



THE
MACA Reporter

A Publication of the Missouri Association for Court Administration

VOLUME XI

FALL 1990

THANKS....

to all the clerks who returned the **MACA REPORTER SURVEY** filled out at the Court Conference in May. Your comments are appreciated!

The following list of subjects were asked to be addressed:

- a) Accounting Methods
- b) Conference Speakers Information
- c) Professional Bond Forfeitures
- d) Record Keeping
- e) Court Procedures
- f) Upcoming Seminars
- g) Certification Program
- h) How to accumulate more credit hours
- i) Division of duties
- j) Clarification of gray area of Rule 37.

These will be addressed throughout the year in the MACA Reporter.

ACCOUNTING PROCEDURES and RECORD KEEPING

The Office of State Courts Administrator has established recommended accounting procedures for Municipal Division. You can write them at:

1105 R. Southwest Blvd.
Jefferson City, Mo. 65109

Section 479.070 RSMo provides Record Keeping Procedures for the Judge and Clerk.

CONFERENCE REVIEW

The opening remarks from Karen Wick, President of the National Association for Court Management got the Fifth Annual Conference on a roll.

Kay Pedretti from the **State Court Administrator's Office**, as always, had information for all.

The two **CERTIFICATION SESSIONS** given by Bob Meyer of the St. Louis Regional Training Center, a project with the St. Louis Community College District, were well received; **ETHICS** and **HOW TO DEAL WITH DIFFICULT PEOPLE**.

The **BREAKOUT SESSIONS** were a test run and from the comments, they will be part of next year's program, but with improvements. We'll try to have separate rooms for each group along with some specific questions to address.

As every year, the **DEPARTMENT OF REVENUE** is one of the most popular part of the conference and they will again be part of the program next year.

Next year, the **PANEL DISCUSSION** with the Judges, Prosecutors and Clerks, held on Friday morning will be revamped. The information that was expressed by all was very valuable and more clerks should attend. This also might be part of the Certification program.

Your Officers and Directors worked hard to put this conference together and each year we see first hand that they are getting better.

SEARCH FOR ENVELOPE MARKED:
**CONFERENCE INFORMATION
ENCLOSED**

Our **THANKS** to the following clerks who were hostesses:

Leslie Barbee	Jo Ann Hayden
Yvonna Bays	Rita Lay
Andrea Dazey	Shea Stafford
Jo Anne Jewell	Berniece Young

More clerks will be asked to help next year or you can volunteer before we ask.

VOLLEYBALL TOURNAMENT was again won by the Judges. We need some good players to win the trophy away from them. We purchased it, and they have had possession of it since 1988.

BOWLING TOURNAMENT A great time was had by all that bowled, all 12 of us. This tournament will probably be eliminated next year, however, maybe we can get the Lodge to give free games to all.

GOLF TOURNAMENT Several Clerks participated and played golf with the Judges.

It is our hope that you enjoyed the conference and were able to take back with you valuable information to help in your daily job.

MACA REPORTER

STAFF

Published quarterly

Editor, Rita C. Bovinett
Co-Editor, Jammey Brandes

Submit articles to:

MACA REPORTER
1415 Chambers Rd.
Dellwood, Mo. 63135

1991 CONFERENCE

May 22, 23, 24

SEMINARS

Information has been received in September that the Education Program for Court Clerks, given by the State Court Administrator's Office **WILL NOT BE OFFERED THIS YEAR.**

For more educational seminars, that can be counted for certification points, you can write the below organizations to put your name on their mailing list.

SEMINARS INTERNATIONAL

8780 Mastin
Overland Park, Kansas 66212

FRED PRYOR SEMINARS

2000 Johnson Dr.
Shawnee Mission, Kansas 66201

CAREER TRACK

3085 Center Green Dr.
Boulder, Colorado 80301

Seminars from the above organizations are not court related, however, they prepare a clerk to be a competent and efficient clerk

These seminars are held in many different cities, close by, Springfield, St. Louis, Kansas City. They cost from \$ 45 to \$ 150 for an eight hour seminar.

Also the Metropolitan St. Louis Association for Court Administration, M.S.L.A.C.A., will be offering their members seminars. Most of MSLACA are also members of MACA, Region I. However, MACA members will be sent the information as to the place, date and time of the planned seminars in the event MACA members will be able to attend. These also will be for certification points.

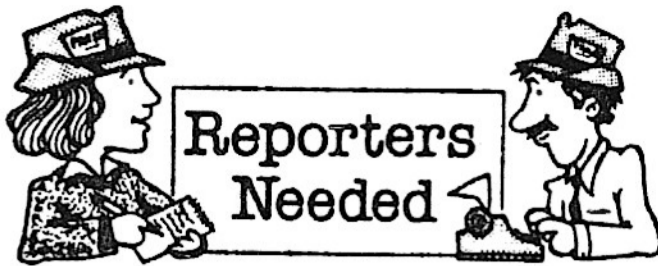
BIRTHDAYS!

FILL OUT PLEASE

NAME _____

BIRTHDAY _____ **MONTH** _____

Send to: Mary Ann McGrail
320 E. McCarty
Jefferson City, Mo. 65101



Several members of MACA have been contacted to be REPORTERS for the MACA REPORTER. You will from time to time find articles either written or sent in by them.

Of course, all are invited to send in information or articles. You don't have to wait for a written contact.

MACA'S HYMM

By Ruth Lewis

City of Country Club Hills

(Tune to: Battle Hymn of the Republic

CHORUS: Glory, Glory Glory MACA
 Glory, Glory Glory MACA
 Glory, Glory Glory MACA
 As we go courting on!

Our cities sent us here to learn
 the rules about the courts,
 We listen with intent and hope we
 grasp it til it hurts,
 We find the sessions enlightning
 and the lessons we all learnt,
 As we go courting on!

CHORUS:

We struggle with the reasons,
 the why's, and the who's
 We learn the rights, the wrongs,
 the don'ts and the do's
 We voice our opinions and we laugh
 at one or two,
 As we go courting on!

CHORUS:

Once a year, in spring, we dome
 to Ozarkland to see,
 Our friends from courts across
 the State it's with MACA we agree,
 all joined up with MACA and the
 news we all can see,
 As we go courting on!

CHORUS:

NACM Conference ..

The fifth NACM Conference was held Sept. 7th thru 14th, in Phoenix, Arizona. Over 400 Clerks attended and of the eighteen (18) clerks from Missouri, nine (9) were MACA members. Seven (7) of MACA Officers attended a Leadership seminar on Sept. 6th. It was very enlightening. This year's conference was geared to technology, but the break-out sessions were very interesting. The Keynote address was delivered by Justice Sandra Day O'Connor, United States Supreme Court. (MACA has purchased a tape of Justice O'Connor's speech)....

The Discussion Groups were to list the priority issues and concerns that needed to be addressed to improve and strengthen court management.

- My group noted several issues.
- a) Sensitivity of client population including disabilities and language.
 - b) Communication between executive legislations and Judicial branches (better coordination).
 - c) Competition for resources.
 - d) Accessibility to Court and Public Education re: the function of the courts.
 - e) Clarification of the role and empowerment of Court Administrators.
 - f) Further integration of technology into Courts, including Staff training.

The social events scheduled in the evenings made the availability to meet new friends and have fun. The Pointe at Tapatio Cliffs was a beautiful, scenic, fantastic place to assemble for a Conference, one I will never forget.

Next year's conference will be held in July in Philadelphia, Pa.

By Rita C. Bovinett



COURT SURVEY ...

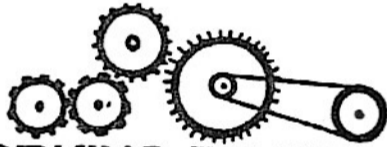
Below are the results of the Court Survey that was taken at the MACA Conference.

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION
1990 CONFERENCE SURVEY
"WHO IS IN CHARGE AT YOUR COURT"

SURVEY RESULTS

MUNICIPAL JUDGE/CLERK		MAYOR/MANAGER/COUNCIL
22	Decides hours that T.V.B. is open for public.	38
16	Decides what holidays the court is closed.	47
36	Decides which seminars/training to attend	32
4	Decides salary, merit raises, etc. for clerk.	62
44	Decides what duties the clerk will perform.	21
19	Decides the vacation time for clerk	42
31	Decides what equipment is needed for court.	34
31	Does the budget for the court	33
39	Acts as immediate supervisor for clerk	23
49	Who the clerk reports to for any problem	22

NOTE: SOME CLERKS CHECKED BOTH SIDES ON SOME QUESTIONS



WORKING TOGETHER

Attached to this issue of the **MACA REPORTER**, there is a letter to the State Court Administrator's Office expressing our firm disagreement and our disappointment that they are not presenting a **FALL SEMINAR** for the Municipal Court Clerks this year.

It is ready to be mailed. You need to sign your name, fold the letter properly, staple it together and affix a 25¢ stamp and put it in the mail. It is our hope that all of the MACA members work together to let the State Court Administrator's Office know our intentions.

We thank you.....



"BEGGING YOUR PARDON, OFFICER, BUT 'NONE OF YOUR FRICKING BUSINESS' IS NOT AN APPROPRIATE RESPONSE TO THE DEFENSE ATTORNEY'S QUESTION."
Reprinted from Comic Creations by Wally Davis



PUMPKIN DREAM BARS

- ½ cup (1stick) margarine or butter, softened
- 1/3 cup sugar
- 1 cup Quaker Oats (Quick or Old Fashioned uncooked)
- ¾ cup all-purpose flour
- Two 8oz pkg. cream cheese, softened
- 1 cup sugar
- 4 eggs
- 1 16oz can solid pack pumpkin
- ½ cup Karo light or Dark Corn Syrup
- 2 teaspoons cinnamon

Heat oven to 350 degrees F Grease 13x9 inch baking pan. Beat margarine and sugar until fluffy. Add combined oats and flour; mix well. Spread evenly onto bottom of prepared pan. Bake 18 to 20 minutes or until light golden brown. Cool slightly. Beat cream cheese and sugar at medium speed of electric mixer until fluffy. Add eggs, one at a time, beating well after each. Add remaining ingredients; mix until smooth. Pour over partially cooled crust. Bake an additional 45 to 50 minutes or until center appears set. Cool completely on wire rack. Chill. Serve with whipped cream, if desired, 20 bars.

Wishing You Happiness
AT THANKSGIVING

May all the good things
That Thanksgiving brings
Be yours in abundance this year--
May the whole year be blessed
With all that is best
For you and the ones
you hold dear!

S EMINARS...

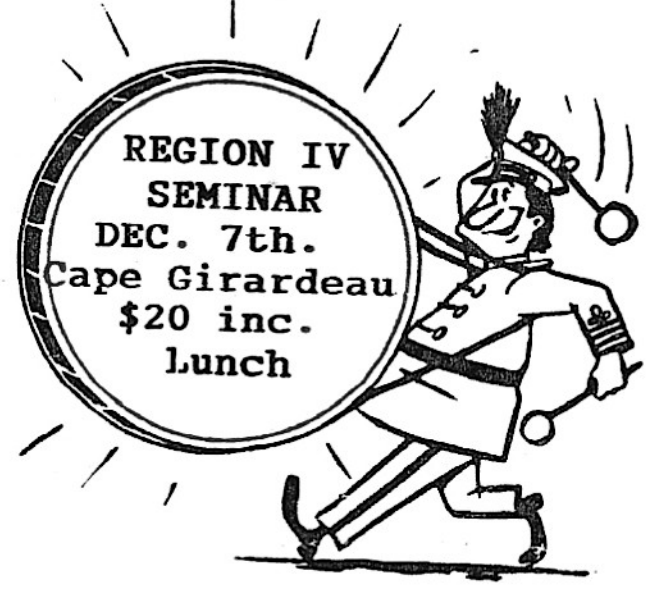


On Wednesday, November 28th, 1990 M.S.L.A.C.A. will sponsor a **CERTIFICATION SEMINAR** for Region I MACA members, and other Court Clerks. It will be held at Joe Hannon's Restaurant located at 2430 Old Dorsett Road, St. Louis, Mo. The cost is \$ 20.00 which includes Dinner. It starts at 5:30 P.M. and should conclude around 10 P.M. There is a Best Western Motel adjacent to the restaurant, if you need to stay the night. Call 314-291-8700 for room rates. Send your payment to **LISA THOMSON, JENNINGS MUNICIPAL COURT, 7005 FLORENCE, JENNINGS, MO. DEADLINE DATE IS NOVEMBER 26th.**

TOPIC: "RAPPORT BUILDING"

SPEAKER: BOB MEYER, St. Louis Regional Training Center

On Friday, December 7th, 1990, MACA Region IV will sponsor a **CERTIFICATION SEMINAR** for MACA members and other Court Clerks. It will be held at the Holiday Inn Motel, Junction 55 and Williams St., Cape Girardeau, Mo. The cost is \$ 20.00 which will include Lunch. Registration starts at 9 A.M. and the Seminar begins at 9:30 A.M. The Morning session will include: Violator Compact Discussion, Filing Motion for Probation Violation/Bond Forfeitures, Public Defenders in Municipal Court, Judge/ Clerk/Prosecutor Debate. The Afternoon session will be "**LEFT BRAIN-RIGHT BRAIN**" presented by Bob Meyer of the St. Louis Regional Training Center. Call 1-800-465-4329 (Holiday Inn) for room rates if needed. Send check payable to **SHEA STAFFORD, CAPE GIRARDEAU COURT CLERK, 40 SO. SPRIGG, CAPE GIRARDEAU, MO.63701, DEADLINE DATE IS DECEMBER 5th.**



NEW DIRECTORS APPOINTED 000

SHEA STAFFORD of Cape Girardeau Municipal Court, has been appointed at the June Board Meeting, as a second Director of **REGION IV**. **LESLIE TRAY BARBEE** of Columbia Municipal Court, has also been appointed as Director of **REGION II**. Five members of MACA responded as being interested as Directors, and we thank all of them.

A MESSAGE FROM YOUR PRESIDENT

I hope everyone enjoyed and benefited from this year's Court Conference. Next year should prove to be even better. Members of the board have been working hard to make it a very interesting conference in 1991.

At our Summer Executive Board Meeting, the board appointed two new directors. LESLIE TRAY BARBIE, from Columbia Municipal Court was appointed as DIRECTOR, REGION II, and SHEA (GINA) STAFFORD, from Cape Girardeau Municipal Court was appointed as DIRECTOR, REGION IV.

I hope that all members will join me in wishing Leslie and Gina a warm welcome to the board. They have already proved to be valuable assets to our association.

As Rita Bovinett has already mentioned in her article about the 1990 NACM Conference, we had a large turn-out of conference attendees from the State of Missouri, and most importantly from our Association.

Preceding the NACM conference in Phoenix was a Leadership Seminar that NACM Hosted. This leadership conference was excellent and I am proud to tell you that several of MACA board members including myself attended this seminar.

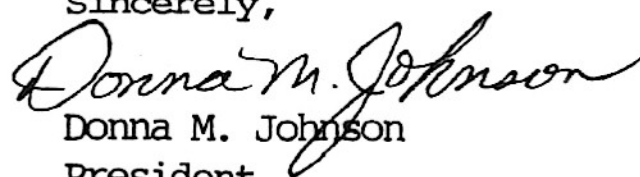
I hope that all of you will take the time to mail the enclosed letter to the State Court Administrator asking that we be included in State Training for Municipal Court Clerks this year. I want to thank Lisa Thomson, MACA Vice-President for drawing up this letter and running all the newsletter copies on her copy machine. THANKS, Lisa.

Just a reminder that Region I and IV will be offering certification sessions in the next few weeks, look back through your newsletter to get specific information.

I hope that all of you will take the time to read this newsletter from top to bottom. Rita Bovinett, MACA REPORTER Editor has put a lot of time and work into producing it for us. THANKS, Rita for your dedication.

Please feel free to contact myself or any of your board members if we can be of any help to you.

Sincerely,


Donna M. Johnson
President
MACA