



THE
MACA REPORTER

A Publication of the Missouri Association for Court Administration

VOLUME V

FALL 1988

Presidents Report

I'm glad to report to you that MACA has been very active, and you will find reports in the next pages on the conference, meetings and activities that have taken place since the last issue of the MACA REPORTER.

Our third Annual Court Conference held in May with many clerks from around the State in attendance, was again successful. The evaluations that were returned by fifty-nine (59) attendees, gave the Conference a good rating. Some of the suggestions will be again implemented in the Conference in May 1989.

If you did not attend this year, make sure you mark your calendar for next year;

**PLEASE RETURN
Survey Card!**

Tuesday, May 23rd, Registration, 5 to 9 P.M.
Wednesday, May 24th, Conference
Thursday, May 25th, Conference
Friday, May 26th, Conference

NOTE: There is an EXTRA day added to the 1989 conference.

On June 29th, 1988, the Executive Board met in St. Louis. The Major issues discussed included the following:

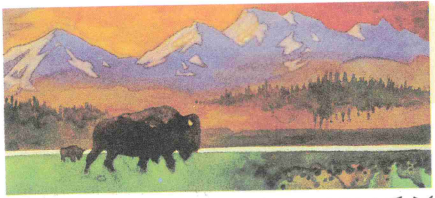
- a) Certification Program
- b) Crime Victims Compensation
- c) National Court Conference
- d) Membership Directory
- e) Presentation of Volley Ball Trophy

At this meeting a motion was made and seconded to table the Institute for Executive Development's proposed contract for certification services because the services they offered were considered inadequate for the high cost.

On Saturday, Oct. 1st, 1988, the Board met at the Lodge of the Four Seasons and the Committees gave their reports.

A audit was done from May 26th, 1986 thru June 28th, 1988 by Wion, Klippel and Manion and "found the records to be accurate and in good order".

Just a note to let you know that your elected officers put a lot of time and effort in preparing for the Annual Conference. We meet many times before the conference takes place. We spend hundreds of hours of our personal time preparing, editing and making schedules, registration forms, newsletters, reviewing critiques, engaging speakers and working with the Lodge staff and the Judge Association to make sure the conference is a success.



America the Beautiful USA 15

RITA C. BOVINETT, TREASURER
1415 CHAMBERS ROAD
DELLWOOD, MISSOURI 63135

1989 ROOM
RESERVATION SURVEY

M.A.C.A. Annual Court Conference for 1989 will be

Wed. May 24th, 9 A.M. to 4:30 P.M.

Thurs. May 25th, 9 A.M. to 5:00 P.M.

Fri. May 26th, 9 A.M. to 12 noon

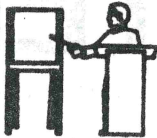
Will you need ROOM RESERVATIONS for Tuesday May 23rd?

Yes _____ No _____

NAME _____

COURT _____

(NOTE: This is an approximate count only, not
confirmed reservations.)



EDUCATION: Chairman Nancy Morr stated that a guideline for the certification program has been drawn up and will be included for all clerks in the MACA reporter mailing. The certification program is divided into three sections which are:

Basic Requirements:
Standards for Certification
Program Guidelines

We will also include two certification sessions for credit at the 1989 Annual Court Conference.

BY LAWS: Chairman Lisa Thomson
No Action to report at this time.

MEMBERSHIP: Chairman Rita Bovinett

**WELCOME
NEW
MEMBERS!**

Records show that we now have 142 paid members of our organization, with some of the new members taking the place of a previous clerk. The 1989 Membership drive will include mailing membership applications to all Municipal and Associated Clerks throughout the State of Missouri, so spread the word and encourage your colleagues to join!



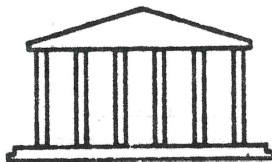
JOIN MACA JOIN MACA JOIN MACA JOIN MACA JOIN MACA

JOIN MACA JOIN MADA JOIN MADA JOIN MACA JOIN MACA

We extend a special welcome to all NEW MEMBERS!

LEGISLATION: Chairman Berniece Young

During the 1988 legislative session, House Bill 1195 was passed and signed into law. The bill, in part, created a Crime Victims Compensation Fund fee which is to be assessed and collected by all divisions of the Circuit Court handling state law violations, county ordinance violations or municipal ordinance violations. The fee provisions of the bill became effective August 13th, 1988.



POLICY AND PROCEDURES: Chairman Ginny Young
No action to report at this time

SOCIAL: Chairman: Lisa Thomson.

The social events for the conference were discussed with the MACA hospitality reception to be held on Wednesday May 24th, 1989 at the LaSalita Room. The Annual Beach Volleyball Tournament will be held between the Judges and Clerks, on THURSDAY, at 5:30 P.M. The Judges won again in 1988 and we want to win in 1989, so plan to play for our association.



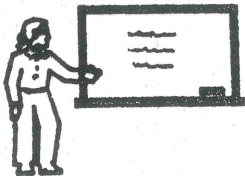


PUBLICITY: Co-Chairman Rita Bovinett
In each conference packet for 1989 a NEWS RELEASE form will be given to each member for submitting conference information for your local newspapers about your conference attendance.

PUBLICATIONS: Chairman Rita Bovinett
The Membership Directory was formulated with information each member mailed in with their application. A CHANGE OF INFORMATION FORM will be included in the Directory. It is suggested that each member put the Membership Directory in the MACA binder we handed out at the 1988 Conference.

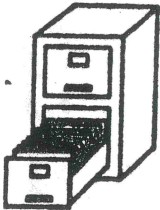
NOMINATIONS: Pat Markham has been asked to be Chairman of this Committee. If you have someone you would like to nominate, send in the name to:

Pat Markham
Court Clerk
City of Cool Valley
100 Signal Hill Drive
Cool Valley, Mo. 63135



Qualifications are: Member in good standing;
Must be able to attend five (5) or more Board meetings traveling to conference site;
Be present for interview on Tuesday May 23rd at 2 P.M.

LENDING LIBRARY:



Your organization now has some tapes that are available. If you have educational audio or videotapes that you know will be helpful to another clerk, we would be glad to make a copy from you to add to the library. This information is for anyone in the organization and can be taken out for a \$ 5.00 deposit, which is returned when tape is returned.

**National
Court
Conference**

Your president is currently on the National Association for Court Management's (NACM) Membership Committee. If you are interested in joining NACM, contact me for an application. Also I am on the Public Relations Committee. If any of MACA members have any news worthy events of any court projects, etc. please forward them to me so I can forward them to the National Association.

This year I was appointed to the Planning Committee and NACA is considering a 1990 Regional week-long Seminar to be held here in the State of Missouri.
MORE LATER

1989 Conference

Chairman Rita Bovinett noted that the Lodge of the Four Seasons is the 1989 Conference site and has guaranteed a rate of \$ 61.00 per night for double or single occupancy. An option of staying an extra night on Friday for a rate of \$ 61.00 has again been offered. Again we suggest that you bring your family or friends for a wonderful stay in the Ozarks.

As many of the members stated the room was too cold. This will not occur next year, however, if you usually need a sweater, bring it with you because the room has to be kept cool for a large number of people, but not ice cold as it was this year.

Also some have asked why the conference is held on Memorial Day weekend. The reason it is held on this weekend is because of the low room rate for the LODGE that is given to our organization, and the Judges. The regular 1988 room rate for the Eagles Peak accommodations is \$ 110 to \$ 135.00 per night, and also some of the other rooms are higher.

NO SMOKING will be allowed in the conference meeting room. However, there will be plenty of breaks and if you care to, you can leave to go outside at any time.

It was also decided that the pre-registration conference fee will be \$ 10.00 lower than if registering the day of the conference. So please watch for the mailing of the 1989 Conference and send in your money before the deadline. DO NOT MAKE YOUR RESERVATIONS UNTIL YOU RECEIVE THE RESERVATION CARD.

It should be noted that the expenses of the 1988 conference totaled \$ 1,812.69.

Again as stated before, we have added an extra day to the conference. This is as per the request of many who have attended the previous conferences.

Some topics on the 1989 COURT CONFERENCE AGENDA are:

- a) Panel Discussion
- b) Missouri Highway Patrol, Department of Revenue License Bureau and a panel of clerks will present a three (3) part session on Traffic Ticket Procedures, including Driving Improvement Program (DIP), reporting procedures, Suspended Imposition of Sentence (SIS) on DWI's and all aspects of traffic tickets.
- c) Court Security
- d) Facts on Aids, Awareness when dealing with the public
- e) Communications Skills, CERTIFICATION CREDIT SESSION
- f) Job Development, CERTIFICATION CREDIT SESSION.

Some of you will be contacted to help on certain projects. We ask that you give us a helping hand when asked.

Plans are being made to have lapel pins with the MACA logo available at the 1989 Conference. This project will cost approximately \$ 1000.00.

COURTROOM

Comments???

GLOSSARY OF TERMS:

JUDGE - AKA "Your Honor". Wears black robe and mentally cloaked by self image of infallibility. Blames appellate courts when questioned by the public.

PROSECUTING ATTORNEY - Wears white hat, and believes in the Death Sentence for serious offenses such as Dog Running Loose.

STREET LAWYER - Private Attorney. Believes in truth, justice and full fee paid in advance (before appearing in Court). Carries briefcase to impress clients and to hold money.

BAILIFF - Judicial equivalent of school crossing guard. Primary responsibility is to stop cars from entering courtroom. Also keeps everyone quiet while judge figures out what to say.

CLERK - Direct descendant of landless peasant of the middle ages. Referred to as "Hey You" in the courtroom and at home. Plans assassinations of lawyers and judges during coffee breaks.

DEFENDANT - Person who created jobs for all of the above. Otherwise, totally irrelevant to the system.

ARRAIGNMENT - Judicial process whereby defendant is advised of the charges against him, which he already knows. Defendant is advised of future court appearances which he immediately forgets.

RECOG Release of defendant on his or her own recognizance. This releases the defendant from jail until the disposition of the case or the next arrest, whichever occurs first.

CONTINUANCE - This allows everyone involved in the case to grow old gracefully. Attorneys exhibit greatest skills in this process.

SHOW CAUSE ORDER - This order shall immediately be stapled to the forehead of defendant before leaving court room.

TRIAL - Rare occurrence where the public sees what clerks are forced to see every day.

The MACA REPORTER is your voice. If you have any articles, cartoons, information that you would like to see in the MACA REPORTER, please send information to any of the officers.

We can establish a section for questions and answers. Readers, which means you, would submit a question or two, before publication in order to give time to find the answers and then the answer will then appear in the next MACA REPORTER.

Now don't flood the mailbag with all them questions

DEADLINE DATE for the Spring MACA Reporter is JANUARY 20th, 1989.

ALL articles can be either typed, handwritten or whatever. You can write on regular paper, paper towels, napkins etc. but send in your idea for an article.

Don't forget the Regional Education Seminars sponsored by the State Court Administrator's office.

OCTOBER 28th - Cape Girardeau

NOVEMBER 4th - Springfield

NOVEMBER 18th- ST. Louis

DECEMBER 2nd - Kansas City

If you need more information regarding these seminars, call Kay Pedretti at the Office of the State Court Administrators (314) 751-3585.

CLERKS



*hard at
work*

DONNA M. JOHNSON

PRESIDENT

Donna is the Chief Court Clerk/Administrator for the 21st Judicial Circuit Court, Municipal Divison, City of Overland. She began working for the City of Overland in 1970 as a Police Clerk and became the Court Clerk. She has worked for the Municipal Court for the past eighteen years. Her duties include supervision of all phases of the Municipal Court and four clerks who work for the court. She works for two Judges and has court every Wednesday. This past year over 16,250 cases were docketed for the Court, and \$ 352,165.00 was collected in fines, fees and bonds. She is also the Clerk of the Court for the Village of Sycamore Hills. She was appointed to that position in 1985 as an additional duty and processes cases and holds court for the Village of Sycamore Hills Muni Ct.

She is a charter member of the National Association for Court Management, having joined the National Association for Court Administration in 1975. She served on the Executive Board as a Director for N.A.C.A. 1984-1985. She has served on several committees with NACA and NACM and is currently on the Membership Committee, Planning Committee, and Education Committee. She has attended the past nine Annual Court Conferences for the National Association which were held in the following states:

Snowmass, Colorado	1980	Fort Worth, Texas	1985	PHOENIX	1990
San Diego, Calif.	1981	Las Vegas, Nevada	1986	PHILADELPHIA	1991
Reno, Nevada	1982	Portland, Oregon	1987	NEWORLEANS	1992
Mobile, Alabama	1983	Palm Beach, Florida	1988		
Boston, Massc.	1984		1989		

Each of these conference were a week long and very educational.

Donna is a co-founder of M.A.C.A., serves as it's first President. Since before the inception of M.A.C.A. she has been working for Certification of Court Clerks. The need for unification of Missouri Court Clerks brought about the founding of the Missouri Association for Court Administration.

Donna has attended the National Judicial College in Reno, Nevada, July 1984 for a week long seminar on: "Case Management, Reducing Court Delay". She has attended all Springs Seminars sponsored by M.S.L.A.C.A. and the seminars and programs sponsored by the State Court Administrators Office.

Donna is a charter member of the Metropolitan Association for Court Administration, M.S.L.A.C.A. and is currently Past-President. She served as President for four years, Vice-President for two years, and Treasurer for two years.

Donna is also a member of the United States Army Reserves and was recently promoted to the rank of Sergeant First Class (E7). She has been in the Army Reserves for 14 years. Twelve of those years she has been a member of the 10th Psychological Operations Battalion where she has served as Unit Clerk, Operations Sergeant, Intelligence Analyst, Intelligence Sergeant and currently as Personnel Sergeant. She is currently a member of the 102d ARCOM Pistol Team and the 5th Army Reserve Pistol Team, and has won numerous awards and trophies over the years.

Donna is divorced, (single-parent) and has a 19 yr old son, Paul. She is interested in sports and has managed a slow-pitch softball team for the past two years. She is also a member of the St. Charles and St. Peters Jaycees.

LISA M. THOMSON

VICE-PRESIDENT

Lisa currently holds the position of Chief Court Clerk for the City of Jennings and has been in that position for five years. She has worked in the courts for a total of twelve years, all with the City of Jennings. Jennings is located just north of the City of St. Louis and has approximately 18,000 residents. In addition to her judge, who is the current Treasurer for the Municipal and Associate Circuit Judges Association, she works closely with two Prosecuting Attorneys and has two full-time Deputy Court Clerks. Her court meets six nights per month in a court room that was specifically designed for court use only and it will accomodate approximately three hundred.

She was a co-founder of M.A.C.A. and at this time holds the position of Vice-President and currently is serving as President for the Metropolitan Association for Court Administration. She is also a member in good standing of the National Association for Court Management. Prior to being elected to President of M.S.L.A.C.A. she served on the Board of Directors of that organization. Lisa has attended the National Judicial College in Reno, Nevada for a week long seminar on "Case Management, Reducing Court Delay" in September of 1986.

She has attended many seminars and programs sponsored by the State Court Administrators Office and the Spring Seminars sponsored by M.S.L.A.C.A. over her years in court work. She has been attending the Annual Court Conferences since 1985 and the Judges Association Conferences before that. She has also attended the National Institute of Justice's "Costing Police Services" Seminar in September of 1983.

She was a Reserve Police Officer for the City of Jennings for six years and held a Type III Breathalyzer Permit during that time and has received a Letter of Commendation from the Major Case Squad for services performed during the murder investigation of a police sergeant in her City.

Lisa is single and has various other interests, including being very active in the Jennings Lioness Club and currently holds the office of Corresponding Secretary.

NANCY M. MORR

SECRETARY

Nancy is the Chief Court Clerk / Administrator for the newly incorporated City of Chesterfield which became a city on June first of this year. The city covers twenty-six square miles and has a population of approximately 32,000 which makes it the sixteenth largest city in the State of Missouri. She was appointed to this position on July fifth of this year. She is currently the only clerk in the court, but will eventually hire two more clerks for her office as the city progresses and grows. She has court three times a month and works with one judge and one prosecutor.

Prior to that, she served as Deputy Court Clerk, Clerk Typist, and Police Clerk for the City of Jennings for eight years where she served under two different judges and three prosecutors. Besides serving as Secretary to M.A.C.A., she is also currently serving as Secretary to the Metropolitan St. Louis Association for Court Administration and is a member of good standing of the National Association for Court Management. She has attended numerous seminars and programs during her tenure in court work and has accumulated many hours of training in court procedures.

Nancy has served as a Reserve Police Officer for the City of Jennings for the past eleven years and has been appointed to the Board of Directors for the Reserves for the past four years, serving as Equipment Officer, Vice-Chairman, and Chairman. During her work as a Reserve Officer, she has earned a Certificate of Commendation from the Chief of Police, a Certificate of Appreciation from the City of Jennings for Outstanding Service in the Line of Duty and various other commendations including holding a Type III Breathalyzer Permit for two years. She has also received a Letter of Commendation from the Major Case Squad for assistance during the investigation of the murder of a police sergeant.

She is single, resides in Maryland Heights and her other outside interests include various types of sports and outdoor recreations and she is an active member of the Jennings Lioness Club.

RITA C. BOVINETT

TREASURER

Rita is the Court Administrator for the City of Dellwood and has held that position for the past nineteen years. The city has a population of 7,000 and is located in north St. Louis County. She has worked under four judges and five prosecutors. Dellwood holds court once a month with the help of a part-time clerk. Rita has been on the Board of Directors of the Metropolitan St. Louis Association for Court Administration and currently is Vice-President of this organization. She has been chairman of the Annual Installation Banquet of M.S.L.A.C.A. for the past five years. She has attended eight spring seminars given by M.S.L.A.C.A. Rita was co-founder of M.A.C.A. and was elected Treasurer in 1986 and re-elected Treasurer for a two year term in 1987.

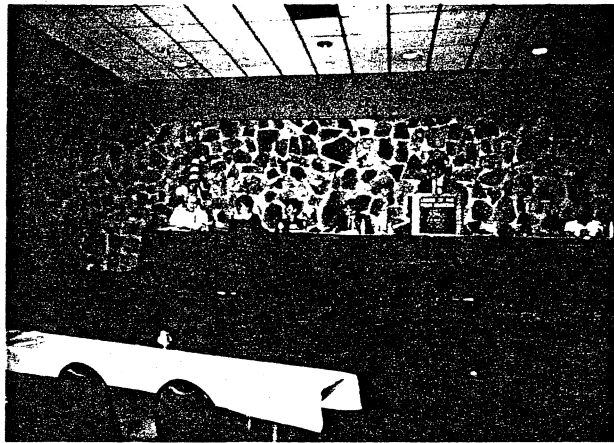
She has attended the National Conference for Court Management in Snowmass Colorado and has attended many court related seminars throughout the state. Rita completed Basic Law Enforcement Training at the Missouri Highway Patrol Academy in Jefferson City. She has received several commendations from the Major Case Squad of Greater St. Louis for her work on several homicide cases. Rita attended the National Judicial College in Reno, Nevada for "Traffic Court Management" in 1983. She is currently Vice-President of the Missouri Police Clerks Association and has been a member since 1983 and also served as Treasurer and Secretary of that organization. Rita has been a police clerk for the Dellwood Police Department for twenty years. She lives in the City of Dellwood and has four married children with ten grand children and has been on a Sunday bowling league for seven years.

1988 MACA CONFERENCE HAPPENINGS

LODGE OF FOUR SEASONS
LAKE OZARKS, MO



Ginny Young, Florissant Municipal Court received MACA's first Special Award from Donna Johnson, MACA Pres.



MACA Members on Panel with Judges at Annual Court Conference



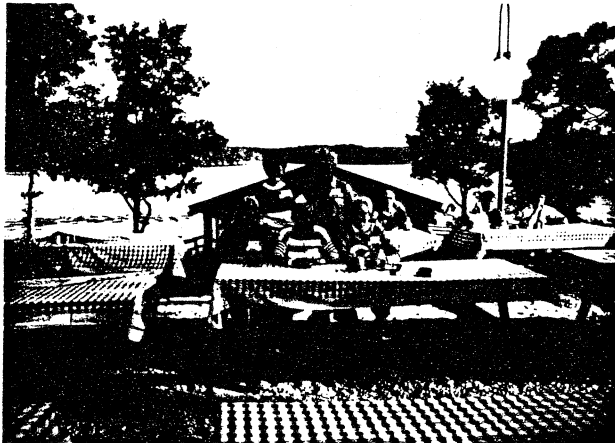
MACA Members at Court Security Session



MACA Officers, Directors, from left to right, Berniece Young, Director, Doris Parcel, Director, Nancy Morr, Secretary, Rita Bovinett, Treasurer, Lisa Thomson, Vice Pres. Donna Johnson, Pres.

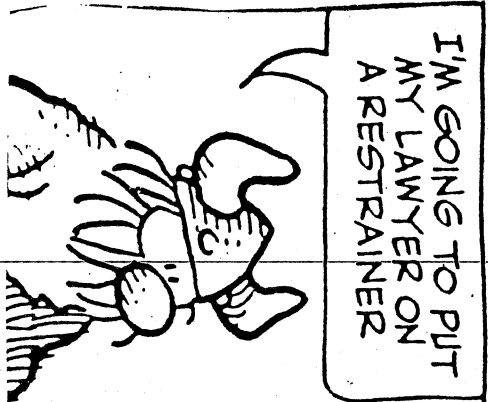


ANNUAL VOLLEYBALL TOURNAMENT

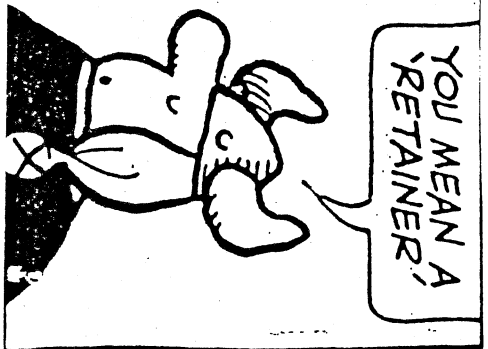


MACA MEMBERS AT CONFERENCE BAR-B-QUE

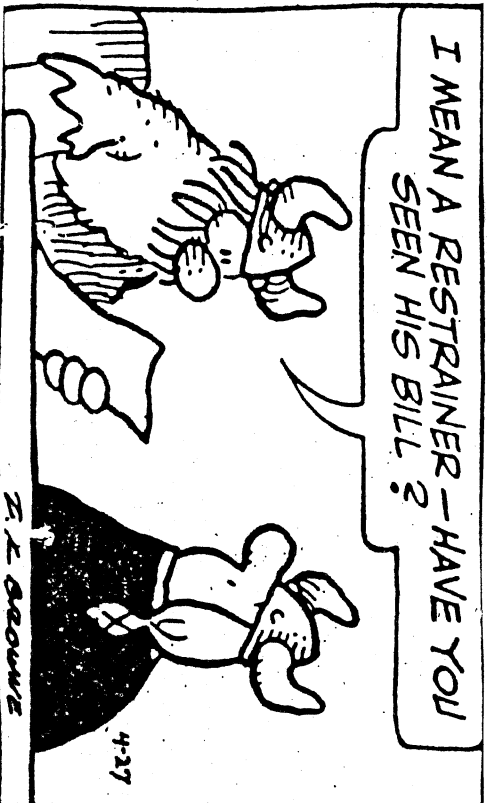
HAGAR—By Dik Browne



I'M GOING TO PUT MY LAWYER ON A RESTRAINER



YOU MEAN A 'RETAINDER,



I MEAN A RESTRAINER—HAVE YOU SEEN HIS BILL?

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SALLY FORTH—By Greg Howard



HAVE YOU ORDERED THE LIQUOR FOR THE CHRISTMAS PARTY YET, MARCIE?

WE'RE HAVING FRUIT PUNCH.



THIS MEMO FROM THE LEGAL DEPARTMENT SAYS "DISPENSING BEVERAGES OF AN INTOXICATING NATURE MAY EXPOSE THE CORPORATION, ITS OFFICERS AND EMPLOYEES TO CIVIL AND/OR CRIMINAL LIABILITY."



SOMETIMES I FORGET HOW MUCH FUN LAWYERS ARE.

12-18

Primmy, D

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State Audit Of Municipal Courts Uncovers Accounting Flaws

By Jack Cowan
Journal Staff Writer

A state audit of municipal courts in St. Louis County reveals several flaws in accounting procedures and records in some of the courts.

In certain courts, the flaws are serious enough that theft or loss of bond money might never be discovered, according to the findings of the audit report, which was released Sept. 28 by Missouri State Auditor Margaret Kelly.

The report is the second of three audits of municipal courts in St. Louis County. The third audit now is under way.

Acting on Missouri Attorney General John Ashcroft's opinion in 1983, the state auditor's office began auditing Missouri's municipal courts, said Mary Jenkins, public affairs officer for the state auditor's office.

The latest report contains the findings and recommendations of audits of 14 county municipal courts for the years 1985 through 1987. The report indicates that each court has agreed to correct the problems found in the audit.

The report says that insufficient accounting procedures make it difficult or even impossible to track bond money as it moves through the municipal court system. As a result, bond money could be lost or stolen, and never noticed or traced.

As an example, the audit report lists six municipal courts in which court clerks are not required to issue receipts to police officers turning over bond money.

"The police need the protection of an acknowledgment from the clerk that bond money has been received," Jenkins said. "The receipts also provide the courts with assurance that the bond money paid by a citizen has been turned over to them."

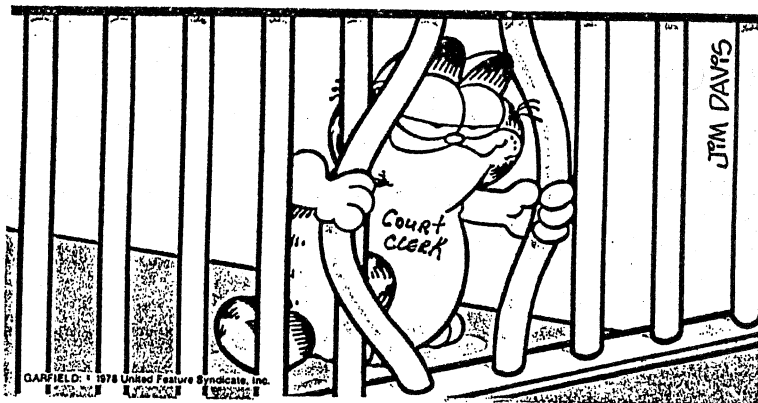
Eleven of the 14 municipal police departments have flawed systems for issuing receipts for bond money posted for traffic offenses, according to the report.

Either the departments fail to issue receipts, do not issue pre-numbered receipts or fail to properly account for the numerical sequences.

"The courts are not responsible for police procedures," Jenkins said. "But if there is no numerical sequence, you don't know if all the money has been turned over to the courts, and you can never find out," Jenkins said.

"We have no authority to audit the municipal police departments, so we can only recommend the courts work with the police departments to maintain records," Jenkins said.

MY ADDRESS HAS CHANGED



COURT CLERKS', DON'T LET YOUR ADDRESS CHANGE!

Make sure your accounting practices are good. Follow accounting guidelines set down by the State Administrator's Office.

EXCERPT FROM: Municipal Court Procedure
by Patrick Cronan, State Legal Specialist
Account for the Money

You are absolutely responsible for the money. Even if it's not your fault.

An audit can make it look like your fault, even when it isn't.

Courts are supposed to be honest.

Minor bookkeeping errors overlooked in executive departments are serious crimes in judicial department.

Don't forget the Regional Education Seminars sponsored by the State Court Administrator's office.

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If you need more information regarding these seminars, call Kay Pedretti at the Office of the State Court Administrators (314) 751-3585.

* * * * * MAKE SURE YOU SEND IN YOUR SURVEY RESERVATIONS CARD * * * * *

DO IT TODAY

LAST MINUTE INFORMATION:::::::::::

It has been arranged that if you want to arrive at the Lodge of the Four Seasons the Sunday or Monday, May 21st or May 22nd, 1989, which is before the start of the Conference, the \$ 61.00 special room rate will be in effect. However, you will have to make your own reservations.

APPOINTMENTS: If you will check THE MESSAGE FROM YOUR OFFICERS, you will notice that the Board has appointed two (2) new Directors to fill vacancies. They will serve until our May election.

They are JAMMEY BRANDES of Boonville who will represent REGION IV which is the Cape Girardeau area,

and CINDY LIBERTY of Parkville, who will represent REGION II which is the Kansas City area.

WELCOME ABOARD

JOB OPPORTUNITY:::::::::::

Position Vacancy Announcement 88-4 has been announced for Clerk, U.S. Bankruptcy Court, United States Bankruptcy Court, Eastern District of Missouri. Position opens upon retirement of the incumbent Clerk, effective April 3, 1989. Minimum requirements: An applicant should: Possess executive ability, and a minimum of 10 yrs. of progressively responsible admin. experience in public service or business with at least 3 yrs. in a position of substantial management responsibility. Education Equivalents: A bachelor's degree from a college or university of recognized standing may be substituted for 3 yrs. of the required experience; a postgraduate degree in public, business, or judicial admin. for 1 yr of the experience; and a degree from an accredited law school for 2 additional years of experience.

FOR MORE INFORMATION ON THIS JOB OPENING PLEASE CONTACT DONNA JOHNSON, MACA PRES. AND SHE WILL FORWARD YOU THE TWO PAGE JOB ANNOUNCEMENT.

MACA MEMBERSHIP DIRECTORY::::::::::: Please keep your MACA Membership Directory close by for your use. We suggest you use a 3-hole punch and put it in your MACA Binder.

THE MACA REPORTER WAS WRITTEN AND COMPILED BY YOUR MACA OFFICERS AND EDITED BY RITA BOVINETT