

MACA REPORTER

A PUBLICATION OF THE MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

VOLUME XXIV

WINTER 1995

NACM CONFERENCE



The NACM Annual Conference will be held in Chicago July 8-14, 1995, at the Fairmount Hotel.

If you have not attended one of the National Conferences, you are missing the best. Some of the sessions on the program are:

PRO SE LITIGANTS
CASEFLOW MANAGEMENT
RETIREMENT PLANNING
VISIONS OF THE FUTURE
KNOWLEDGE FAIR
CIRCUIT COURT JESTERS*

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There are many more sessions, but not all have been confirmed.

If you want more information about this conference, contact any of the MACA officers and they will see that you get all of the information as soon as it is ready for mailing.

Also as a footnote, NACM had their 3rd Regional Conference in Portland, OR, Feb. 12-15. As you recall, the 2nd Regional Conference was held in St. Louis in March of 1994. There are plans for the 4th later this year, thanks to the SJI grant to NACM and the help of JMI and the National Center for State Courts.

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Please fill out the attached form to request the software listing and return by April 1.

Shara Meyer
Director, Region III

1993 - 1995 MACA OFFICERS

President
Lisa Thomson, Jennings
President Elect
Nancy Morr, Chesterfield
Vice President
Jammey Brandes, Boonville
Secretary
Anna Davis, Florissant
Treasurer
Lisa Westfall, Branson
Past President
Mary Ann McGrall,
Jefferson City
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Donna Johnson, Overland

Directors:

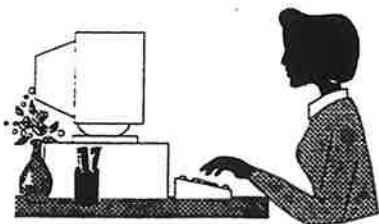
Region I
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Region II
Linda Renz, Avondale
Region III
Shara Meyer, Columbia
Region IV
Jenea Stafford,
Cape Girardeau
Region V
Helen Eldson, Osage Beach
Director at Large
Rita C. Bovinett, Dellwood
Historian
Ginny Young, Retired
Florissant

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P. O. Box 104480
Jefferson City, MO 65110
Phone: 314-526-5809

** MACA Editor's Fax
Number (Rita Bovinett):
314-521-4699



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

* * * * *

TAKE THE NEXT STEP!

The National Association for Court Management (NACM) invites you to join other court management professionals (from all levels and types of courts) to increase your proficiency and improve the administration of justice.

student, retired, and sustaining.

Membership benefits include a quarterly journal and newsletter, The Court Manager and Forum Conveniens, reduced NACM and ICM conference and seminar fees and networking and information exchange.

Take the next step! Join the more than 2,000 NACM members in professional membership.

For further membership information, contact:

National Association for
Court Management
c/o National Center
for State Courts
Box 8798
Williamsburg, VA 23187-8798
Phone: 804-253-2000

"People will forget what you say, people will forget what you did, but people will never forget how you made them feel."



HAPPY ST. PATRICK'S DAY!



What the "dress code" is for the Annual Court Conference. A few years back, when we first joined forces with the University of Missouri, it was suggested that we dress "professionally" for the Conference. The term "professional" may mean a lot of different things to different people.

The Board of Directors discussed this problem and decided that we really do not have a "dress code."

All mankind is divided into three classes; those that are immovable, those that are movable, and those that move.

Benjamin Franklin

The most rewarding thing you do in life are often the ones that look like they cannot be done.

Arnold Palmer

What is the difference between an obstacle and an opportunity? Our attitude toward it. Every opportunity has a difficulty, and every difficulty has an opportunity.

J. Sidlow Baxter

No one is useless in the world who lightens the burden of it for anyone else.

Charles Dickens

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Lisa Westfall, Branson
- Past President
Mary Ann McGrail, Jefferson City
- Senior Advisor
Donna Johnson, Overland

C o n t e n t s

- NACM Membership
- Bylaws Amendment
- Court Software Information
- Award of Merit
- NACM Grant
- Call to Conference
- Declaration of Candidacy
- Lodge Payment Procedures

BY-LAWS PROPOSED AMENDMENTS

Amendment No. 1

To change the wording throughout the document to read "Executive Board" consistently instead of "Board of Directors". Currently it reads both ways in various places.

Amendment No. 2

Under Article IV: Officers, under Section 7-Treasurer
Add the following sentence at the end of the section:

"It shall be the responsibility of the Treasurer to pay the renewal fee to the Department of Revenue for the Articles of Incorporation and Tax Exempt status for the Association."

Amendment No. 3

Under Article V: Executive Board, under Section 1A-Management
To eliminate the following phrase:

"also known as the Board of Directors"

Amendment No. 4

Under Article V: Executive Board, under Section 3A-Terms
Add the following sentence at the end of the section:

"Odd number Region Directors will run for office in odd number years, even number Region Directors will run for office in even number years".

**COURT SOFTWARE PACKAGE
VENDOR INFORMATION**

VENDOR NAME

ADDRESS

PHONE

COURT NAME

ADDRESS

CONTACT

PHONE

Mail or Fax to:

Shara Meyer
Municipal Court Clerk
600 East Broadway
Columbia, MO 65201

FAX: 314-874-7533
PH: 314-874-7232

PLEASE RETURN BY APRIL 1, 1995

A W A R D O F M E R I T

This award includes that the individual, either outside or inside the court administration, must demonstrate leadership and excellence in the advancement of the ideals and principles of modern judicial management and professional court administration embodied in the purposes of the Association.

If you know of someone that meets the criteria above, please fill out the Nomination Application and send it to:

Anna L. Davis
Awards Chairperson
Florissant Municipal Court
955 St. Francois
Florissant, MO 63031

OR

Kathy Davidson
Co-Chairperson
Springfield Circuit Court
Probation Division
940 Boonville
Springfield, MO 65802

NAME OF NOMINEE _____

JOB TITLE _____

MAILING ADDRESS/PHONE NUMBER _____

NUMBER OF YEARS OF SERVICE IN COURT ADMINISTRATION _____

BRIEFLY DESCRIBE WHY THIS PERSON DEMONSTRATES LEADERSHIP AND EXCELLENCE IN MODERN JUDICIAL MANAGEMENT AND COURT ADMINISTRATION:

LIST ACCOMPLISHMENTS AND/OR PROJECTS _____

NOMINATED BY: _____ DATE SUBMITTED _____

JOB TITLE _____

(IF NEEDED YOU MAY SUBMIT ADDITIONAL PAGES)



POLICY AND PROCEDURE

FOR

NATIONAL CONFERENCE FINANCIAL ASSISTANCE PROGRAM

A Policy has been adopted by the Board to allocate funds, if available, for one (1) active member of the Missouri Association for Court Administration, (M.A.C.A.), to attend the National Association for Court Management, (N.A.C.M.), Conference each year. The funds will consist of paying the registration fee and one-half of the five (5) nights lodging, both not to exceed \$ 500.00. The remainder of funds needed to attend are to be provided by the applicant's City/Employer or by the applicant.

REQUIREMENTS:

1. Applicant must be a courtclerk/administrator for five (5) or more years.
2. Applicant must be an active member of M.A.C.A. for three (3) or more years.
3. Applicant must have served on at least one (1) committee for the M.A.C.A. Conference and be documented.
4. Applicant must have a Certification Application on file with M.A.C.A. to show an earnest desire to continue their education.

PROCEDURE:

The following procedures are to be followed to apply for the above assistance.

1. Request must be in writing by March 31, 1994. addressed to the M.A.C.A. Board the reason the applicant should be considered for this program.
2. Application form must be filled out completely.
3. Applicant must attend all sessions of the Conference.
4. A written expense record, with receipts, is to be submitted upon return.
5. A written report on all NACM conference sessions is to be submitted to the MACA Board, within one month after the Conference.

NOTE: This Financial Assistance Program can be used only one time by any member that is approved.



APPLICATION FOR

NATIONAL CONFERENCE FINANCIAL ASSISTANCE PROGRAM

NAME _____ DATE _____

COURT _____

MAILING ADDRESS _____

CITY & ZIP _____

BUSINESS PHONE () _____

HOME ADDRESS _____

CITY & ZIP _____

HOME PHONE () _____

COURT CLERK/ADMINISTRATOR FOR _____ YEARS.

MEMBERS OF M.A.C.A. SINCE _____.

SERVED ON _____ COMMITTEE, 19 _____.

SIGNATURE

COMMITTEE DOCUMENTED BY.. _____

APPROVED BY _____

DATE APPROVED _____

REMARKS: _____



Supreme Court of Missouri
Jefferson City
65101

CHAMBERS OF
ANN K. COVINGTON, JUDGE
(314) 751-3570

February 22, 1995

GENERAL CALL TO CONFERENCE

WHEREAS, this Court deems it important to the administration of justice for judges of courts having original jurisdiction of ordinance violations and statutory and ordinance traffic violations to meet to consider Supreme Court rules and case decisions to improve procedures in the courts, and to exchange ideas with respect to the administration of justice and of the courts, and

WHEREAS, this Court has adopted Rule 18, making it mandatory for lawyer judges and nonlawyer judges to complete certain hours of judicial education on an annual basis, and

WHEREAS, the Missouri Municipal and Associate Circuit Judges' Association, in cooperation with the Missouri Division of Highway Safety, will conduct a Missouri Courts Conference at the Lodge of the Four Seasons, Lake Ozark, Missouri, on May 24, 25, and 26, 1995, and

WHEREAS, the Missouri Association for Court Administration will conduct its annual conference at the Lodge of the Four Seasons between May 22 and May 26, 1995;

NOW THEREFORE, I do support the work of said organizations and encourage the attendance of all judges and court administrators of those courts having original jurisdiction of ordinance violations and statutory and ordinance traffic violations to attend such conference.



ANN K. COVINGTON
Chief Justice

CERTIFIED COURT ADMINISTRATORS

GLEND A ATKINSON
RITA BOVINETT
JAMMEY BRANDES
SHERYL BEARD
CHERYL BEHRMANN
KATHY DAVIDSON
GERALD DURFEE
ANNA DAVIS
HELEN EIDSON
ROSALIE FALLERT
ANDREA HOLLAND
JOANN HAYDEN
MARY HOOVER
DONNA JOHNSON
MARY ANN MCGRAIL
NANCY MORR

SHARA MEYER
DORIS PARCEL
CORALEE PATRICK
AUDREY PUTTHOFF
SHEILA SWAFFAR
SHEA STAFFORD
BARBARA SCHAFFER
PATRICIA SIEKERMAN
JANICE TAYLOR
FLORENCE TUCKER
LISA THOMSON
MYRNA VAN DUESEN
GREG WHITE
LISA WESTFALL
BERNIECE YOUNG
GINNY YOUNG

The above names are the Certified Court Administrators as of March 1st, 1995.

More applications will be reviewed before the Annual Conference. Those names will be then added to the above list, and noted at the 1995 Conference.

THEN after the Court Conference this year, there will be many applications to review.

Remember, you have to send in an application ,with all your credentials listed, so they can be reviewed by the Certification Board, in October.

Those applicants approved will then be noted and honored at the 1996 Conference.

DECLARATION OF CANDIDACY FOR
BOARD OF DIRECTORS

Name _____ Phone _____

Address _____

Court _____ County _____

Job Title _____

_____ I am a member in good standing of MACA
_____ I have been a regular member of MACA since _____
_____ I have been an active member of NACM since _____

I am declaring my candidacy for the following position(s):

_____ PRESIDENT	_____ DIRECTOR, I
_____ VICE-PRESIDENT	_____ DIRECTOR, III
_____ PRESIDENT ELECT	_____ DIRECTOR, V
_____ SECRETARY	_____ DIRECTOR, VI (1 YEAR)
_____ TREASURER	

The Nominations Committee will interview all candidates on Monday, May 22, 1995, at 3:30 p.m. at the Lodge of the Four Seasons in Lake Ozark, which is preceding the Annual Court Conference.

(Please complete the information on the reverse side)

Briefly state your court-affiliated duties, experiences, and qualifications for serving on the Board of Directors. (Attach separate sheet if necessary.)

State why you would like to serve on the MACA Board of Directors (attach separate sheet if necessary.)

Yes No

- I will attend the Annual Court Conference May 22-26, 1995.
- I will be available for an interview on Monday, May 22, at 3:30 p.m.
- I will be able to attend all MACA Board Meetings (5) or any special meetings that may be called.
- I am willing to serve on or chair committees when asked.
- Have you previously served on any committees? If so, which committee(s) and what was your function on each? (Attach separate sheet if necessary.)

Signature _____ Date _____

Please complete and mail to:

MACA Nominations Committee Chairperson
Mary Ann McGrail
Municipal Court
320 East McCarty
Jefferson City, MO 65101

NEW PAYMENT PROCEDURES FOR LODGE OF FOUR SEASONS

This year, at the Court Conference, the Lodge of Four Seasons will be handling the payments from City's with tax exempt status differently. Because of problems they have had with bookkeeping and the tax exempt letters not being filed with the proper registrations (even though most clerks give them copies of their letters, it seems that the Lodge cannot keep track of them), they will be handling the payments to the Lodge in a different manner. Just follow the steps and you should have no problems:

1. The Lodge will not accept any pre-payments from City's **BEFORE** the conference with tax exempt letters. You will need to **SEND IN** a Purchase Order or a Letter of Intent from your City **AT LEAST TWO WEEKS IN ADVANCE OF ARRIVAL**. Without this Purchase Order or letter, you may lose your reservation!!.
2. The Lodge will then bill the City **AFTER** the conference. At that time, the City will need to send their tax exempt letter to the Lodge with their payment.
3. The Lodge will allow you to pay for any personal items on the bill as you check out. I.E., movies, meals, etc. that you do not wish your City to pay for.
4. If your City is not paying for the conference and you are paying for it personally, you **CANNOT** use their tax exempt letter. You will be charged the sales tax and you may pre-pay for the conference.
5. **EVERYONE** will be charged the new 3% Tourism Tax on their bill. This is not tax exempt. Only the sales tax is tax exempt.

The important part to remember is to **SEND IN** your Purchase Order or a Letter of Intent from your City at least two weeks prior to your arrival at the Conference. Hopefully, there will be no confusion to this system, but if you should have any questions, feel free to call the Lodge for guidance.

