



THE MACA Reporter

A Publication of the Missouri Association for Court Administration

VOLUME XVII

FALL 1992

1992 CONFERENCE RAP UP

Another conference is now on the books and quoting a clerk's words, "it was great".

The conference speakers and topics were well received. Yes, there were a few problems and we're working to correct them.

The MACA Board held their June meeting in St. Louis on Saturday June 13th.

The evaluations were compiled and we thank you for your suggestions and comments. Some will be used and others will be taken into consideration.

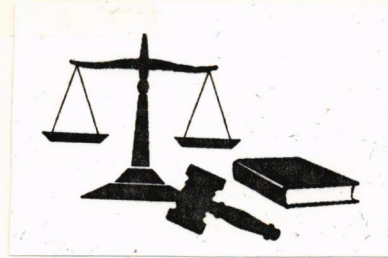
Yes, we will have **MORE BREAKS** next year. We discussed many things and then "tucked" the 1992 Conference away.

CODE OF ETHICS

The MACA Code of Ethics is printed in the Newsletter. Keep it handy after you read it.

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STANDARD COURT FORMS ...

It was previously noted in this Newsletter that there was a possibility of Standard Court Forms.

There is a committee of Judges that will be working on this, along with your MACA Board. We are asking for your help.

We need you to send in any form that works well for you in your court.

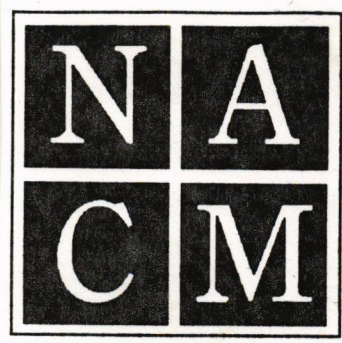
Send to: Donna Johnson
MACA
2410 Goodale Avenue 2nd floor
Overland, Mo. 63114

These forms will be looked over with a "fine tooth comb" and "special eye glass" to make sure that they will meet **ALL AND EVERY CLERKS NEEDS**, as well as **THE JUDGES**.

We are grateful that the Judges Association has asked us to participate in this project.

We hope to have everything completed by the 1993 Conference, so **we need your forms by December 1st.**





NNBEMWSS.....

In June, Donna Johnson, Past Pres. of MACA, met with Barbara Carmody, Convention Sales Executive for the St. Louis Convention and Visitors Commission, in order to set up a presentation to the National Court Association, NACM, in New Orleans in July, to bring NACM's 1995 Conference to St. Louis. However, with all her hard work, St. Louis came in second, with Minneapolis first. At least they know that we are willing to host a National Conference.

* * *

The 1992 NACM Conference in New Orleans was attended by eleven (11) Court Clerks from Missouri.

The theme was "**MANAGING MORE EFFECTIVELY WITH SCARCE RESOURCES**". The Conference was well received by attendees since this is the Era of budget cutbacks and dwindling resources.

The new president of NACM is Kent Batty. You may remember that he was our guest at our May conference at the Lake.

This years NACM educational program was packed with useful programs and I think it is important that I take the time to list some of them for you.

"Toward More Effective Fiscal Administration"

"Controlling Costs and Enhancing Revenues"

"The Impact of the Americans with Disabilities Act on Courts."

"The Challenge of Meeting Needs with Fewer Resources"

"Improving Public Speaking Skills"

"Resolving Ethical Dilemmas in the Court Environment"

"Getting More from Grants"

"Techniques to Control Workforce Costs"

"Motivating Employees when times are tough"

"Effective Utilization of Existing Space"

These are just some of the topics discussed at this years conference. MACA has information and handouts from most of the programs and you can request information by calling or writing Mary Ann McGrail, President of MACA, (314) 634-6317 or myself, Donna Johnson, MACA Past-President, (314) 428-7704.

It was a great conference.

BY: Donna Johnson

At the NACM conference in New Orleans, two of Missouri attendees were winners of items given by the vendors.

Kathy Davidson of Springfield won a Judicial robe.

Rita Bovinett of Dellwood, (your Editor) won a Mini Tape Cassette Recorder, plus a scenic photograph.

There were many more items that were given away and some day in the future, MACA would like to have vendors come to our Annual Conference.

**MUNICIPAL COURT CLERK SURVEY
FORM** from Highway Safety

At the 1992 Conference, you received a survey form from the Division of Highway Safety, reference to 1991 traffic convictions, etc. If you misplaced it, a copy is reproduced in this newsletter. The information they are asking for is needed for them to have an estimate of the amount of money that is still due all the courts.

In that way, they will have some "ammunition" for legislators to enact a law so the courts will receive the fines and costs due them from "non-paying" defendants.

This will help cut your warrant file for sure.

Take a few minutes and fill it out and send it in. **THANKS!**

COURT CLERK'S MANUAL

The reality of a Court Clerk's Manual finally came about this year thru the efforts of your officers, directors and the State Court Administrator's office, and it will kept current thru MACA, as all updates will be sent to you.

If you change your mailing address, please let your editor, Rita Bovinett know, as she will keep records of this mailing.

**KEEP THIS MANUAL HANDY ON YOUR
DESK FOR REFERENCE.**

Those MACA members that did not attend the conference, you can send send your name and mailing address to your Editor.



From the Editor's Desk:



THIS IS YOUR NEWSLETTER!

Send your comments, ideas
or articles to:

Rita Bovinett, Editor
MACA REPORTER
1415 Chambers Road
Dellwood, Mo. 63135
(314)521-4352

CEU CREDITS

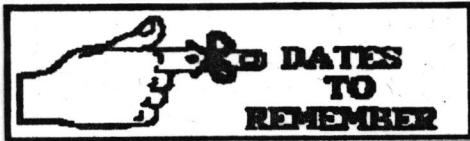
As you know, your President, Mary Ann McGrail has made arrangements with the University of Missouri, Columbia, for MACA members that attended the DWI changes, etc. presented by the Dept. of Revenue, MSHP and Missouri Division of Highway Safety, to receive additional CEU credits towards their Certification.

Further, when the State Court Administrators Office gives their Seminars this Fall/Winter around the state, additional CEU credits will also be given for this program towards your certification.

What this means, is that clerks that are working towards certification might receive their Certificate stating they have completed their 100 credit hours sooner, **HOWEVER**, the certification placque from the University will not be given til the end of the 1995 Conference.

For these additional CEU credits, there will be a \$ 5.00 additional fee for the credits to be tabulated in your file at the University of Missouri, effective July 1st, 1992. This fee will be collected by the MACA organization at the seminars given by the State Courts and will be forwarded to the University.

You will be given a receipt so you can be reimbursed by your City.



It's Conference Time!

Yes, the 1993 Annual Court Conference is right around the corner.

Read on for more important news. The conference fee will remain the same as last year, \$ 125.00 per member, however, non-members will be charged \$ 175.00. This is because the member pays their dues in January of \$ 35.00. The dues form will be sent next month.

The dates for the 1993 Conference are as follows:

Monday, May 24th
Tuesday, May 25th
Wednesday, May 26th
Thursday, May 27th
Friday, May 28th

1993 Conference is packed full of excellent topics and speakers.

MONDAY, MAY 24th

Registration begins at 2 P.M.
Dinner reception at 5 P.M.
First Session 7 to 9 P.M.

TUESDAY, MAY 25th

MACA breakfast will be served in the Marbella Room at 8 A.M. with sessions going all day til 9 P.M.

WEDNESDAY, MAY 26th

Starting time is 8 A.M. and sessions go til 5 P.M. Lunch will be given by MACA. There will be a Social in conjunction with the Judges.

THURSDAY, MAY 27th

We start again at 8 A.M. with sessions ending at 5 P.M. This includes the lunch sponsored by the Missouri Department of Highway Safety.

MACA social at 8 P.M. Also there is a Judges/Clerks Reception this evening.

STATE COURT SEMINARS

November 6th	Springfield Holiday Inn
November 13th	Kansas City Park Place Hotel
November 20th	Cape Girardeau Holiday Inn
December 3rd (Thursday)	St. Louis St. Peters City Hall
December 4th (Friday)	St. Louis Holiday Inn St. Peters

If you have not received any information on these Seminars, call the State Court Office at 314-751-3585.

1993 LODGE ROOM RESERVATION FORM

Your 1993 Reservation form for your room at the conference is enclosed.

Yes, we have them ready for you to send in, and do it **AS SOON AS POSSIBLE**. The Judges are sending theirs out early and we want to make sure that **ALL CLERKS** have a room reserved for them in May. You can guarantee the room with your credit card number, if you can't send a check right away. However, we can't state it enough, **SEND IT IN AS SOON AS POSSIBLE.**

NOTE: The remainder of your Conference information will be sent later by the University of Missouri.

ELECT THE DELECTABLE

(It's Conference Time! cont.)

FRIDAY, MAY 28th

We have a combined Session with the Judges from 8 A.M. til Noon.

As you can see, we have more sessions than last year and this will give Clerks a choice of what they want to attend. But those committed to the four (4) year Certification Program, will have to attend sessions totaling 25 credit hours, but we are offering over 31 credit hours.

Make sure that you check the sessions you want and then total the credits. All this detailed information will be in the information mailed from the University of Missouri next year.

Some of the topics are:

- Circuit/Probate Court
- Stress
- Coping with others
- Trial DeNovo
- Clerk's Panel Discussion
- Accounting Procedures
- State Courts Adm. Office
- Nuts and Bolts Discussion
(with Clerk, Judge & P.A.)
- State Audits
- Sexual Harassment
- Department of Revenue
- Session with Judges and clerks
(Panel with Missouri Supreme Court Justices)

Yes, it will be a worthwhile conference to attend, so mark your calendar. It starts on Monday, May 24th and ends on Friday, May 28th.

Election day may end up with an elephant or donkey grill, but no one should eat crow. All the campaigning of the final day encourages non-partisan appetites when the returns come in.

Celebrate the end of an eventful run with a star-spangled red, white and blue event with a layered snack or dessert of red and blue gelatin stars, with white whipped topping which offers a cool respite from the day's hot contests.

STAR-SPANGLED SNACK

- 1 pkg. (4 servings) berry blue gelatin
- 1 pkg. (4 servings) gelatin, any red flavor
- 2 cups boiling water
- 1 cup cold water
- 2 cups plus additional frozen whipped topping, thawed
- 8 marshmallows
- Colored sugar

In separate bowls, completely dissolve each package gelatin in 1 cup boiling water. Stir ½ cup cold water into each mixture. Pour each mixture into separate 8-inch square pans. Refrigerate at least 3 hours until firm.

Cut gelatin in ½-inch cubes. Spoon blue cubes evenly into 8 dessert dishes. Cover with whipped topping. Top with red cubes. Garnish with additional whipped topping and marshmallows cut in star shapes, slightly moistened and sprinkled with colored sugar.

Makes 8 servings. Recipe can be doubled by using large (8 servings) packages gelatin and 1 carton (8 ounces) whipped topping. Pour each mixture into 13-by-9-inch pan.

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!

NAME OF GROUP: **MISSOURI COURTS CONFERENCE/COURT ADMINISTRATOR**

DATES OF CONFERENCE: **Monday, May 24 - Friday, May 28, 1993**

CONV. CODE NO. **AAC2EP**



GUARANTEED RESERVATIONS

Indicate one of the following:

- FIRST NIGHT DEPOSIT ENCLOSED
 ASSURED RESERVATION

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:

CREDIT CARD NAME

CREDIT CARD NUMBER

EXPIRATION DATE

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

SIGNATURE

RATES: per room, per day
\$67.50 Sgl/\$67.50 Db1
CONDO: 2 BR @ \$135.00 per day, (Maximum occupants: 6)
EUROPEAN PLAN: Room/condo only. Exempt from Missouri State Tax with exempt documentation provided.
*Optional Check Out - Saturday, May 29, 1993.
Tipping to bellmen and maids on an individual basis.

Reservation requests must be received no later than

APRIL 17, 1993

to guarantee accommodations; however, reservations will be accepted and confirmed up to the opening day of the conference providing accommodations are still available. Reservations run from 4:00 p.m. on day of arrival until 12:00 noon on day of departure.

A deposit of one night's lodging is required to confirm reservations. Individual deposits are refunded only when cancellation notice reaches our office 72 hours prior to arrival date. Your deposit will be forfeited if you arrive later or depart earlier than indicated date.

MAIL TO RESERVATIONS MANAGER

the Lodge 
OF FOUR SEASONS

P.O. Box 215 • Lake Ozark, MO 65049

**WATCH THE NEWSLETTER FOR
CONFERENCE EVENTS DETAILS!**

314/365-3000

Reservations Fax: 314/365-8525

**MUNICIPAL COURT CLERK
SURVEY FORM**

1. Jurisdiction: _____

Address: _____

Contact Person: _____ Phone: _____

2. Number Of Traffic Convictions In Calendar Year 1991: _____

3. Number Of Traffic Convictions In Same Period Where Convicted
Violator Failed To Pay The Fine: _____

4. Number Of Traffic Cases Where Violator Failed To Appear For
Court Date: _____

5. Specify, Or Approximate If Necessary, The Total Outstanding
Revenue From Failure To Pay On Traffic Convictions For 1991:

Court Fees _____

Fines _____

Total _____

6. Recommendations For Reducing Or Eliminating This Problem:

Return form to: **Missouri Division of Highway Safety**
P.O. Box 104808
Jefferson City, Missouri 65110-4808
1-800-800-2358

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION CODE OF CONDUCT

Introduction

The Missouri Association for Court Administration recognizes the importance of ethical conduct by its members in the administration of justice. MACA members hold positions of public trust and are committed to the highest standards of conduct to preserve the integrity and independence of the judiciary. The MACA Code below, as adopted from NACM, embodies our dedication to upholding and increasing the public's confidence in the judicial branch of government, and also reflects our commitment to promoting integrity within our Association and profession. MACA's members subscribe to the following Code of Conduct.

Article I. Performance of Duties

- A. Members should carry out their responsibilities to the public in a timely, impartial, diligent, and courteous manner, strictly adhering to the principles embodied in this code.
- B. Members shall not discriminate on the basis of, nor manifest by words or conduct, a bias or prejudice based upon race, color, religion, national origin, gender, or other groups protected by law, in the conduct of service.
- C. Members shall enforce or otherwise carry out any properly issued rule or order of the court and shall not exceed that authority except to perform other duties of their positions.
- D. Members shall promote ethical conduct as prescribed by this Code and report any improper conduct by any persons to appropriate authorities.
- E. Members shall support and protect the independence of the judicial branch of government. Members shall also protect the public's interest and justice for all persons.
- F. Members shall uphold the Constitution, laws, and legal regulations of the United States and all other governments they serve, and never be a party to their evasion.

- G. Members shall promote the growth and development of professional court management by improving their work skills and supporting research and development in the field.
- H. Members shall avoid any activity which would reflect adversely on their position or court.
- I. Members shall immediately report to appropriate authorities any attempt to induce them to violate these standards.

Article II. Confidentiality

- A. Members shall not disclose to any unauthorized person confidential information.
- B. Members shall not give legal advice unless specifically required to do so as part of their official position.

Article III. Political Activity

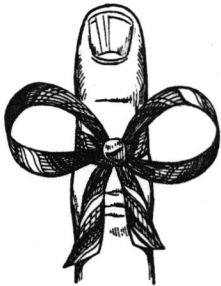
- A. Members are free to participate in political campaigns/ organizations during non-working hours if such activity does not use, or appear to use, the member's official position or court in connection with such activities.

Article IV. Abuse of Position and Conflict of Interest

- A. Members shall not use or attempt to use their official positions to secure unwarranted privileges or exemptions for that member or any other person.
- B. Members shall not accept, agree to accept, dispense, or solicit any gift or favor based upon an understanding that the official actions of the member would be influenced thereby.
- C. Members shall act so that they are not unduly affected or appear to be affected by kinship, position, or influence of any party or person.
- D. Members shall not request or accept any compensation or fee beyond that received from their employer for work done in the course of their public employment. However, members may engage in outside employment as long as it does not conflict with the performance of their official responsibilities or violate this code.
- E. Members shall use the resources, property, and funds under their control judiciously and solely in accordance with prescribed legal procedures.
- F. Members shall avoid conflicts of interest, or the appearance of conflicts, in the performance of their official duties.



1415 Chambers Road
Delwood, Mo. 63135



MAKE YOUR RESERVATIONS NOW!