



**THE 46th NCACC  
ANNUAL CONFERENCE IN  
LEXINGTON, KENTUCKY  
JULY 28—AUGUST 2, 2019  
Susan Clary, Host**



Following through with your New Year's resolutions? It is time to make your plans to come to Kentucky, July 28-August 2, 2019, for the 46th Running of the NCACC Annual Conference.

Located along Lexington's twelve-mile Legacy Trail and situated near Interstates 64 and 75, the [Griffin Gate Marriott Resort and Spa](#) awaits your arrival on Saturday, July 28th, for the optional horse farm tour, or on Sunday, July 29th, as we open the conference and then head to Kentucky's State Capitol in Frankfort for a true Kentucky welcome. We will pose for our group photo beneath Abraham Lincoln's bronze statue in the Capitol Rotunda (and rub his shoe for luck) before proceeding up the marble staircase to the Courtroom of the Supreme Court for a presentation by Justice Bill Cunningham on Kentucky's Night Riders. We will dine in the halls of the Capitol before returning to the Courtroom for our world-famous auction.

After a full day of programming on Monday, we will head to the [Keeneland Race Course Show Ring](#) to walk among the stars, those of [Top Chef](#) and those of four hoofs, to taste some of Kentucky's finest fare and canter the night away to the sounds of Chief Judge Acree's band.

Wednesday evening let's travel to the two hundred-year-old [Labrot and Graham Distillery](#) for an evening of music, food, fun and bourbon "sippin."

Your plans should also include our optional event on Friday, touring the Bourbon Trail, after you enjoy our wrap-up breakfast at the Marriott. Plans currently include tours of [Buffalo Trace Distillery](#), [Four Roses Distillery](#), and [Wild Turkey Distillery](#) before our last stop at George's special project, the [Ripy House](#).

Your Old Kentucky Home awaits.

Susan

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# THE DOCKET

## News of the National Conference of Appellate Court Clerks

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- President: Daniel E. Shearouse (SC)  
President-Elect: Laura T. Roy (MO)  
Vice-President: Edythe (Eydie) Gaiser (WV)  
Past-President: Eileen Fox (NH)  
Secretary: Sherry Williamson (TX)  
Treasurer: Janet Johnson (AZ)  
Executive Committee: Timothy A. Gudas (NH)  
Stacey Pectol (AR)  
Douglas Robelen (VA)  
Renee Simien (LA)  
Malcolm H. Squires (VA)  
Deana Williamson (TX)

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# THE PRESIDENT'S PAGE

DAN SHEAROUSE (SC)



In case you have not already noticed, Susan Clary (KY) has posted general information about this year's Annual Meeting in Lexington, Kentucky, on the NCACC website along with a link for making hotel reservations. This meeting will be held from July 28 to August 2, 2019, at the same hotel complex as the 1985 NCACC Annual Meeting. We simply could not find a more committed and enthusiastic host than Susan, and I am looking forward with great anticipation to our adventure in the Bluegrass State!

While I had hoped for a more favorable resolution, it now appears that our active members from California will not be able to attend this year's Annual Meeting due to California's ban on state employee travel to Kentucky. Although I have communicated our willingness to use our scholarship funds for our California members, the travel ban will apparently prevent their travel even if no state funds are used. I am deeply saddened by this result.

On October 20, 2018, the Executive Committee held its fall meeting at the Grand Hotel in Point Clear, Alabama, which will be the site of our Annual Meeting in 2020. Our host, Scott Mitchell (AL), took us on a tour of this historic hotel, which opened in 1847, and we had an opportunity to see some of the Mobile area during supper that evening. The hotel, which also served as the site of our Annual Meeting in 1997, has breathtaking views of Mobile Bay, and has many amenities including a private beach, pools, and a golf course. I commend Scott for selecting this location and volunteering to serve as our host.

At the Point Clear meeting, the Executive Committee reviewed and approved the minutes from the Executive Committee Meetings held in San Diego, reviewed the reports of the committees, and voted to approve amendments to the operational guidelines of the Communications Committee and the Scholarship Committee. Additionally, bylaw changes relating to both the Finance and Investment Committee and the Technology Committee have been referred to the Bylaws Committee.

# THE PRESIDENT'S PAGE

DAN SHEAROUSE (*Continued*)

During the San Diego Meeting, the Executive Committee discussed what action should be taken in response to the increasing costs of the Annual Meeting. After discussing the issue further at the Point Clear meeting, the Executive Committee voted to increase the registration fee for all registrants by \$25, except for guests aged 21 and under. This will mean that the registration fees will now be \$475 for regular members, \$100 for retired members, and \$50 for guests over age 21. The registration fees for guests aged 21 and under will remain unchanged at \$25. While I have no illusions that this modest increase will significantly impact our balance sheet, I do think it is a necessary first step, and we will need to consider additional measures to contain the costs at the Annual Meetings, including a more rigorous budgeting process as has been suggested by the Finance and Investment Committee in its proposed bylaw changes.

After a lengthy conversation with Lisa Collins (UT), who served in an exemplary manner as the chair of our Membership and Pictorial Directory Committee from 2016-2018, I believe that we may need to consider changes to the way we manage our membership. In that regard, the NCACC is apparently the only organization associated with the National Center for State Courts (NCSC) that does not allow members to pay their membership fees and update their member information online. These organizations are doing this using software provided through the NCSC, and this software also has an event registration and management component. Even if we decided not to use these services of the NCSC, there are various commercially available membership management software programs that could be used to perform these functions, and the costs of several of these appear to be roughly equivalent to what we are now paying to use RegOnline solely for registration at the Annual Meeting. Some of these programs allow for the creation of a membership directory on demand, which might negate the rather labor intensive effort that now occurs each year to update our paper Member Directory. This issue was discussed at our Fall Executive Committee Meeting, and the consensus of the members was that I should appoint a special committee to study this issue and make a recommendation. I have done so and have asked Eydie Gaiser (WV) to serve as the chair of this committee. I look forward to receiving the committee's recommendation.

# THE PRESIDENT'S PAGE

DAN SHEAROUSE (*Continued*)

It was my privilege to represent the NCACC at the William H. Rehnquist Award Reception and Dinner held at the Supreme Court of the United States in November 2018. For a second year in a row, a family court judge was selected to receive this award. I do not find this surprising in the least since we all understand the impact domestic and juvenile issues have on our society, and the impact a single committed and compassionate judge can have in this area. I also represented the NCACC at the Midyear Meeting of the Conference of State Court Administrators (COSCA) in Las Vegas, along with our past-president, John Olivier (LA). The theme for this meeting was "Enhancing Data Quality in the Courts" and included sessions on ways to improve data accuracy, using data to tell the story of the judicial branch, and data access. As you would expect, some of the discussions echoed those at many of our Annual Meetings about the tension between public access and privacy in this digital age. It was interesting to observe how COSCA conducts its meetings and to observe the functioning of some of its committees.

Finally, the Spring Executive Committee Meeting is scheduled to be held in Williamsburg, Virginia, on March 30, 2019. As most of you know, the NCSC serves as the secretariat for our organization, and one of the goals of this meeting will be to meet with the representatives of the NCSC to foster and enhance our relationship with that organization. In addition to giving us the opportunity to discuss their membership/event management services discussed earlier, the NCACC is the only organization affiliated with the NCSC that does not use a third-party vendor associated with the NCSC to negotiate hotel contracts. Since this vendor performs these services without charge to the organization (the hotel pays a fee to the vendor if the hotel is selected by the organization) and has extensive experience in negotiating hotel contracts, I believe this is a service we should consider using to ease the burden on future hosts, while ensuring that we have negotiated the best possible contract with a hotel.

As you know, the strength of our organization rests entirely on the willingness of our members to involve themselves in the activities of our conference. This includes our Annual Meeting, the operation of our committees, involvement with the NCACC listserv, and service as an officer, committee chair, or host. I thank you for involvement and commitment to our organization, and I look forward to seeing you in Kentucky!



# **USE OF COURT FORMS TO ASSIST SELF-REPRESENTED LITIGANTS**

By Larry Royster, Clerk of the Michigan Supreme Court

According to the [Self-Represented Litigation Network](#), three out of five people in civil cases go to court without a lawyer. Although that statistic pertains to trial court cases, a certain percentage of them will eventually make their way to the appellate courts. In the Michigan Supreme Court, for example, one-quarter of civil cases and two-thirds of criminal cases involve at least one pro se party. Dealing with self-represented litigants (SRLs) can be frustrating and require an inordinate amount of time because they are often ignorant of the rules of court, distrustful of court representatives and the process, and take things personally. Occasionally, they are hostile, abusive, or rude.

Providing court forms online is a simple, but effective tool that benefits both SRLs and the court. Online forms provide SRLs with a better understanding of the process and allow them to prepare accurate and more coherent pleadings with fewer time-consuming phone calls or visits to the clerk's office. As a result, courts operate more efficiently and effectively—less time is spent answering questions and reviewing pleadings for deficiencies. With forms, SRL information is presented more logically and accurately to the courts, enabling a greater proportion of decisions on the merits, rather than on procedural defects. And fewer phone calls and counter visits by SRLs means happier, less-stressed clerks.

Generally, court forms should be designed to solicit legally relevant facts and include text fields for the SRL to make legal arguments. Forms are most effective when they:

- Provide specific directions so the SRL can determine what form is required and what to do with the form after it is completed.
- Include concise but detailed instructions that are linked to the questions;
- Are written in plain language, minimize the use of legal terms, and define the meaning of those legal terms that are used;
- Are organized logically and understandably;
- Avoid repeated entry of the same information;
- Are available in multiple file formats;
- Can be printed out and completed by hand (and provide sufficient space for writing in the information).

Two of the most common software programs for creating forms are Microsoft Word and Adobe Acrobat DC. With Word, you can create a form by starting with a blank document or a Word template and then adding content controls such as check boxes, text boxes, instructional text, date pickers, and drop-down lists. Once you have created the form, you will want to prevent the SRL from changing the form itself by selecting the Restrict Editing command. A couple of easy-to-understand online tutorials for creating Word templates are located at:

<https://support.clio.com/hc/en-us/articles/203359420-Tutorial-Creating-a-Protected-Fillable-Template-in-Microsoft-Word-for-Use-in-Document-Automation>

<https://www.youtube.com/watch?v=U-YaqrFMbSs>

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<sup>1</sup>See [Best Practices in Court-Based Programs for the Self-Represented: Concepts, Attributes, Issues for Exploration, Examples, Contacts, and Resources, Self-Represented Litigation Network](#), 2008 edition.

## **USE OF COURT FORMS TO ASSIST SELF-REPRESENTED LITIGANTS (continued)**

With Adobe Acrobat DC, you can create intelligent PDF forms from a scanned document or a simple form made in Microsoft Word or another application. You can also create the form in Acrobat from scratch. Through a conversion process, Acrobat will automatically recognize and convert static form fields to fillable ones. If Acrobat cannot detect a particular form field, you can quickly create it manually. Like Word, you can add check boxes, drop-down lists, radio buttons, and text fields. Acrobat allows you to change headings and move, add, or delete fields. You can also add a digital signature field.

Good tutorials for creating forms with Adobe Acrobat DC include:

<https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms>

[https://www.chaffey.edu/csn/pdf/acrobat\\_fillable\\_forms\\_handout\\_2014\\_11.pdf](https://www.chaffey.edu/csn/pdf/acrobat_fillable_forms_handout_2014_11.pdf)

<https://www.youtube.com/watch?v=L-YX7s50FDE>

Having functional forms may not be the end of the process in states with large immigrant populations. Many SRLs do not read English well, or at all, so English-only forms may be useless to them. Translating documents to a different language is an easy process with Google Translate ([translate.google.com](http://translate.google.com)).<sup>2</sup> Unfortunately, Google Translate is not a perfect translator. The structure of an English sentence may not translate properly to, for example, Spanish, which frequently places adjectives after nouns rather than before. To use Google Translate, you click the Document button to locate and upload the form you want translated. The program accepts documents with the following extensions: .doc, .docx, .odf, .pdf, .ppt, .pptx, .ps, .rtf, .txt, .xls, and .xlsx. You then identify the form's language (or let Google Translate auto-detect the language), select the Translation language (there are more than 100 options), and hit the Translate button. As mentioned, Google Translate is imperfect so the final form will need to be reviewed and cleaned up. But it is great in a pinch when you need to translate a court document or form for someone who speaks Bengali, Icelandic, or Pashto.

Google Translate gibt es auch in einer App für Android- und iOS-Geräte. Es gibt mehrere Möglichkeiten, die Sprache für die Übersetzung einzugeben. Sie können Text eingeben oder Wörter mit dem Finger schreiben. Sie können auch mit der Kamera Ihres Geräts ein Bild von einem Text aufnehmen oder in das Mikrofon Ihres Geräts sprechen. Die App bietet wie das Computerprogramm Übersetzungen in mehr als 100 Sprachen.

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<sup>2</sup>Some states require translation by certified translators so Google Translate would not be a viable option. You should review your statewide language access plan to determine the requirements for providing forms in specific languages and whether there are resources available to assist with translating documents.

## NOMINATIONS FOR AWARDS REQUESTED

Nominations for the **J.O. Sentell Award** and the **Morgan Thomas Award** are being sought by the 2018-2019 Awards Committee. These awards will be presented at the 2019 NCACC Annual Conference in Lexington, Kentucky.

James Oscar Sentell, Jr., was a founding member and the first president of the NCACC. **The J.O. Sentell Award** is given to a NCACC member who has contributed substantially to the objectives of the conference by improving skill and knowledge through conferences, seminars or other educational programs; promoting and improving the contribution of appellate court clerk offices within the area of effective court administration; and the collection and dissemination of information and ideas concerning the operation and improvement of the offices of appellate court clerks. (See Article II of the Bylaws)

**The Morgan Thomas Award** is given in recognition of an individual who is not a member of the NCACC, but who has made significant contributions to professionalism and supports the goals of the NCACC, as a body and of its members individually.

Past recipients of both awards are listed in the NCACC Directory and on the NCACC website. Last year's recipient of the J.O. Sentell Award was Deena Fawcett, the retired Clerk/Administrator of the California Court of Appeal, Third Appellate District. The Morgan Thomas Award was not given out in 2018.

Award Committee Members: Doug Shima (Chair) (KS); Bill DeCicco (VA); Deena Fawcett (CA); Ed Hosken (VA); Joseph Lane (CA), and Terry Lord (MO). The Executive Committee Liaison is Eileen Fox (NH).

### AWARDS NOMINATION FORM

#### J.O. SENTELL AWARD

Please make your recommendation below and provide your reasons.

I nominate: \_\_\_\_\_

Reasons: \_\_\_\_\_

#### MORGAN THOMAS AWARD

Please make your recommendation below and provide your reasons.

I nominate: \_\_\_\_\_

Reasons: \_\_\_\_\_

If more space is needed, you may attach a separate page.

**Please submit the Awards Nomination Form no later than March 1, 2019 to:**

**Douglas T. Shima**

Email: [shimad@kscourts.org](mailto:shimad@kscourts.org)

Mail: Clerk of the Appellate Courts, 301 SW 10<sup>th</sup>, 1<sup>st</sup> Floor, Topeka, Kansas 66612



## The Importance of Civics Engagement: A Conversation with the Chief Justice of California

Colette M. Bruggman (CA)

At this past summer's conference, we spent an informative and enjoyable hour with Chief Justice of California Tani G. Cantil-Sakauye and San Diego Superior Court Judge Carolyn M. Caietti, discussing the importance of civics engagement.

Judge Caietti asked the Chief Justice what it is like to be the Chief Justice and to explain the three hats she wears in her role. The Chief Justice explained that her first hat is as a jurist. The Chief Justice is one of seven justices on the California Supreme Court. Her duties include assigning cases, working with the Clerk/Executive Officer [Jorge Navarrete] on budget, human resources, facilities, personnel, and a host of administrative responsibilities. The second hat she wears is as Chair of the Judicial Council of California, the policy-making arm of the branch. It has a staff of about 800 and the Chief appoints the 31 members of the Council. The branch has a \$5.2 billion budget that the JCC is responsible for distributing to all courts. The Chief Justice also works on Judicial Branch initiatives and other programs, appointing workgroups and committees to work on them. Finally, her third hat is to lead Third Branch Education, with initiatives like the Power of Democracy, which is a statewide initiative to revitalize democracy and promote access to justice in California.

Judge Caietti asked the Chief Justice what her path was to becoming Chief Justice of California. The Chief Justice responded that her path was unintended and unplanned. Chief Justice Cantil-Sakauye's career started as a prosecutor in Sacramento County. Then Governor George Deukmejian was looking for a "D.A. type" to work in the legal affairs office. She was hired and trained by Vance Raye, who was the Legal Affairs Secretary at the time, and is the current Administrative Presiding Justice of the California Court of Appeal, Third Appellate District in Sacramento. Thereafter, in 1990, Governor Deukmejian appointed her to the Sacramento County Municipal Court. She was elevated to the Sacramento County Superior Court by Governor Pete Wilson in 1997. In 2005, she was elevated to the California Court of Appeal, Third Appellate District, by Governor Schwarzenegger. Upon the retirement of Chief Justice Ronald M. George, Governor Schwarzenegger's office contacted her and asked for input on a list of names (not including hers) to replace Chief Justice George, which she provided. After that, she did not think too much about it. Unbeknownst to her, Chief Justice George had created a short list for the governor and was asked by the governor who he would choose. Chief Justice George told Governor Schwarzenegger that he would pick Justice Cantil-Sakauye. The Governor's office had researched all of her Court of Appeal opinions and completed her background check before she knew anything about the appointment. Hers was the first name on the short list and she was the first potential appointee interviewed, but she was never part of that "circle" of communication.

Judge Caietti noted that in addition to all her duties, Chief Justice Cantil-Sakauye also created a statewide, collaborative initiative on civic learning and engagement called the Power of Democracy, and asked why civics engagement is so important to her. The Chief Justice recognized that keeping kids in school and out of the prison pipeline is vital. Plus, she became Chief Justice at a time of state economic downfall with no end in sight. Courts were

## **The Importance of Civics Engagement: A Conversation with the Chief Justice of California** *(continued)*

being closed, and employees were being laid off and furloughed. At the same time, caseloads across the state were increasing. Chief Justice Cantil-Sakauye went to the capitol to discuss the \$28 billion budget deficit. When she went to the capitol to lobby, no one knew who the Judicial Branch was. The Branch is so poorly misunderstood, and lack of basic knowledge about civics was a key reason. Further, key leaders were in favor of the Branch providing this type of nonpolitical civics education. The California Education Code made things somewhat difficult to get started, but the Chief Justice discovered that when we talked to each other about the importance of civics engagement, we came together for the benefit of California students, teachers, the Bar, and the Branch.

Judge Caietti asked the Chief Justice how her perspective on the importance of civics has been influenced by her own personal and family experiences, particularly as the mother of two daughters. The Chief Justice noted that civics means engagement; it is collaborative and respectful. It builds leadership and helps develop skills in leadership, like being polite, learning and understanding, and negotiating.

Judge Caietti acknowledged that the Power of Democracy effort has been ongoing and asked the Chief Justice about the highlights and progress that has been made, including the formation of an historic partnership with the State Superintendent of Public Instruction, Tom Torlakson. The Chief Justice recognized that there is a receptive audience of volunteers on the ground, in the community. Civics engagement is about getting students involved in a group to work on a project where they become motivated and engaged, and it brings communities together.

The goal is to emphasize three branches of government, focusing on the work of the Judicial Branch. Understanding the importance of an impartial and independent judiciary must happen locally. The Chief Justice noted that we need diverse partners and more engagement with our 58 counties. When current events are used, civics engagement becomes relevant. Students compete for awards in civics engagement; for example, a kindergarten class used the melody from Bruno Mars' Uptown Funk to rap the U.S. Constitution. When things like teen court are used to resolve conflict, more kids want to become judges and lawyers. Civics engagement help us build better relationships with softer hands. The law is a dead letter without courts there to interpret it.

The American Board of Trial Advocates (ABOTA) sponsors civics showcases, where teachers can get great ideas. There is a website that has ready-made programs for schools, [www.powerofdemocracy.org](http://www.powerofdemocracy.org), including a digital chalkboard and materials ranging from one hour of class to entire course materials.

Judge Caietti asked how audience members can support and get involved in civics engagement. Outreach, go to the teachers and students or have them come to us. Bring a member of the Bar along to help explain what is happening to make it more interesting and interactive. Livestream oral argument. Get justices to reach out to schools in the district to pilot the program. Start small.

You can view the full interview on the NCACC webpage: [www.appellatecourtclerks.org](http://www.appellatecourtclerks.org).

# Scholarship Application

46TH ANNUAL MEETING

Lexington, Kentucky

July 28 - August 2, 2019



*National Conference of Appellate Court Clerks*

If lack of funding could prevent you from attending the annual meeting held in Lexington this year, please consider applying for a scholarship. Scholarship funds are awarded as a means of promoting attendance at annual meetings of the NCACC by members who would otherwise be unable to attend. Scholarship money may be used to pay for transportation to and from the meeting and/or lodging. Please do not hesitate to apply. If you apply for a scholarship and later discover that your court will fund your trip, please advise the Scholarship Committee. If you have any questions or concerns, please contact [Amy Funderburk](#) (NC), 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 by email or postal mail to Nikiesha Cosby at the National Center for State Courts, by **May 1, 2019**.

Please complete and return application by email or postal mail to:

Nikiesha Cosby  
[ncosby@ncsc.org](mailto:ncosby@ncsc.org)

National Conference of Appellate Court Clerks  
National Center for State Courts  
300 New Port Avenue  
Williamsburg, VA 23185

**-- FUNDING REQUESTED FOR THE ANNUAL MEETING TO BE HELD IN LEXINGTON, KENTUCKY JULY 28 – AUGUST 2, 2019 --**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employing Court: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Are you an 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you or anyone in your office had a scholarship in the last four years? \_\_\_\_\_ Yes \_\_\_\_\_ No

Would your court have funded the attendance of NCACC members from your office to other educational programs during the twelve months immediately preceding the 2019 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 (may not exceed six 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: \_\_\_\_\_

**Call for Nominations for  
Officers and Executive Committee Members  
Deadline: Friday, March 1, 2019**

At the annual business meeting in July, the membership will elect officers to lead the NCACC in the coming years. The Nominating Committee would like your input on members that you believe would serve as effective leaders of the NCACC. After receiving and reviewing nominations from members, the Nominating Committee will submit a recommendation to the membership for members to fill the positions.

To be eligible to serve as an officer, a member must be a “regular” member in good standing for the two years preceding the election. If you know an eligible member who you believe could contribute as an officer, please consider nominating him or her. You may also nominate yourself, or ask another member to nominate you.

A list of the offices to be filled and descriptions of the duties of each office are included below. If you have questions about what service as an officer or an executive committee member entails, feel free to contact me or another nominating committee member. The other members of the nominating committee are: Deana Williamson (TX), Vice-Chair; Lisa Collins (UT); Irene Bizzoso (PA); Eydie Gaiser (WV); Ed Hosken (VA); Chris Prine (TX); Doug Robelen (VA); and Mac Squires (VA).

Please send nominations to me or another committee member by email by **March 1, 2019**.

Eileen Fox (NH), Chair  
Nominating Committee  
[efox@courts.state.nh.us](mailto:efox@courts.state.nh.us)

**Offices to be filled:**

Office of Vice-President: (one-year term, succeeding to office of President-Elect)  
Presently held by Edythe (Eydie) Nash Gaiser (WV)

Office of Treasurer: (two-year term)  
Presently held by Janet Johnson (AZ)

Executive Committee Members, 3 Positions (2-year terms):

Position 1:  
Presently held by Stacey Pectol (AR)

Position 2:  
Presently held by Doug Robelen (VA)

Position 3:  
Presently held by Malcolm (Mac) H. Squires, Jr. (VA)



## **Description of Offices and Duties of Officers:**

**Article V Par. 3:** Election and Succession of Officers. The President-Elect shall succeed to the office of the President at the expiration of the term as President-Elect. The Vice-President shall succeed to the office of President-Elect at the expiration of the term as Vice-President. The President shall succeed to the office of Past-President at the expiration of the term as President. At each annual business meeting, the Vice-President shall be elected by a vote of a majority of the members present at the meeting and entitled to vote; the Secretary and the Treasurer shall be elected for two-year terms, the Secretary in even-numbered years and the Treasurer in odd-numbered years. The Treasurer and the Secretary shall be eligible for reelection.

**Article VI Par. 1:** Duties of the President. The President shall serve as the chief executive officer and shall preside at all meetings of the Conference and its Executive Committee.

**Article V Par. 6:** Duties of Treasurer. The Treasurer shall be responsible for overseeing the receipt by the National Center for State Courts of all dues and other monies paid to the Conference. The Treasurer shall be responsible for the investment of funds and the finances of the Conference as the Executive Committee deems proper. The Treasurer shall serve as the chairperson of the Finance and Investment Committee. The Treasurer shall serve as a member of the Educational Fund Committee and shall be responsible for overseeing the receipt and deposit of revenues into the Educational Fund which is a restricted educational account maintained for the Conference by the National Center for State Courts. The Treasurer shall be responsible for furnishing all members with a financial report by the annual business meeting each year; this requirement may be met by publishing the financial report in *The Docket*, the NCACC newsletter.

**Article VII Par. 2:** Executive Committee.

(a) Powers and Duties. The Executive Committee is the Board of Directors. It shall direct the affairs of the Conference and shall meet annually prior to the annual business meeting of the Conference and at other times at the call of the President or seven members of the Committee. All matters before the Executive Committee shall be determined by a majority vote of those present. Seven members of the Executive Committee shall constitute a quorum. The Executive Committee shall decide any question raised on the interpretation and application of these Bylaws.

*Please review the NCACC Bylaws for further details about these positions.*