



THE
MACA Reporter

A Publication of the Missouri Association for Court Administration

VOLUME X

SPRING 1990

1990 MISSOURI COURT CONFERENCE:

Court Conference information has been mailed to all Municipal Court Clerks in the State of Missouri and the MACA active members.

We hope you have made arrangements and reservations to attend this year's conference. Again your officers have worked diligently to present valuable information to help you in your profession.

In this mailing, if you have not sent in your Registration or Reservation, there is a blue **REGISTRATION/MEMBERSHIP FORM**, along with a short green **ROOM RESERVATION FORM**. Make sure you watch the deadline, which is April 10th for lodgings. Room reservations are to be mailed to **LODGE OF THE FOUR SEASONS, P.O. BOX 215, LAKE OZARK, MO. 65049**. If you make your reservations after April 10th, the Lodge will do its best to accommodate you, as our conference is not the only one being held at the Four Seasons and we, MACA, have no control over this.

Also there is a **\$ 10.00 late fee** if your Registration form arrives after May 1st, so put yourself into gear and get moving, if you haven't sent in your forms.

Also in this mailing is an **AMENDMENT** to the By-Laws which will be voted on at the Conference. Read it over carefully.

Remember, besides attending an informative conference, the evenings are free for you to enjoy the Ozarks. This year the Lodge has provided a free movie, volleyball tournament, private indoor pool party, bowling tournament and golf tournament. You may also use at no charge; Outdoor tennis courts, Health and Conditioning Center, but must reserve on an individual basis.

AND OF COURSE ... MACA'S HOSPITALITY ROOM on WEDNESDAY NIGHT.

We need Volunteers for the Hospitality Room Entertainment i.e. dancers, singers, (electric key board will be available.)

We are pleased to have the President of the National Association for Court Management, NACM, Karen Wick, open the 1990 Court Conference, along with speakers from Department of Revenue, State Court Administrator's office, Missouri State Highway Patrol and others.

INFORMATION NEEDED SENT IN BY APRIL 30TH TO ANY OFFICER.

- 1) Topics to discuss at Break-out sessions for **NEW CLERKS, MULTI JOB CLERKS, RURAL CLERKS, LARGE POPULATION CLERKS**.
- 2) Topics needed for Panel Discussion for cooperation between Judge, Prosecutor and Clerk i.e. what rolls they play in court.

Here are some reminders about the conference:

Dress code is informal
 Bring a sweater or jacket for your comfort
 No Smoking in the conference room
 Smoking area right outside of the conference room
EARLY REGISTRATION at 5 P.M. to 7 P.M. on Tuesday
 May 22nd in the **LOBBY**.
REGISTRATION at 8:15 A.M. to 9 A.M. on Wednesday
 May 23rd in **EAGLES PEAK CONFERENCE ROOM**
 Continental Breakfast, **MEMBERS ONLY**, Eagles Peak Room Wednesday
 May 23rd at 8 A.M. **AND** Thursday May 24th at 8 A.M.

REGISTRATION/MEMBERSHIP FORMS SHOULD BE MAILED TO Rita C. Bovinett
 BEFORE May 1st ... to save the late fee of \$ 10.00.
 LODGING RESERVATION FORMS SHOULD BE MAILED TO THE Lodge before
 April 10th, to get the best accomodations.

SIGN UP SHEETS will be at the Registration table for the Volleyball
 tournament, golf tournament and the bowling tournament. One team
 for bowling has been formed, the "BOARD BROADS". Guess who they are!

BUSINESS CARDS: We hope that you have taken advantage of ordering
 a new supply of business cards. The cost is \$ 5.00 before April
 1st, \$ 9.00 after April 1st as instead of 250 cards, we are offer-
 ing **500 business cards**. So, at the bottom of this page, fill out
 the form to order your cards before April 1st. It is a good deal.

WE'LL BE LOOKING FOR YOU AT THE CONFERENCE!

* * * * *

BUSINESS CARD ORDER FORM

NAME _____
TITLE _____
NAME OF COUP _____
COURT ADDRESS _____
COURT PHONE _____

Please type

Print clearly

Please attach your check and make it payable to M.A.C.A.

Mail to: Rita C. Bovinett
 MACA Treasurer
 1415 Chambers Rd.
 Dellwood, Mo. 63135

NAME OF GROUP: MISSOURI COURTS CONFERENCE/COURT ADMINISTRATORS

DATES OF CONFERENCE: Tuesday, May 22 - Friday, May 25, 1990 CONV. CODE NO. AAC2EP

FULL NAME: Last First

COMPANY:

STREET: PHONE:

CITY, STATE & ZIP CODE: MY ARRIVAL DATE MY DEPARTURE DATE:

SHAREWITH NAME (OTHER THAN SPOUSE) DATE OF ARRIVAL: DATE OF DEPARTURE:

RATES: per room, per day \$61.00 sgl/\$61.00 dbl EUROPEAN PLAN: Room only. Exempt from Missouri State Tax with Exempt Documentation provided. Optional Check Out - Saturday, May 26, 1990 Tipping to bellmen and maids on an individual basis. (Over ->)



GUARANTEED RESERVATIONS Indicate one of the following: FIRST NIGHT DEPOSIT ENCLOSED ASSURED RESERVATION

CREDIT CARD NAME

CREDIT CARD NUMBER

EXPIRATION DATE

NO. OF ADULTS _____ NO. OF CHILDREN _____ (18 or Under)

SIGNATURE X

Reservation requests must be received no later than April 10, 1990 to guarantee accommodations. Reservations run from 4:00 p.m. on day of arrival until 12:00 noon on day of departure.

COMPLIMENTARY:

Wednesday..11PM.....PRIVATE SHOWING IN CINEMA
Thursday....5PM - 6PM..VOLLEYBALL TOURNAMENT
Thursday....9PM - 11PM..PRIVATE INDOOR POOL PARTY
Thursday...10PM - 12AM..BOWLING TOURNAMENT
Friday.....1PM.....GOLF TOURNAMENT 9-HOLE EXECUTIVE
COURSE (CARTS NOT INCLUDED)

COMPLIMENTARY:

AT LEISURE
-USE OF OUTDOOR LODGE TENNIS COURTS
-USE OF HEALTH AND CONDITIONING CENTER
(PLEASE RESERVE ABOVE ON AN INDIVIDUAL BASIS)

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION
FIFTH ANNUAL CONFERENCE
 May 23rd thru 25th, 1990
 LODGE OF THE FOUR SEASONS

REGISTRATION/MEMBERSHIP FORM: (Each clerk to fill out a separate form)

NAME _____ TITLE _____ YRS. OF SERVICE _____

NAME OF COURT _____

MAILING ADDRESS _____ CITY & ZIP _____

COURT: MUNI _____ ASSOC. _____ COUNTY _____ PHONE # () _____

NEW _____ RENEWAL _____ DATE _____ REGION _____ POPULATION _____

WILL _____ WILL NOT _____ be attending the Annual Conference.

MEMBERSHIP DUES \$ 35.00 \$ _____

CONFERENCE FEE \$ 15.00 \$ _____

Lunch, Wed. May 23rd ... 10.00, _____

Guest Lunch 15.00 _____

Lunch, Thurs. May 24th.. FREE _____

Guest Lunch 15.00 _____

LAPEL PIN 10.00 _____

NO REFUNDS

LATE FEE AFTER MAY 1st \$ 10.00 additional. _____

NON-MEMBER CONFERENCE FEE.. 60.00 _____

ALL DINNERS ARE ON YOUR OWN TIME *****

TOTAL REMITTED \$ _____

MAKE CHECKS PAYABLE TO: M.A.C.A. on or before May 1st to avoid the LATE FEE.

Send check and this form to: Rita C. Bovinett
 MACA TREASURER
 1415 Chambers Rd.
 Dellwood, Mo. 63135
 1-314-521-4352

CONFERENCE STARTS AT
 9 A.M WEDNESDAY AND
 8:30 A.M. THURSDAY
 DRESS CODE: Informal

HOTEL RESERVATIONS: Your Reservations are made directly thru the LODGE at \$ 61.00 per night. Send your city's tax letter to them with your check to avoid room tax. **RESERVATION DEADLINE IS: APRIL 10th, 1990.**

MACA has no control over the reservations, so make sure you reserve your room early.

NOTE: If you are not checked in by MIDNIGHT on the date of your arrival, your reservation will be cancelled.

Remarks:

(AMOUNT RECEIVED \$ _____
 (
 (DATE RECEIVED ... _____

METROPOLITAN ST. LOUIS ASSOCIATION FOR COURT ADMINISTRATION

Charter Chapter



**National Association
for Court Management**

President	Lisa M. Thomson	385-4670
Vice-President	Rita Bovinett	521-4341
Secretary	Nancy Morr	537-4718
Treasurer	Berniece Young	822-5840
Director	Donna Johnson	428-1224
Director	Pat Markham	521-3500
Director	Patti Fogal	427-1412
Director	Ginny Young	921-5700



APRIL MEETING NOTICE

MSLACA, the St. Louis Regional Training Center and the State Courts Administrators Office are sponsoring a Certification Session for Court Clerks for the April meeting. This will count toward your state certification and you will receive certificates for attending. We are extending an invitation to all MACA members as well as MSLACA members.

MORNING SESSION

TOPIC: RULE 37, what it means and what pertains to Clerks
INSTRUCTORS: Kay Pedretti and Mike Baumstark, State Court Administrators Office

AFTERNOON SESSION

TOPIC: BRAIN POWER (left/right brain) CREATIVE THINKING
INSTRUCTOR: Bob Meyer, St. Louis Regional Training Center

DATE: APRIL 27th, 1990

LOCATION: Joe Hannon's Restaurant at I-270 and Dorsett Road

TIME: 9:00am - 9:30 Registration
9:30am - NOON Morning Session
NOON - 1:00 Lunch
1:00pm - 4:00 Afternoon Session

COST: \$20.00 per person includes lunch and both sessions

MENU: Salad, Charbroiled Chicken Breast, Potato, Vegetable, Rolls and Beverage

Coffee and Iced Tea will be served during the session

Please complete the attached registration form and mail no later than April 18th, 1990.

Hope to see you there!

METROPOLITAN ST. LOUIS ASSOCIATION FOR COURT ADMINISTRATION

Charter Chapter



**National Association
for Court Management**

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CERTIFICATION SESSIONS

REGISTRATION FORM

DATE: April 27th, 1990

COST: \$20.00 per person (includes lunch)

LOCATION: Joe Hannon's Restaurant I-270 at Dorsett Road

Court Name: _____

Court Address: _____

City, St & Zip: _____

Registrant(s): _____

MSLACA Member _____ MACA Member _____ Both _____

Method of payment;

_____ check payable to MSLACA is enclosed

_____ payment at door (P.O. number is _____)

LAST date for refunds is April 20th, 1990. Reservations are
NON-REFUNDABLE after that date.

Please mail this form along with payment or purchase order number
no later than April 18th, 1990 to:

Lisa M. Thomson, President
Jennings Municipal Court
7005 Florence Avenue
Jennings, Missouri 63136

RESERVATIONS:

The conference site is again at the Lodge of the Four Seasons. The room rate is at a reduced rate of \$ 61.00 per night per room. Each clerk should send with their reservation, a copy of their city's tax exempt letter for room tax. In order to insure your accomodations, it is suggested that you turn in your GREEN reservation slip to the resort no later than APRIL 10, 1990.

**SEND TO: THE LODGE OF FOUR SEASONS
P.O. Box 215
Lake Ozark, Mo. 65049**

If you'd like to stay an additional night, the Lodge has offered Friday night May 25th at the same reduced rate of \$ 61.00.

This year's conference will again be held in the Eagles Peak meeting room. Dress code is informal. As last year, there will be no smoking in the conference room, but there is a smoking area right outside. Please bring a jacket or sweater to insure your comfort.

As you check over the enclosed schedule, you will see that your officers have again put together sessions that will appeal to both new and experienced clerks. There are two certification sessions and all who attend will fill out cards at the close of each session. A code will be marked on the card as you leave to make sure you receive the credit towards certification.

BUSINESS CARDS:

This year MACA is offering you the opportunity to purchase business cards at a discount rate. For \$ 5.00 you may purchase 250 cards. All of the cards will have the MACA seal in the upper left hand corner. The cards will be delivered to you at the MACA conference in May. Orders must be received by April 1, 1990. All orders received after April 1st will be at a rate of \$ 7.00 per 250 cards. If you wish to order these cards please complete the order blank below and send it along with a check to: Rita Bovinett, Dellwood Municipal Court, 1415 Chambers Road, Dellwood, Mo. 63135

ORDER BLANK

NAME _____

TITLE _____

NAME OF COURT _____

COURT ADDRESS _____

COURT PHONE _____

PLEASE TYPE

OR

PRINT CLEARLY

PLEASE ATTACH YOUR CHECK AND MAKE IT PAYABLE TO: M.A.C.A.