening. After hearing from Missouri's Chief Justice, Edward D. Robertson, we will conclude the proceedings with dancing.

Mark your calendars now, more details will follow! 

How Would You Like To Host A Conference?

The Site Selection Committee is seeking invitations from our membership to host a future annual meeting of the NCACC. If you are interested in hosting an annual meeting, or better yet, if you would like to issue a firm invitation, please contact the Chairperson of the Site Selection Committee.

Sites already approved for the next three years are:

- 1991 St. Louis, Missouri
- 1992 Washington, DC
- 1993 Nashville, Tennessee

Please let us hear from you.

Site Selection Committee
Gloria J. Engel, Chair
Supreme Court of South Dakota
500 East Capitol Avenue
Pierre, SD 57501

Have You Retired in Place Without Telling Your Chief Judge?

By Donna Coke

"Chief Judge Jones, how good is your court administrator? Is he or she doing a competent job? On case flow management? On budgeting? On procurement? On personnel management? What makes you think the answer to any of these questions is yes or no? Do you really know?"

And furthermore, Chief Judge Jones, if your court administrator has not brought a new idea to your attention within the last six months, it is possible that the administrator has taken early retirement, according to John M. Greacen, Clerk of the Court, Fourth Circuit, U.S. Court of Appeals, Richmond, VA, in his prize-winning article "Has Your Court Administrator Retired? Without Telling You?" Mr. Greacen's article tied for first prize at the Second National Conference on Court Management held September 9-14 in Phoenix, Arizona.

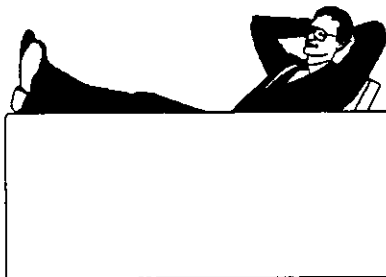
Mr. Greacen's article provides an in-depth guide for chief judges who are struggling with the question of how to transfer responsibility to their court administrator while retaining accountability. According to the article, administrators not only do work that the judges prefer not to do, but also perform functions and play a role that judges cannot perform as well as the administrators can. Often the administrator may share with the chief judge the responsibility for seeing to it that the Court is going about its business of deciding disputes and assuring justice. The burden borne by the administrator is often an onerous one. How does the chief judge assure that court administrator is meeting the challenge?

In order to avoid either unnecessarily retaining the management decisions for himself or abdicating them, the chief judge must learn to delegate. According to Mr. Greacen, the chief judge can achieve the ultimate goal of supervision without meddling by utilizing a number of strategies, the first of which is simply to look for indications of good management. Are there personnel policies and procedures manuals in place? Are there financial controls? Does the automation

staff have a number of security procedures in place? Has the security of the court been provided for?

Secondly, the chief judge should obtain regular information through management reports to determine whether the critical aspects of the court's work are in order. These reports should include information about court performance, staff performance, short and long range plans and special problems.

Thirdly, the chief judge can learn a lot by watching the staff, whose performance will reflect the administrator's management skill. How does the administrator respond to problems? Does the administrator identify problems before the chief judge calls them to the administrator's attention?



Fourth, the chief judge should attempt to learn what others think of the administrator's performance. What do lawyers and other judges think of the administrator and the court staff? An administrator develops a reputation which is usually deserved. The chief judge should learn what it is.

And finally, the chief judge must learn to recognize the danger signs. The administrator should not be available every time the chief judge calls because the administrator is supposed to be out in the court solving problems. If the administrator had a practice of bringing the chief judge fresh ideas and those new ideas have ceased, it may be a sign of early retirement. Learn to recognize the court administrator who has simply retired in place.

In conclusion, Mr. Greacen states that chief judges are responsible for the effective administration of their courts. As much of the responsibility for that effective administration should be given to the administrator as possible. Chief judges and court administrators should work toward achieving a meaningful working relationship; one that is beneficial to both and which best serves the court.

✍

You know, every so often some of us clerks have an identity problem. We don't have a product to sell, it's occasionally difficult to understand where we fit into the organizational chart, and it's not easy to explain all the things we do. If we perform our principal functions well, we are nearly invisible within our court's operations. We find a spotlight only when we appear to have failed in some regard, or when we seem to have excelled by some innovation. Many of the "frills" we perform quickly become an expected part of the court's routine and soon are added to the office's functions.

Elsewhere in this issue, you will see synopses of the prize-winning papers of John Greacen and Dick Hoffman. Dick worries that the popular team concept of management may interfere with effective management in the courts; John peruses that some of us may have "punched out" early through inactivity or lack of motivation. I want to offer the idea that we think of ourselves as "sellers" of customer services and that we need to conduct market research just as other businesses must.

Our "customers" are diverse: in one way or another, we serve our judges, the administrative staff, the law clerks, the lower or higher courts, the bar, the media, and the public. Few of our customers truly know what we do, but all have their perceptions and see our "product" in terms of their own need at that particular time.

As Tom Peters says in his *Excellence* books, "Customers

Out of the Gutter

Greg Wallace




don't buy things, they buy tools to solve problems." And don't we have a nice selection of tools for our customers?! Or haven't we done the market research to know what our customers want? Peters goes on to say that each customer "perceives service in his or her own unique, idiosyncratic, human, emotional, end-of-the-day, irrational, erratic terms." If our customers are "buying" expectations, do we know what they expect? Understand their perceptions?

My research project this winter and spring is going to be sending a "how are we doing?" letter to some of the lawyers who have been here for a case. I plan to send it out to them after they have been up for their oral argument, because we will have had almost all our opportunities for direct contact and service by that stage of their case. I want to ask them to tell me: (1) what they expected us to do for them to make their business with the court easier (more efficient, or whatever criteria they want to use), and whether we did those things they expected us to do; (2) how well we did those things they expected us to do (if we, in fact *did* any of them); (3) whether we did things or offered services they didn't expect,

and whether they helped or hindered the process; and (4) what we could be doing that they really didn't expect us to do, but would find helpful if we did do them.

Then, I thought I might send the same or similar letter to our other types of "customers" just to see what they perceived us to be doing and how well. Of course, I will include the judges and other court personnel in this research project (though I don't expect a tremendous response from in-house). Finally (but not last in sequence), I want to give all the folks in my operation the same chance to comment about what we do and how we do it and how well we think we are doing it.

I figure if we want to know how to improve our operation and how to provide superior quality service, we have to ask. Listen to our "customers" by asking for their ideas -- and act on them. Listen to our people by asking for their ideas -- and act on them.

Remember Holiday Inn's slogan of a few years back? -- "No Surprises." Well, I want to "surprise" a few customers this year and see how much I can learn. I'll be in touch. 

Beyond the Team: Renegotiating the Judge-Administrator Partnership

By Norbert G. Jaworski
Chief Clerk, Michigan Court of Appeals

Richard B. Hoffman, Clerk of the District of Columbia Court of Appeals, in his paper "Beyond the Team: Renegotiating the Judge-Administrator Partnership" has thoughtfully re-examined the traditional team concept as it is applied to broad areas of court related activity to suggest that some of the players may now have begun to interfere with the most efficient attainment of the team's ultimate goal.

Mr. Hoffman traces the history of the development of the Judge-Administrator team concept as it has been used to address the areas of judicial administration, court management and case management. He suggests that this approach is of less utility in the area of judicial administration which is concerned more with matters of court structure and organization, and broad considerations of practice and procedure.

This is because these matters are not considered on a day-to-day basis and the team called upon to consider these matters is often an *ad hoc* group which frequently includes individuals from outside the usual court employees.

The team concept is somewhat more helpful in the area of court management because functions in this area are more similar to ordinary business activities, including as they do budget, personnel, facility and data processing functions, and because judges are more willing to delegate responsibility in this area. Nevertheless, even in this area, judicial involvement can be expected at a higher level than is necessary or beneficial due to the common concern of judges to preserve prerogatives and avoid sharing information.

With these general functional areas in mind, Mr. Hoffman then

reassesses the team concept to question its continued effectiveness, its role in the face of the decline in the distinction between policy formulation and administration, and the increased demands for judicial attention. He concludes that the role of the professional manager should be emphasized and judicial involvement restricted, generally, in the area of court management, and even further in the area of case management. To achieve this shift, the team concept may have to be limited so that it does not create an obstacle to the natural development of the administrator's responsibilities within the partnership.

Progressive managers must be able to assume the initiative and to flexibly apply the team concept to ensure that the concept itself is not an obstacle to effective effort to achieve the objectives of the partnership. *✍*

Intermediate Appellate Court Approved in Nebraska

by Penny Miller

With a backlog of 1200 cases in the Supreme Court, the people of the Nebraska adopted an amendment to the state Constitution, establishing an Intermediate Court of Appeals.

The amendment allows the creation of an intermediate appellate court, and retains a direct appeal to the Supreme Court only

in capital cases. In other criminal or civil cases the aggrieved party will be entitled to appeal under a system to be drawn up by the legislature. It is anticipated that the legislature will create a nine-judge court with a budget of approximately \$1.5 million a year.

Lanet S. Asmussen, Clerk of the Supreme Court of Nebraska,

thinks it will probably be a year before the new court is in place and functioning. The Supreme Court Clerk will provide the necessary staffing up front for the new court and Asmussen hopes the extra time and effort will pay off in 5 to 10 years when the Supreme Court's backlog begins to dwindle. *✍*

Highlights of November Executive Committee Meeting

Ella Williams, Secretary

The Executive Committee met in Washington, DC, on Saturday, November 17, 1990, and received a warm welcome from member Richard Hoffman.

David Tevlin, of SJI, met with the Committee to give some insight into the operations of SJI and to encourage submission of an application for a grant. He explained that SJI is not a Federal agency and that the agency received \$13 million dollars from Congress.

President-Elect Lampen made an extensive report regarding making application for a SJI grant, providing the Committee with the pros and cons. After a prolonged discussion, the Committee agreed to prepare a concept paper to meet the December, 1990, deadline without affiliating with the ABA.

(After the meeting, Sandy Roos spoke with members of the Appellate Judges Conference about the decision of the NCACC to apply for a SJI grant. The AJC then decided not to encourage the NCACC to apply because of changes in the SJI guidelines. It seems the change would result in an increase in the monetary contributions to the NCACC by the AJC because of the need to hire additional staff. The Appellate Judges Conference had hoped for a decrease in their contribution.) The Executive Committee agreed to postpone filing a concept paper until further discussion is had. The agreement was made by phone.

Deirdre Ahr reported on social activities planned for the 1991 Conference in St. Louis:

- (1) BNA-sponsored reception on Sunday evening



- (2) Tour of the St. Louis zoo with reception and full dinner on Monday evening.
- (3) Pre-game party at the baseball stadium on Tuesday night.
- (4) Wednesday night to be a free night, but there is a possibility of a "pub crawl" for those interested.

Richard Hoffman informed the Executive Committee that, as Hosts for the 1992 Conference, they are looking forward to having our members visit the Nation's Capital. At this early stage, planned activities include a tour and reception at the United States Supreme Court, and an excursion to Annapolis, MD, for a tour of the Naval Academy and the old town.

The Bylaws Committee was requested to look into that section of the bylaws designating the National Center as Secretariat of the NCACC to make it more generic and give the organization the ability to change its secretariat without a bylaw change. The Committee was also requested to look at other changes that may be necessary.

Recommendations received from the Scholarship Committee were:

- (1) Recipient of scholarship assistance will be required to notify the Host Clerk or the President if the recipient is unable to attend the

Conference. Failure to notify, barring an extreme emergency, will disqualify the recipient from receiving a future scholarship for a period of time. The Executive Committee agreed to a period of at least five years.

- (2) To impose sanctions on persons attending the conference with the assistance of a scholarship but not attending the educational sessions without good cause. Attendance will be monitored and reimbursement of funds may be reduced.

- (3) Late applications for scholarship assistance will be considered on a first come first served basis if no more than five applications have been considered.

- (4) An alternate applicant will be selected if for some reason a recipient cannot attend.

The Site Selection Committee is soliciting sites for future conferences.

Possible topics for the 1991 educational sessions include: Personnel Management; Leadership and Motivation; Stress Management and a panel on Ethics.

Pictorial Directories will be mailed to Conference members who missed the 1990 Tucson conference.

Members' concerns about professional liability are being investigated. Nancy Foley will have a questionnaire to include in the January newsletter.

The next Executive Committee meeting will be held on April 6, 1991, in San Francisco at the Holiday Inn - Fisherman's Wharf. *EW*

People, Places, and Things



CONSTRUCTION

During the second week in December, **Bob Wilson** and his staff of the Second Appellate District Court of Appeal in Los Angeles, California, moved from their Wilshire Boulevard offices. They become the first tenants of their new State office towers at 300 South Spring Street, Los Angeles, CA 90013. With the distinction of being the first tenants come the "pleasures" of breaking in a new building with its attendant utilities problems. It seems they had no heat for the first two weeks in the building. No problem, you say? Not unless those two weeks were the coldest in memory in Southern California!

Bob forwarded a checklist for moving offices which he attributes to Kevin Swanson's pen. We will try to run it in the April issue. (Any others who have advice for moving or renovation might want to send them along, as well.)



Miscellany

I messed up in the listing of committee members last time and **Nancy Foley** was quick to straighten me out. Her Membership Committee listing should include these hard-working members:

Sam Makekai, Hawaii
Beth McHancy, Missouri
Tommy Lowe, Texas
Joyce Nohavec, California
Michael Yerly, California
 and **Bob Liston**, California

Keith Endo, formerly Deputy Clerk of the Supreme Court of New Jersey, has left the cozy environs of **Steve Townsend's** crew to become Counsel to the Administrative Director of the New Jersey Courts. Keith had been with the Supreme Court for over six years and, Townsend confesses, the only reason he didn't kill Keith was that "he didn't leave the system, but simply moved up the ladder to take a position that is particularly suited to his legal abilities."

The Court has appointed **Gail Grunditz Haney** as its new Deputy Clerk, effective November 17, 1990. Gail has served as Staff Attorney in the Clerk's Office of the Supreme Court since 1987, is a former Deputy Attorney General, and suffered a stint in private practice.

The Long-Range Planning Committee is meeting in Williamsburg, VA, on February 15 and 16. **Frans Labranche**, the Committee Chair, is asking for your ideas. He sent some questions to think about and comment on.

1. How can the NCACC excel at its stated purpose?
2. What are our present strengths?
3. What are our perceived weaknesses?
4. Do we need to change either #2 or #3?
5. Do our staffs need ethics training?
6. How are we preparing for managing a multi-racial, ethnic and cultural staff, plus a greying workforce and clientele?

Frans and his committee would welcome your comments on these and related ideas. Frans may be reached at the Supreme Court of Louisiana, 301 Loyola Ave, New

Orleans, LA 70112, phone (504) 568-5707, FAX (504) 568-2846.

This issue seems to be a "rip-off." There are all sorts of questionnaires and applications for you to rip off and send in.

The Awards Committee has enclosed the nominating form for the J. O. Sentell Award, given to a member of the NCACC who has rendered outstanding service to the conference. **Reba Mims** requests that the nominating form be returned to her by February 20. Note the listing of former recipients and the block to check if you have no nominee in mind.

The Scholarship Committee has inserted the application for scholarship assistance to the 1991 annual meeting in St. Louis. Instructions are on the back of the form and it should be returned no later than February 15, 1991, to **Shelly Rockwell**, NCACC, c/o National Center for State Courts, 300 Newport Avenue, Williamsburg, VA 23185.

Finally, **Nancy Foley's** professional liability ad hoc committee has a half-pager with a short explanation on the last page. You can choose either to cut or rip that one, but either way, please send it to Nancy as soon as possible.



FAX NUMBERS

Nancy Foley, Massachusetts Appeals Court, (617) 523-2845.

Peggy McGraw, Missouri COA, Western District, (816) 474-6136.

Courthouse Grins

Got some funny stories? Maybe you had to be there? How about sharing them with the Conference. Who knows, maybe Reader's Digest will pick them up and put them in "Life in these United States" -- or, maybe not.



TO: ALL LAWYERS
FROM: LEGISLATION COMMITTEE
RE: LEGISLATIVE ALERT--NEW STATUTE ON LEGAL PROFESSION

NORTH CAROLINA GENERAL STATUTE 919
North Carolina 1990-91 Season and Bag Limit on Attorneys

919.00 GENERAL:

- (1) Any person with a valid North Carolina state hunting license may harvest attorneys for recreational (non-commercial) purposes.
- (2) Taking of attorneys with traps or deadfalls is permitted. Use of currency as bait is prohibited.
- (3) Killing of Attorneys with a vehicle is prohibited. If accidentally struck, remove dead attorney to the roadside and proceed to nearest car wash.
- (4) It shall be illegal to shout "WHIPLASH," "AMBULANCE," OR "FREE MARTINIS" for the purpose of trapping attorneys.
- (5) It is unlawful to chase, herd, or harvest attorneys from an air boat, helicopter, or aircraft.
- (6) It shall be unlawful to hunt attorneys within 100 yards of BMW or Mercedes dealerships, including Wednesday afternoons.
- (7) It shall be unlawful to hunt attorneys within 200 yards of courtrooms, law libraries, health spas, golf courses, ambulances, hospitals, or taprooms.
- (8)* If an attorney is elected to government office, it shall be a felony to hunt, trap, or possess them.

(9) It shall be illegal for a hunter to wear a disguise as a reporter, accident victim, physician, chiropractor, or tax accountant for the purpose of hunting attorneys.

(10) Bag Limits:

Yellow Bellied Sidewinders - 2
Two-Faced Tort Feasors - 1
Scooterped Bankruptcy Bozos - 5
Back-Stabbing Divorce Litigators - 3
Split Horned Cut Throats - 2
Honest Attorneys - PROTECTED (Endangered Species)

* A grass roots petition drive is underway to repeal § (8).

... And After Work, We Golf!

Golf is played only by hopeless optimists. Every golfer, no matter how good or bad, fully expects the next shot to be perfect, no matter that he has taken 55 strokes to reach the eighth green. You stand there looking at a flag waving in the distance and seriously expect to nail the next shot and plunk it into the hole.

No other game invites cheating like golf. (Now there's a course in ethics for certain NCACC members!) I have played with people who take 20 minutes to hack their way to the green, lose three balls along the way, and when they finally sink it, look at you and say with a straight face, "I'll take six."

But then it is your turn. You're standing in the rough alone, looking down at your ball lying in a muddy hole while two inches away is a lovely tuft of grass sitting there like a perfect tee. No one is nearby. All you've got to do is nudge that ball from the mud to the grass and your next shot will be a guaranteed goody. We call that "Winter Rules" if anyone sees it.

AWARDS AND MEMORIALS COMMITTEE

NATIONAL CONFERENCE OF APPELLATE COURT CLERKS

PLEASE RETURN FORM TO:

Reba D. Mims
Clerk/Court of Appeals
P. O. Box 11629
Columbia, South Carolina 29211

I nominate _____ to Receive the
J. O. Sentell Award. This Person has rendered outstanding service to the
Conference over an extended period of time in that she/he has

I do not wish to make a nomination this year _____

PREVIOUS RECIPIENTS OF THIS AWARD

- | | |
|-------------------------------|----------------------------|
| 1979 - J. O. Sentell | 1985 - Alexander L. Stevas |
| 1980 - Ronald L. Dzierbicki | 1986 - Louella Dunn |
| 1981 - Wilfred J. Kramer | 1987 - Jean M. Kennett |
| 1982 - Morgan Thomas | 1988 - John Scott |
| 1983 - Lewis C. Carter | 1989 - Joline Williams |
| 1984 - Mary Ann Hopkins-Young | 1990 - Frans Labranche |

PLEASE RETURN BY FEBRUARY 20, 1991

SCHOLARSHIP ASSISTANCE GUIDELINES

A. Pursuant to Article VII, Section 5, of the Bylaws, the Scholarship Committee shall consist of three members appointed by the Executive Committee. In addition, the members shall serve for a term of one year. They may be reappointed. The President shall designate the Chairman.

B. Scholarships shall be awarded as a means of promoting attendance at annual meetings of the NCACC by members who would otherwise be unable to attend due to limitations in Court funding.

C. The Committee shall recommend to the Executive Committee the award up to \$3,750 in scholarships annually. No individual scholarship may exceed \$750. Of the total amount awarded to each recipient, no more than \$500 may be allocated to travel expenses and no more than \$375 may be allocated for hotel accommodations (a maximum of \$75/night for no more than five nights). Each award shall specify the amounts allocated by type.

D. Scholarship funds shall not be applied to pay the registration fee for the annual meeting or to defray the cost of membership in the NCACC.

E. The membership shall receive annual notice of the availability of scholarship funds. Interested members shall obtain application materials from the National Center for State Courts (NCSC) as Secretariat of the NCACC. Applications shall be filed with the NCSC no later than February 15th of each year. The NCSC shall forward copies of all applications to the Scholarship Committee for its consideration.

F. Applicants shall be responsible for presenting the Scholarship Committee with reasonable estimates of the cost of travel. Reimbursement for air or rail transportation shall be based on "coach" or reduced fares. Travel by automobile shall be reimbursed for the direct distance between the applicant's home and the meeting site (round trip) at the per mile rate set by the federal government for business travel by government employees (currently \$.24 per mile).

G. The Scholarship Committee shall review all applications in the light of the criteria set forth in these Guidelines. Supplemental information may be required from applicants should the Committee deem it appropriate. The Scholarship Committee shall report its conclusions and recommendations in respect of all applications to the Executive Committee through the President by the Executive Committee's Spring Meeting. Recommendations that are not unanimous shall be identified as such.

At its spring meeting, the Executive Committee shall designate, in its discretion and consistent with these Guidelines, those who are to be offered scholarships and the amounts to be received, allocated by type of assistance. The Executive Committee shall not be required to expend all budgeted funds or to award the maximum number of scholarships.

H. The Secretary shall, within two weeks of the meeting of the Executive Committee, notify each applicant in writing in respect of the action taken by the Committee. Copies of the correspondence shall be forwarded to the President and the Treasurer.

I. Successful applicants shall be informed of the amount of their award and of the allocation of the funds by type. Further, the notice shall provide that the Treasurer will direct the applicant's reimbursement to the extent of the award after the conclusion of the annual meeting on receipt of satisfactory evidence of the payment of the covered expenses and the applicant's attendance at the educational portion of the annual meeting.

J. No applicant shall receive more than two scholarships in any four-year period.

K. Members of the Executive Committee and the Scholarship Committee shall not be eligible for a scholarship award.

L. SCHOLARSHIP ASSISTANCE - SELECTION CRITERIA

The actions of the scholarship Committee and the Executive Committee, in respect of scholarships, full or partial, shall be based on an evaluation of the following criteria:

1. Membership in the NCACC in good standing. (Failure to meet this requirement shall result in the automatic rejection of the application.)

2. The amount of Court funding available for the applicant's attendance at the annual meeting. (Applicants who have no funding available shall have a preference over those who are eligible for partial or full funding.)

3. The amount of Court funding expended on other educational programs for the applicant since the last annual meeting of the NCACC. (This includes programs such as ICM seminars and meetings of other professional organizations. Applicants who have had no opportunity to participate in educational programs at court expense shall have a preference over those who have.)

4. The number of employees in the applicant's office who will attend the NCACC's annual meeting with court funding. (Applicants whose office receives no funding will have a preference over those who have one or more fellow workers attending the NCACC meeting at their Court's expense.)

5. The nature of the applicant's position. (To the extent practicable, scholarships shall be awarded to a mix of clerks, deputy clerks, and other eligible members of the NCACC.)

6. The location of the applicant's court. (To the extent possible, scholarships shall be awarded to individuals in a manner that reflects the geographical diversity of the organization.)

7. Whether the applicant has previously received a scholarship award. (Applicants who have never received assistance shall have a preference over those who have.)

8. Whether an employee of the applicant's court has previously received a scholarship award. (Applicants from courts who have never received a scholarship shall have a preference over those who have.)

NATIONAL CONFERENCE OF APPELLATE COURT CLERKS

APPLICATION FOR ANNUAL MEETING SCHOLARSHIP ASSISTANCE

(Note to Applicants: Please complete the entire application. Print or type all answers. Instructions and selection criteria are on the reverse side of this application.)

FUNDING REQUESTED FOR THE ANNUAL MEETING TO BE HELD _____, 19____, at _____.

NAME: _____

ADDRESS: _____ (Street) _____ (Municipality) _____ (State) _____ (Zip)

TELEPHONE NUMBER: ()- _____

POSITION HELD: _____

NCACC MEMBER IN GOOD STANDING? Yes ___ No ___

NO. OTHER NCACC MEMBERS EMPLOYED BY YOUR COURT: _____ NO. PLANNING TO ATTEND ANNUAL MEETING: _____

FUNDING AVAILABLE FROM YOUR COURT FOR YOUR ATTENDANCE AT ANNUAL MEETING: None _____

Partial _____ (Estimated Travel \$ _____ Lodging/Food \$ _____ and Other \$ _____)

TOTAL FUNDING AVAILABLE FROM YOUR COURT FOR ATTENDANCE AT ANNUAL MEETING BY OTHER NCACC MEMBERS IN YOUR OFFICE:

(Estimated Travel \$ _____ Lodging/Food \$ _____ and Other \$ _____)

WILL YOUR COURT HAVE FUNDED THE ATTENDANCE OF NCACC MEMBERS FROM YOUR OFFICE TO OTHER EDUCATIONAL PROGRAMS DURING THE TWELVE MONTHS PRECEDING THE ANNUAL MEETING FOR WHICH SCHOLARSHIP ASSISTANCE IS SOUGHT? Yes ___ No ___ IF "YES", PLEASE IDENTIFY THE PROGRAM(S) AND THE TOTAL AMOUNT OF FUNDING MADE AVAILABLE:

HAVE YOU OR ANY OTHER EMPLOYEE OF YOUR OFFICE EVER RECEIVED A SCHOLARSHIP FROM THE NCACC? Yes ___ No ___

IF "YES", PLEASE LIST THE YEAR(S) RECEIVED: _____

PLEASE LIST THE AMOUNT OF SCHOLARSHIP ASSISTANCE SOUGHT. UNDER "TRAVEL", YOU MUST LIST THE ESTIMATED COST OF "COACH" OR REDUCED FARE TICKETS FOR AIR OR RAIL USE, WHERE APPLICABLE. THOSE WHO SEEK AUTOMOBILE EXPENSES WILL BE REIMBURSED ON A "PER MILE" BASIS. PLEASE LIST THE ROUND TRIP MILEAGE FROM YOUR HOME TO THE MEETING SITE. THE "PER MILE" RATE WILL BE SET BY THE EXECUTIVE COMMITTEE. LODGING EXPENSES MAY BE ALLOWED UP TO \$75.00 FOR A MAXIMUM OF FIVE NIGHTS. PLEASE NOTE THAT NOT MORE THAN \$750.00 MAY BE AWARDED ON ANY SINGLE SCHOLARSHIP. SCHOLARSHIP FUNDS ARE NOT AVAILABLE TO DEFRAY COSTS OF MEMBERSHIP IN THE NCACC, THE ANNUAL MEETING REGISTRATION FEE, OR FOOD.

TRAVEL: Airfare \$ _____ LODGING: _____ nights @ \$ _____ per night=
Rail \$ _____ \$ _____
Automobile _____ miles

YOU MAY USE THE FOLLOWING TO MAKE ANY STATEMENT OR COMMENTS YOU CARE TO IN SUPPORT OF YOUR APPLICATION. (Feel free to continue on a separate piece of paper if necessary.)

I HEREBY CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I ACKNOWLEDGE AN OBLIGATION TO KEEP THE NCACC APPRISED OF ANY CHANGES IN MY FUNDING STATUS THAT MIGHT AFFECT MY ELIGIBILITY FOR SCHOLARSHIP ASSISTANCE. I UNDERSTAND THAT MY ATTENDANCE AT ALL EDUCATIONAL PROGRAMS IS REQUIRED SHOULD I RECEIVE SCHOLARSHIP ASSISTANCE.

DATED: _____ SIGNATURE OF APPLICANT: _____