



THE DOCKET

News of the National Conference of Appellate Court Clerks



RICHMOND VIRGINIA

JULY 13 - JULY 18, 2014

Are you Ready for Richmond?

The 41st Annual Conference of the NCACC will be held from July 13, 2014 through July 18, 2014 in Richmond, Virginia. Richmond has been named the “Best Town Ever” by Outside Magazine. You should note that Pocahontas has lived here, Thomas Jefferson has governed here, Edgar Allan Poe has worked here and the GEICO caveman was born here. Richmond is a place where you can walk in the footsteps of our forefathers, visit one of the numerous local breweries, enjoy some of our amazing restaurants or visit a local tattoo parlor, as Richmond is listed as the 3rd most tattooed city in the country.

We are located 44 miles west of Historic Williamsburg, 66 miles east of Charlottesville and 98 miles south of Washington, D.C. You will find Richmond to be a perfect base if you choose to travel to one of these locations before or after the conference.

The Omni Richmond Hotel is ideally located in the heart of Richmond. The hotel is nestled in the historic Shockoe Slip district where you will enjoy timeless architecture, world class dining, and wonderful entertainment. You are within walking distance of the center of Richmond’s financial, judicial and legislative districts. You will be mere blocks from the historic Virginia State Capitol. The hotel is located at 100 South 12th Street, Richmond, Virginia 23219. The room rate will be \$114 per night (plus taxes, etc.) and room reservations must be made by June 1, 2014. You can make reservations now at <http://www.omnihotels.com/FindAHotel/Richmond/MeetingFacilities/NCACCFortyFirstConference7.aspx> While the hotel has valet parking, the hotel is connected to a private parking garage not owned by the hotel and the fee is \$20 per day for parking. Note: the Omni has a shuttle van that runs Monday through Thursday from 6:30 a.m. to 9:00 p.m. and Friday from 6:30 a.m. to 3:00 p.m. in a 5-mile radius from the hotel. The shuttle can, therefore, transport you to and from many of the locations listed at the end of this article.



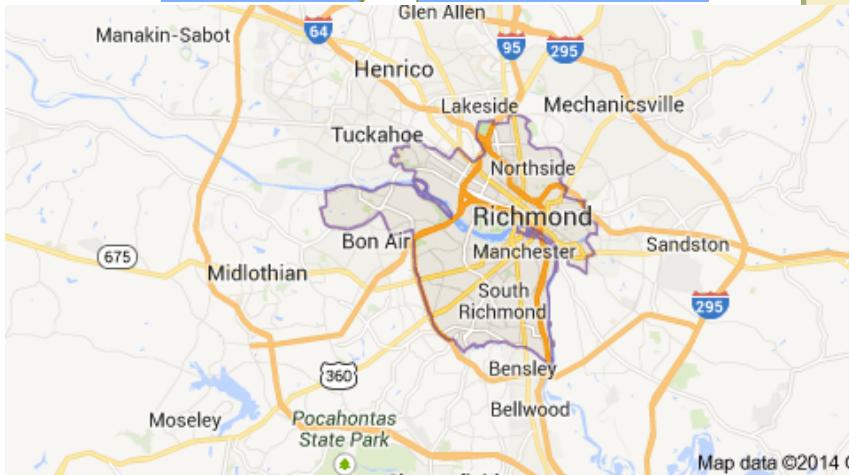
The hotel does not provide a shuttle service from the airport. The Richmond International Airport is 10 miles from the hotel and is approximately a \$30 taxi fare. The airport’s website, www.flyrichmond.com, contains information about flight schedules, car rentals and other ground transportation, including James River Transportation, a shuttle service with a counter at the airport. You can also schedule transportation from the airport to the hotel with Virginia Air Link. Their charge is \$25 from the airport to downtown Richmond and \$20 from downtown Richmond to the airport. You can contact them at virginiaairlink.com or (804) 372-7433.

Online registration will be available starting April 18, 2014 at <https://www.regonline.com/ncacc41st>. See page 9 for instructions for online registration.

(Continued on page 7)

Inside This Edition

Are You Ready for Richmond?	Page 1
Trish Harrington (VA)	
Auction Time!	Page 10
Sherry Williamson (TX)	
Bylaws Proposed Amendments	page 5
Bylaws Committee	
Facts, Fiction, and Foolishness	Page 4
Les Steen (AR)	
Hiring/Firing Skits from 2013 Conference	Page 13
Polly Brock (CO) and Christie Cameron (NC)	
Register for the Conference - <i>Online</i> !	Page 9
Scholarship	Page 10
Debbie Autrey (TX)	
Scholarship Application	Page 11
The President's Page	Page 3
Deena Fawcett (CA)	



THE DOCKET

News of the
National Conference of Appellate Court Clerks

President	Deena Fawcett (CA)
President Elect	John Olivier (LA)
Vice-President	Blake Hawthorne (TX)
Immed. Past President	Rory Perry (WV)
Secretary	Sherry Williamson (TX)
Treasurer	Christine Crow (LA)
Executive Committee	Polly Brock (CO) Eileen Fox (NH) Edythe A. Gaiser (WV) Tracie Lindeman (NV) Heather Smith (IN) Ruth Willingham (AZ)

Publication Committee

Leslie W. Steen (AR)	(501) 682-6849
Chair and Editor	les.steen@arkansas.gov
Brenda Stephens (LA)	bstephens@la2nd.org
Assistant Editor	
Lillian Richie (LA)	lrichie@la2nd.org
Patricia Harrington (VA)	pharrington@courts.state.va.us
Paula Garcia (CA)	paula.garcia@jud.ca.gov
Kevin Lane (CA)	kevin.lane@jud.ca.gov
Larry Royster (MI)	lroyster@courts.mi.gov
Tracie Lindeman (NV)	tlindeman@nvcourts.nv.gov



HELP KEEP US INFORMED!!

To Remit NCACC Membership Dues:

National Center of State Courts
300 Newport Avenue
Williamsburg, VA 23185





From the President's Desk

Deena Fawcett (CA)

As I work on all of the issues presented to me as President, I continue to be impressed with the members of this wonderful organization. The dedication and commitment of our members is remarkable. I am truly inspired. This inspiration led me down a path of reflecting on my tenure with the NCACC.

Since 1997 I have seen many changes in the NCACC. As I thought about those changes, I wondered about what occurred prior to my membership. How much do any of us know about the NCACC's history, especially those times prior to our first conference? We are all so busy working our day-to-day jobs that we have very little time to look back. I decided to look back and share with you snippets of our past. For those that remember, this may be a rerun. For those new members (since 1997), I hope you learn a little about our history. Our newsletters are a wealth of information that truly "promote the growth and vitality of the NCACC."

January 1974: President J. O. Sentell stated in the President's Message that since the organizational meeting in August 1973, there are now 37 members and 19 associate members.

December 1974: A complete set of tapes of the annual meeting was available for \$45. A name is being sought for the *Newsletter*.

March 1975: Goal that all 50 states become members of the NCACC.

January 1978: *Newsletter* is now named *NCACC Newsletter*.

January-April 1980: Proposed Bylaws Amendment for six NCACC districts with one representative from each district to serve on the Executive Committee.

July 1981: Poem written by Frans Labranche about the NCSC services. Proposed Bylaws Amendment to increase annual dues for regular members from \$35 to \$50.

May 1982: *NCACC Newsletter* included "Morgan's Mutterings" (Morgan Thomas).

December 1982: Named "The NCACC Merry Christmas Edition."

March 1984: Morgan "Tootsie" Thomas wrote numerous poems that were included with photos of the annual meeting held in New Orleans.

July 1984: *Newsletter* included the NCACC Code of Professional Conduct adopted at the August 11, 1983, annual meeting.

December 1984: Automation Questionnaire by the Supreme Court of Louisiana which included the question, "Does your Court use a Computer?"

October 1989: *NCACC Newsletter* is now named *The Docket*.

January 1990: Included "Courthouse Grins."

April 1990: Membership has reached 200. FAX Operations Questionnaire by the Supreme Court of North Carolina which included the question, "Do you have a FAX machine?"

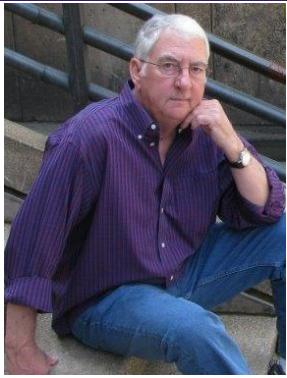
April 1994: First appearance of Facts, Fiction, and Foolishness by Leslie Steen (AR).

June 1994: *The Docket* is in living color!

All of this and more can be found on our website. We owe a debt of gratitude to Rory Perry and Isaac Counts of the Supreme Court of Appeals of West Virginia. Thank you for the countless hours you have spent on the NCACC website. We have a valuable tool for disseminating information about the NCACC.



(Continued on page 6)



Facts, Fiction, and Foolishness

Les Steen (AR)



A Fractured Guide to Linguistic Terminology

A derisive look at the devolution of language.

Linguistic. A type of pasta. *I'll have the linguistic with white clam sauce, please.*

Grammar. Grandpa's wife.

Quotation. A minimum for a given period. *I need five more to make my quotation this week.*

Verbiage. Foliage that is still green.

Semicolon. What's left after surgery on the lower gastrointestinal tract.

Comma. What you are in if the surgery above doesn't go so good.

Period. Past tense of look. *He period through the window.*

Nominative. A candidate for political office.

Genitive. The first book of the Bible.

Predicate. Expecting a baby. *My cousin Gladys is six months predicate.*

Adverb. Very bad. *He shot a two under par despite adverb weather conditions.*

Conjunction. Pink-eye.

Communicator. Someone who gives you conjunction.

Pronoun. A noun that gets paid.



Phrase. A stage of life. *She's just going through an awkward phrase.*

Past perfect. Threw for a touchdown.

Dangling participle. Please, this is a family publication.

Preposition. A romantic suggestion. *Felicia was appalled by Horatio's lewd preposition.*

Parenthesis. A hair-brained notion your mom and dad came up with.

Imperative. A drink before dinner.

This has worn me out. I think I'll go have an imperative before lunch.

BYLAWS

Proposed Amendments

Proposed amendments relating to Article III, § 4, regarding membership dues, Article V, § 5, regarding the duties of the Secretary, and Article XI, § 1, relating to procedures for amending the bylaws have been reviewed and approved for presentation to the membership at the annual business meeting in July 2014 by the Bylaws Committee: Jim Pelzer (NY), chairperson, Ed Hoskin (VA), Penny Miller (SD), Dan Shearouse (SC), and Charlene Ynson (CA).

The first proposed amendment is to Article, § 4, entitled “Membership Dues.” At the 2010 annual business meeting in Whitefish, Montana, that provision was amended to make annual dues payable on January 1st of each year and delinquent if not paid by July 1st. Prior to the 2010 amendment the bylaws provided that dues were payable each year on the anniversary of the date the member joined the Conference. The rationale for the amendment set forth in the April 2010 issue of The Docket was that “the varying due dates dependant on the anniversary date of the member is very hard to track for accounting purposes and making all dues due on the same date allows a more uniform system of billing.” The 2010 amendment was never implemented and dues continue to be billed on behalf of the NCACC by the National Center for State Courts using the anniversary-date method. The proposed amendment to Article III, § 4, and a complementary one to Article V, § 5, discussed below, would alter the 2010 plan by billing annual dues in January for new members who joined after the annual meeting of the preceding calendar year and for members renewing their membership, payable on March 1st. Members would be considered delinquent if their dues were not paid by July 1st, they would be ineligible to run for office if their dues remain unpaid at the time of the annual meeting, and their names would be purged from the membership roll if their dues remained unpaid by the following March 1st. The dues of new members who join during a calendar year prior to the annual business meeting of that year would be due with their membership application. Implementation of the transition from monthly billings to a single annual billing would be accomplished by deferring the dues payments of existing members whose anniversaries of membership fall in August 2014 through February 2015 and advancing the payments of those whose anniversaries occur in April through July 2015. All members would pay dues once between the 2014 and 2015 annual meetings and would continue to enjoy the NCACC listserv, their e-subscription to The Docket, committee service, and access to the Conference web site. This proposal also reorganizes the sentence structure and makes certain stylistic changes to conform to the style found elsewhere in the bylaws.

The second proposal amends Article V, § 5, entitled “Duties of Secretary,” to (1) substitute the word “transmitted” for the word “mailed” and thereby permit the Secretary to send the minutes of meetings to members either by postal or electronic mail, (2) change the billing date of dues to no later than January 15th rather than March 1st, and (3) delete the duty to issue membership cards which has not been done in some years.

The third proposal amends Article XI, § 1, entitled “Procedures for Amending Bylaws,” by deleting the word “mailing” and substituting therefor the words “postal or electronic mail” and altering the spelling of the word “newsletter” from capital to lowercase letters.

The texts of the proposed amendments follow with deletions in ~~strikethrough~~ and new matter set off in [brackets]:

Article III, § 4, Regarding Membership Dues

4. Membership Dues. Memberships are renewable by payment of annual dues. The annual dues shall be \$150.00 for regular members, \$25.00 for retired and associate members and \$150.00 for sustaining members. ~~Dues that are payable~~

(Continued on page 6)

(Bylaws continued from page 5)

for calendar year 2010 shall be due on the anniversary date on which the individual member joined the Conference. Beginning in 2011 Dues shall be payable on January 1 and become delinquent on July 1 of the year in which dues are payable. Dues for those who join the conference for the first time after an [prior to the] annual [business] meeting shall be payable with the membership application. [Dues for new members who join after the annual business meeting and for members renewing their membership shall be payable on March first and become delinquent if not paid by July first.] A membership that has lapsed for non-payment of dues [before] July 4[first] of the current year may be reinstated without affecting a member's eligibility for office under Section 3 of this Article if the delinquent dues are paid prior to the expiration of one year from the due date or the annual business meeting, whichever first occurs. [The names of members whose dues have not been paid within one year of the date they fell due shall be removed from the membership rolls.] On its own motion or on the application of a member, the Executive Committee may waive the payment of dues for good cause shown.

Article V, § 5, Regarding the Duties of the Secretary

5. Duties of Secretary. The Secretary shall be responsible for the taking of the minutes of the Executive Committee and the annual business meeting or any called meeting and for distributing them to the Executive Committee and the National Center for State Courts. The minutes of the annual business meeting or any called meeting of the full conference shall be mailed [transmitted] to the members of the conference with the call of the next annual business meeting; this requirement may be met by publication in The Docket, the NCACC newsletter. The Secretary shall be responsible for overseeing the billing of every member of the Conference for annual dues no later than March 1 [January fifteenth] of each year, the issuance of membership cards to all members upon payment of their dues, and the maintenance of a list of all members in good standing.

Article XI, § 1, Regarding Procedures for Amending Bylaws

1. Procedures for Amending Bylaws. These Bylaws may be amended at the annual business meeting of the Conference by a majority vote of the members of the Conference present and entitled to vote, provided that each amendment to be considered shall have been submitted to the Executive Committee by mailing (postmarked) [postal or electronic mail] to the Secretary no later than April first of that year. The text of each amendment to be considered shall be included in the call for the annual business meeting; this requirement may be met by publication in the NCACC NEWSLETTER [newsletter].

(President's Page continued from page 3)

Also, thank you to Carol Green for the many years you have spent maintaining our Listserv. And, thank you, Les, for The Docket. What will we do without your Facts, Fiction, and Foolishness?

The spring Executive Committee meeting is scheduled for May 3, 2014, in Little Rock, Arkansas. In addition to all of the committee reports, some of the agenda items include the NCACC logo, the new Listserv administrator, and NCSC billings. Les Steen will be our host and has arranged the accommodations and activities around the capital city. Knowing Les, we are in for a real treat.

As I sign off for the spring, may we all remember to "stop and smell the roses." Enjoy the day, the moment, and the minute!

(Continued from page 1)

The program committee has put together a great program. Conference registration is Saturday, July 12, from 1:30 p.m. to 3:30 p.m. and again on Sunday, July 13, from 9:30 a.m. – 12:00 p.m.

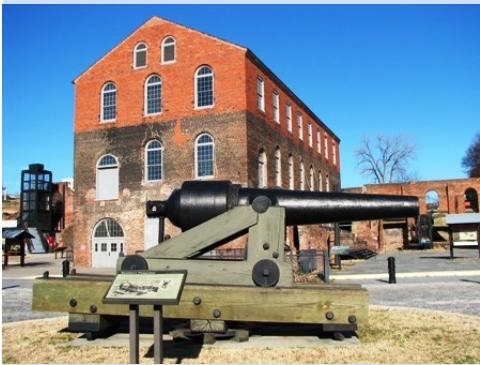
When we were picking what is a "must see" in Richmond, we couldn't pick just one thing. So with that in mind, we are putting together a 3-hour open air trolley tour for Saturday evening. We will be picked up from the hotel at 4:00 p.m., and spend about an hour and a half on a guided historical ride around Richmond. At the conclusion of the historical portion, we will return any guests who wish to return to the hotel and then venture over to Carytown (an amazing spot for restaurants, small local shops and wonderful atmosphere) for drinks and more sightseeing. After Carytown, the trolley will return everyone back to the Omni at 7:00 p.m. The trolley only holds around 34 people so please sign up fast. This is a first come, first served event so be sure to sign up and see the sights of Richmond!

As in years past, our social events will begin on Sunday evening with a Virginia themed reception hosted by BNA at the hotel. This event is always a wonderful kickoff event and a perfect opportunity to make and renew friendships. The reception will be followed by the Morgan Thomas slideshow and the Education Committee's fund raising auction.



Join us on Monday night as Lexis-Nexis will sponsor a catered event at the historic John Marshall Hotel. When it first opened in 1929, the John Marshall was the largest hotel in Virginia. This hotel has had many celebrity guests over the years such as Elvis Presley, Mary Tyler Moore and Elizabeth Taylor. It was named in honor of John Marshall, the longest serving Chief Justice of the Supreme Court of the United States, who many historians consider to be the father of the United States judicial system. The hotel has been converted into a beautiful apartment building, but the ballroom is still awe inspiring. A fun local band will entertain the group. Be sure to join us for this event as we will have good food, good music and a lot of fun!

Tuesday afternoon the golfers are off to the Hunting Hawk Golf Course for lunch and the golf tournament. If you don't golf we have another activity for you! We are putting together groups for a tour of the Virginia State Capitol at 2:30 p.m. The Virginia Capitol is the oldest legislature continuously operating in the Western Hemisphere. It was designed by Thomas Jefferson and has served as a prototype for countless capitols, courthouses, municipal buildings, and even churches, for over 200 years. You may also notice that it looks familiar as it was used to represent the United States Capitol in the 2012 epic historical film "Lincoln."



On Wednesday, July 16, after the vendor showcase we will be having a catered social event, hosted by Thomson Reuters, at the Historic Tredegar Iron Works. This noteworthy and historically influential facility was opened in 1837 and by 1860 was the third-largest iron manufacturer in the United States. During the American Civil War it served as a primary iron and artillery production facility of the Confederate States of America. The 22-acre site has a private museum that will be open for us to walk through. We will be enjoying dinner outside with a perfect view of the sunset over the James River.

As usual, Thursday will be our closing banquet at the Omni hotel. It is sure to be a great event.

Finally, on Friday, July 17, we are putting together one last social event for anyone who is interested in spending more time with Thomas Jefferson. Get to know Thomas Jefferson better by visiting his home at Monticello, just outside of Charlottesville, Virginia. We will be taking a bus that will leave the Omni at 11:00 a.m., Friday morning and arrive at Monticello between 12:00 - 12:30 p.m. We will have lunch at the Café at Monticello and then have a tour of the house that will last around 45 minutes. You will then have free time to tour the beautiful grounds and see the breathtaking views. We will depart Monticello around 4:00 p.m. and return to the Omni hotel around 5:30 p.m. The cost of this

(Continued on page 8)

(Continued from page 7)

event will be \$45 for an adult, \$35 for a child (age 5-11), and \$26 (age 5 and under), not including lunch. If less than 32 people sign up for this tour, we may have to cancel this event.

Need more ideas for things to do in Richmond?

RVA Segway Tours - <http://segwayofrichmond.biz/>

Carytown – Carytown bustles with mostly locally owned restaurants, spas and shops selling jewelry, antiques, toys, clothing and furniture. <http://www.carytownrva.com/>

Redskins Training Camp 2014. - The Washington Redskins training camp will return to Richmond for the second year. More than 150,000 fans came to Richmond last year to meet and get autographs from their favorite players.
<http://www.redskins.com/news-and-events/training-camp/index.html>

Lewis Ginter Botanical Garden – The Lewis Ginter Botanical Garden was recently ranked the second most beautiful public garden in North America by voters in USA Today Travel’s 10 Best Reader’s Choice Awards and is one of the most-visited attractions in Richmond. <http://www.lewisinginter.org/>

Virginia Museum of Fine Arts – The Virginia Museum of Fine Arts is a top ten comprehensive art museum with collections that span 5,000 years of humankind’s creative achievements. <http://www.vmfa.state.va.us/Default.aspx>

Museum of the Confederacy – The Museum of the Confederacy owns the world’s most comprehensive collection of artifacts and documents related to the Confederate States of America, totaling over 130,000 items.
<https://www.moc.org/>

Edgar Allan Poe Museum – Richmond’s Poe Museum boasts the world’s finest collection of Poe’s manuscripts, letters, first editions, memorabilia and personal belongings. The Poe museum provides a retreat into early nineteenth century Richmond where Poe lived and worked. <https://www.poemuseum.org/>

Science Museum of Virginia – The Science Museum of Virginia has hundreds of hands-on experiences to amaze and inspire you! This is a great destination for families with children and it is located right next door to the Children’s Museum of Richmond (below). <http://www.smv.org/>

Children’s Museum of Richmond – The Children’s Museum of Richmond has made Frommer’s Top Destinations List for 2014 and is the perfect place to take young children to have some fun. <http://www.c-mor.org/>

Patrick Henry’s “Give Me Liberty or Give Me Death” speech – Since 1976, St. John’s Church Foundation has presented historical reenactments at the original location of the Second Virginia Convention of March 1775. Professional actors in 1770s attire portray ten delegates that engage in the debates and arguments of the Second Virginia Convention, which lead up to Patrick Henry’s immortal “Give me liberty or give me death!” speech.
<http://historicstjohnschurch.org/reenactments>

Canal Tours – Join Richmond Canal Cruises for an informative, 40-minute, historically narrated tour of the James River and Kanawha Canal along Richmond’s Canal Walk. <http://www.venturerichmond.com/experience/canal/rides.html>

Richmond Flying Squirrels Baseball – The Flying Squirrels are a minor league baseball team here in Richmond. If you choose to stay a few extra days in Richmond then you should really consider attending a game as they are a lot of fun! They will be having home games on the nights of July 17th – July 20th. <http://www.mlb.com/index.jsp?sid=t3410>

WWE Monday Night Raw - WWE will be at the Richmond Coliseum on Monday, July 14th for anyone who might be interested. The coliseum is located one mile from the Omni and approximately a 15-20 minute walk from the hotel.
<http://richmondcoliseum.net/events/wwe-monday-night-raw-2/>

(Continued on page 9)

(Continued from page 8)

Looking for Day Trips from Richmond?

Colonial Williamsburg – Discover Colonial Williamsburg and become a citizen of the Revolutionary City. Explore the art museums, unleash your kids' inner colonists and shop or dine at one of Williamsburg's finest restaurants. Colonial Williamsburg is only about 1 hour from the Omni hotel. <http://www.colonialwilliamsburg.com/>

Busch Gardens & Water Country USA – Visit Busch Gardens and/or Water Country USA and enjoy two of the finest amusement parks in the state. Busch Gardens is famous for its European theme and for having some of the best roller coasters in the United States. Water Country USA is the Mid-Atlantic's largest water park, and it offers live entertainment, shops and restaurants. Both of these parks are located in the Williamsburg region, which is approximately an hour from downtown Richmond.

<http://seaworldparks.com/en/buschgardens-williamsburg/> <http://watercountryusa.com/en/williamsburg/>

Kings Dominion – Thrill-seekers will get their fix with one of the East Coast's largest collections of breath-taking roller coasters – a whopping 15 in all. It is also one of the only Virginia destinations where a water park is included in your amusement park admission. Kings Dominion is located approximately 20 minutes from downtown Richmond.

<https://www.kingsdominion.com/>

I look forward to seeing you in Richmond!

Trish Harrington, Clerk, Supreme Court of Virginia
(with an enormous amount of help from Sirena Kestner, Deputy Clerk)

Register for the Richmond Conference *Online!*

Go to: <https://www.regonline.com/ncacc41st>

The online registration site has been customized with information about the Richmond conference. You can pay online and choose options for you and your guests. Because our hosts are volunteers, using online registration will assist them a great deal with administration of the conference. Please note there will be no fee to use the online registration this year. If you are paying all the registration costs yourself, the process will be straightforward. However, some members prefer to pay the basic conference registration cost for one or more court employees with a government-issued credit card or check, and then pay for other costs such as merchandise, agenda events, or guests with personal credit card or check. This requires a two-step registration process.

STEP 1. Select the "Full Conference Registration" level, and completely fill out the personal information form, including the days of the conference you plan on attending. Leave the guest information blank for now. Continue to the check-out screen. Skip the agenda events and merchandise pages for now, because you will come back to them later. Once at the check-out screen, complete check-out by paying only for the basic registration and transaction fee.

STEP 2: Return to online registration at any time to add guests, agenda events, and merchandise. Follow the screens to check-out again, this time paying for the added costs with a secondary form of payment like personal credit card or check. Keep in mind that the check-out screen will show records of all transactions, as well as a running total of costs, paid and unpaid. If you are paying for more than one court employee, modify STEP 1 by clicking the "Add Another Person" button at the bottom of the personal information screen, and fill in the second registrant's information. Repeat as needed. It is important to provide a unique contact email address for each registrant. Each registrant will receive a confirmation e-mail, but will need the password created by the master registrant to modify their personal registration and pay items with personal funds.

NOTE: Not all agenda items have a cost associated with them, and some may have a cost associated with them depending on the registration level of registrant. To view or change your registration information, click the main link in the confirmation email sent to you by the system.

QUESTIONS? For questions about the online registration process, please contact Isaac Counts at the West Virginia Supreme Court (304) 558-6836 or isaac.counts@courtswv.gov.

AUCTION TIME!!

We will be holding a silent auction again on Sunday, July 13, 2014, at the 41st annual conference in Richmond. Back by popular demand, Mike Lusk (TX) will be holding a live auction that evening after the reception. We all remember what an exciting and fun time it is to bid against our fellow clerks for that item you can't live without!

I would like to encourage everyone to bring an item for the auction. It doesn't have to be anything fancy or expensive. Past items have included artwork, jewelry, books, basket of goodies, T-shirts, etc., just anything you have created or something that caught your eye on a shopping spree. It is always fun to see what items show up from different parts of the country. Most importantly, all proceeds go to the Education Fund.

Let's support this worthwhile cause by bringing an item to donate! It is so much fun when everybody participates. Thank you for your help!

Sherry Williamson (TX)

NCACC T-Shirts

\$25



Scholarship

Greetings!

Summer will be here before you know it, and the 41st Annual Meeting in Richmond, VA during the week of July 13-18 is just around the corner.

If you are considering going to Richmond for the conference and find that you and/or your court cannot financially support your attendance, you may be eligible for a scholarship.

Scholarship funds are available for reimbursement of travel and lodging expenses.

The Scholarship Application is on page 11. Completed applications need to be submitted by **May 1, 2014** to:

Barry Forrest
National Conference of Appellate Court Clerks
National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23185

See you in Richmond!

Scholarship Application

41st Annual Meeting
Richmond, Virginia
July 12-18, 2014



National Conference of Appellate Court Clerks

If obtaining funding to attend the annual meeting in Richmond is a concern, you may be eligible for a scholarship. Please do not hesitate to apply. If you are uncertain whether or not funding may be available, you may still apply for a scholarship. If funding may be made available by your court, please note this on your application and update the scholarship committee of any changes. If you have any questions or concerns, please contact Debbie Autrey, Scholarship Committee Chairperson.

INSTRUCTIONS: Please review the scholarship selection criteria outlined in the NCACC directory. Applicants must complete the entire application. Completed forms should be signed and sent to Barry Forrest at the National Center for State Courts, by **May 1, 2014**.

Please complete and return application to:

Barry Forrest
National Conference of Appellate Court Clerks
National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23185

-- FUNDING REQUESTED FOR THE ANNUAL MEETING TO BE HELD JULY 13-18, 2014, RICHMOND, VIRGINIA --

Name: _____

Title: _____

Employing Court: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone: _____ Fax: _____

NCACC member in good standing? Yes No

Total number of NCACC members employed by your court: _____

Is your court offering any funding for your attendance at the Annual Meeting? Yes No

If yes, what amount? _____

Are there any restrictions on these funds? Yes No

If yes, please list the restrictions:

(Continued on page 12)

(Continued from page 11)

Would your court have funded the attendance of NCACC members from your office to other educational programs during the twelve months immediately preceding the 2014 Annual Meeting? Yes No

If yes, how many programs did you attend: _____

If yes, please identify the program(s) and total amount expended:

What amount of financial assistance are you seeking from NCACC: _____

TRAVEL

List the estimated fare for economy or coach airline ticket: _____

-OR-

List the total roundtrip mileage from your home to the conference site: _____

(mileage reimbursement rate will be determined by the Executive Committee)

LODGING

Number of nights: _____ Rate per night: _____

OTHER EXPENSES

List the nature of expenses and amount:

STATEMENT IN SUPPORT OF YOUR APPLICATION

Please explain why you believe you should receive a scholarship. Please attach additional pages if necessary.

I hereby certify that the foregoing answers are true and correct to the best of my knowledge and belief. I acknowledge my 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 education program is required should I receive scholarship assistance.

Applicant's Signature: _____ Date: _____



Hiring/Firing Skits

2013 Annual Conference

By Polly Brock (CO)

Well begun is half done, so if we hire effectively, we generally will decrease the need for employee corrective actions. First and foremost, it is critical to create the essential functions of the position. An essential function describes the fundamental or primary job duties of the position, or the reasons why the position exists. If you start with what you are *essentially* looking for, you are on your way to finding the right individual to perform the job. Marginal functions should not be included.

After you have created a job posting based on the functions essential to the job, create a scoring system that reflects the skills and talents you are looking for. By reviewing your candidates against an application scoring system, you treat all candidates the same and make sure your questions are directed to the essential functions of the job.

Once you have decided who to interview, pick an interview team that will help you critically determine the best fit. Judicial culture is unique and different than many other public and private organizations. The interview is also the time to explain your Court as an employer so you can have a meaningful conversation to see if a candidate will fit your operation. Finally, remember that interviews are not always the most effective screening tool. Think about a practical test to compare your best candidates.



By Christie Cameron (NC)

Alas, if only our employees and bosses were all perfect! In the second part of the Hiring/Firing session, two skits spoke volumes on some of the good and “room for improvement” behavior of both employer and employee. In the first skit, we dealt with the always missing employee who walks a thin line between having time and completely depleting it. Bill DeCicco walked way out of his normal behavior by “losing it” in the presence of other employees and voicing his frustrations with them a little more than he should have. In group discussions, we learned what an employer can and cannot do with an employee who is not always dependable in using his/her time with advance notice and without completely using it up.

In the second skit, we looked at the employee who always seems to have an attitude, and who is far from supportive of his fellow workers. Rory Perry played a tattooed, angry employee who felt under-appreciated and very resentful of not being able to show his lovely tattoos at work. Group discussions dealt with how to deal with this employee who seems to poison the environment around him. Could he be constructively coached to express his concerns appropriately or not? The appropriate steps for the employer in addressing this issue were discussed.