



# MACA REPORTER

A Publication of the Missouri Association for Court Administration

VOLUME <sup>32</sup>~~XXX~~

WINTER, 1996/97

## 1996-1997 MACA OFFICERS

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**REGION VII**

**REGION VIII**  
Andrea Holland, Sullivan

**REGION IX**  
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**REGION X**  
Rita Bovinnett, Dellwood

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## EDITOR'S NOTE

Enclosed in this issue of the MACA Reporter you will find a number of applications for various awards, business card order form, etc. Because of space and cost, there may be applications on the reverse side of another application you want to send in. Feel free to copy these - originals are not mandatory to apply. Also enclosed is more conference information.

Please address correspondence for MACA Reporter to:

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

or fax: 573-874-7533

## WELCOME!



New members who have joined MACA since the previous newsletter (as of 1/21/97). If your name does not appear in this issue of the Reporter, check the next issue.

Kellye J. Atkins, Thayer Municipal, Region 10  
 Sheri Beckett, Carterville Municipal, Region 5  
 Judy R. Breneisen, City of Des Peres, Region 1  
 Rita A. Carlton, Moberly Municipal, Region 7  
 Glenda Collins, Forsyth Municipal, Region 9  
 Wendi Copello, Warrensburg Municipal, Region 2  
 Charlotte Craft, Butler Municipal, Region 2  
 Shelby Desmore, New Madrid Municipal, Region 4  
 Jeanne M. Field, Beverly Hills Municipal, Region 1  
 Linda K. Flippin, 26th Judicial-Municipal, Region 8  
 Sandra L. Gordinier, Foristell Municipal, Region 1  
 Jo Lee Hays, Kirksville Municipal, Region 3  
 Stephanie Haywood, Charlack Municipal, Region 1  
 Cheryl Isbell, Kirkwood Municipal, Region 1  
 Willa Kramer, Mountain View Municipal, Region 10  
 Richael LaKine, St. Louis Co. TVB, Region 1  
 Cathleen Marrs, Carterville Municipal, Region 5  
 Amy McFarland, Platte City Municipal, Region 2  
 Kelly A. Paul, Cassville Municipal, Region 5  
 LaSandra Perkins, Northwoods Municipal, Reg. 1  
 Leesa I. Ross, Frontenac Municipal, Region 1  
 Dorothy Ryan, Uplands Park Municipal, Region 1  
 Jacki S. St. Clair, Lake St. Louis Municipal, Reg. 1  
 Joe B. Silsby, OSCA, Region 8  
 Sharon Steele, Unionville Municipal, Region 6  
 Regina Sutton, Fayette Municipal, Region 7  
 Carol Weinhold, St. Charles Assoc. Civil, Region 1  
 Renee G. Youngcourt, Knob Noster Muni., Reg. 2

## CERTIFICATION QUESTIONS??

Aimee Klimczak, our University liaison, is now working with the Missouri Institute for Executive Development Monday through Thursday from 8:00 AM to 4:00 PM. You may call her between those hours at (573) 882-4803 with certification questions

## DWI SEMINARS

The brochures sent out for the DWI Seminar sponsored by OSCA had three dates incorrect. The correct dates are as follows: Columbia-March 14; Springfield-March 28; and Sikeston-April 4.

## Happy Birthday!!

Happy Birthday to the following members whose birthdays are celebrated in January, February or March.

### JANUARY

4-Mary Ann Otto, St. Genevieve  
 6-Wendy Wessel, Jackson

### FEBRUARY

10-Robin Britt, Macon  
 12-Kathy Kears, Rolla

### MARCH

25-Jammey Brandes, Boonville

If you would like to have your birthday listed in the MACA Reporter, you can either mail or fax the information to the Editor.

## CERTIFICATION DEADLINE

The deadline for certification applications to be submitted to the University of Missouri is March 1, 1997. If you have accumulated 100 credit hours by March 1, please send your application to:

MACA/UMC Education Committee  
 University of Missouri-Columbia  
 Room 11  
 Middlebush Hall  
 Columbia, MO 652011

If you have any questions, please contact Aimee Klimczak at the University (573-882-4803)

## 1997 LABELS FOR MEMBERSHIP CERTIFICATES

1997 labels for MACA membership certificates will be mailed bulk. I will do the first mailing of labels by March 10. It is less costly to mail bulk as opposed to individually. If you have questions, call me at 573-874-7232.



# MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

Established 1986

## DECLARATION OF CANDIDACY

This is an election year for all odd-numbered Regional Directors and all Officers. Elections are open to all Active members of the Missouri Association for Court Administration. An Active member must have their 1997 annual dues paid on or before May 1, 1997 to be eligible to vote. No other membership class may run for or hold a position on the Board of Directors.

**THIS DECLARATION MUST BE RECEIVED BY APRIL 30, 1997 BY THE NOMINATIONS COMMITTEE CHAIRPERSON.**

Please send this Declaration of Candidacy, along with any other materials you feel are relevant to: Lisa Thompson, C.C.A., Nominations Chairperson  
Jennings Municipal Court  
7005 Florence Ave.  
Jennings, Mo. 63136

\_\_\_\_\_  
Vice-President Elect  
\_\_\_\_\_  
Treasurer  
\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Region I  
\_\_\_\_\_  
Region III  
\_\_\_\_\_  
Region V  
\_\_\_\_\_  
Region VII  
\_\_\_\_\_  
Region IX

I hereby declare my candidacy for the above position of Officer or Director on the Board of Directors. I am an active member of MACA and will uphold the integrity of the office of which I am seeking. I will be available for an informal interview with the Nominations Committee on May 19, 1997 (Monday) in the afternoon hours at the Lodge of Four Seasons.

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Court

\_\_\_\_\_  
Years in Position

\_\_\_\_\_  
City, Zip Code

\_\_\_\_\_  
Area Code, Phone Number

DECLARATION OF CANDIDACY (CONTINUED)

Please answer briefly, the following questions:

What I feel my qualifications are for the position I am seeking:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I will be able to attend four MACA Board Meetings a year, and also attend the Annual Conference held in May:

\_\_\_\_\_

\_\_\_\_\_

I have been a member of MACA for \_\_\_\_\_ years.

I believe in the Code of Conduct/Ethics for MACA \_\_\_\_\_

Please list any other reasons or accomplishments that you feel would help you in the position on the Board of Directors:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please feel free to attach a resume or any other materials that you would like to accompany your declaration

Board of Directors  
131 W. Bonike Street  
Lynchburg, VA 24502

## CERTIFIED ADMINISTRATORS

The following clerks were certified in October, 1996. There are now 90 Certified Court Administrators. Congratulations!!

Margaret Coatney  
Joan Corcoran  
Pamela Guinn  
Janet Gustin  
Kim Hawk

Rose O'Keefe  
Debbie Pinson  
Ina Prebianca  
Judie Purvis  
Tona Sitze

## NEW REGIONAL CHAPTER

On November 22, 1996, the Northeast Missouri Chapter of the Missouri Association for Court Administration was established (NEMO-MACA). This chapter consists of the counties in Region 3 of MACA. These counties include: Adair, Chariton, Clark, Knox, Lewis, Lincoln, Linn, Macon, Marion, Monroe, Pike, Ralls, Schuyler, Scotland, Shelby, and Sullivan. If you are interested in joining NEMO-MACA, please contact one of the following officers:

Cheryl Behrmann, President (Kirksville)  
Robin Britt, Vice President (Macon)  
Carla Hoermann, Secretary (Brookfield)  
Toni Jacobs, Treasurer (Marceline)

## MEMBERSHIP DUES

Membership dues are due by January 31, 1997. If you would like your name, address & phone number included in the 1997 MACA Directory, I must have all membership applications by March 1, 1997. Any applications received after this date will not be included in the directory.

In order to vote in the elections during the conference, dues MUST be paid by May 1, 1997.

## ANNUAL CONFERENCE NEWS

At this year's conference, MACA will be purchasing permanent name tags for all of those who attend the 1997 conference. In order to allow enough time to purchase these name tags, we are asking all individuals who plan to attend to submit their registration forms as early as possible, preferably by April 1, 1997. All those individuals who submit after the April 1, 1997 will be responsible for purchasing their own permanent name tag but will be provided with a paper name tag for use during the conference.

On your registration form, please type the information the way you would like it to appear on the name tag. Typing will help reduce errors made on the tags.

\* \* \* \* \*

This year we are hoping to have more drawings for give-aways. If you have an item, gift certificate, etc. that you would like to donate, please contact your regional director.

\* \* \* \* \*

Region 2 is responsible for this year's Hospitality Room/Social Event - which is a Casino Night. They have been working diligently to insure that a good time will be had by all!!! Be sure to attend.

## AWARD OF MERIT

In this issue of the MACA Reporter, the application for Award of Merit has been enclosed. The address to submit this application to is:

Robin Britt  
Court Administrator  
121 W. Bourke Street  
Macon, MO 63552



MISSOURI ASSOCIATION FOR  
COURT ADMINISTRATION

1997 MEMBERSHIP APPLICATION FORM

DATE: \_\_\_\_\_ NEW MEMBER \_\_\_\_\_ RENEWAL \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

NAME OF COURT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY & ZIP \_\_\_\_\_

YEARS OF SERVICE \_\_\_\_\_

COURT: MUNICIPAL \_\_\_\_\_

ASSOCIATE \_\_\_\_\_

COUNTY \_\_\_\_\_ REGION # \_\_\_\_\_

PHONE# ( ) \_\_\_\_\_ FAX#( ) \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

IF NEWLY APPOINTED TO REPLACE PREVIOUS CLERK, NAME OF CLERK YOU ARE REPLACING:

\_\_\_\_\_

DUES OF \$35.00 ARE DUE JANUARY 31st OF EACH YEAR.

MAKE CHECK PAYABLE TO MACA

MAIL TO: SHARA MEYER, MACA TREASURER  
COLUMBIA MUNICIPAL COURT  
600 EAST BROADWAY  
COLUMBIA, MO 65201

MACA USE ONLY

DATE PAYMENT RECEIVED \_\_\_\_\_

CHECK # \_\_\_\_\_

# MACA LIBRARY

Please check your selection:

## Videos:

- FACES OF JUSTICE-An introduction to the Court
- THOMAS JEFFERSON-July 19, 1994
- FAIRY TALE TRILOGY-Lake Ozarks in 1992

## Cassettes:

- INCREASING COLLECTIONS/REVENUES
- COMMUNICATING WITH EMPLOYEES-1993 NACM Annual Conf.
- LEGALESE: CAN YOU SPEAK THE LANGUAGE OF THE COURTS?-1993 NACM Annual Conf.
- ESCAPE FROM SUCCESS-Part 1 & 2
- SUCCESS SELF-PROGRAMMING
- IMAGE & SELF-PROJECTION-4 Part Audio Cassette Program
- "HOW TO REACH ANY GOAL"/"SOLVING CUSTOMERS"
- "JUSTICE AT FIRST HAND, ETHICS AND PROFESSIONALISM"-Part 1 & 2
- "IMPLEMENTING YOUR CASEFLOW MANAGEMENT KNOWLEDGE"-Part 1 & 2
- "WHAT DO JUDGES REALLY WANT?-Issues in Court Governance"-Part 1 & 2
- THINKING IN THE FUTURE TENSE
- THE JUDGE/ADMINISTRATOR TEAM: FACING THE CHALLENGES OF THE FUTURE

## Books:

- FACES OF JUSTICE-Trainer's Manual
- FACES OF JUSTICE-Court Employee Study Guide
- JUSTICE AT FIRST HAND-Instructor's Manual
- JUSTICE AT FIRST HAND-Self-Study Guide
- SUCCESSFUL NEGOTIATION
- PREVENTING JOB BURNOUT (2)
- THE COURT ADMINISTRATOR-A Manual
- MEDIA GUIDE-NACM
- COURT SECURITY GUIDE-NACM
- TECHNOLOGY INFORMATION SERVICE-Vendor List
- A PRIMER FOR THE TECHNOLOGICALLY CHALLENGED JUDGE
- SUCCESSFUL SELF-MANAGEMENT
- BETTER BUSINESS WRITING
- TEAM BUILDING
- BALANCING HOME & CAREER
- TELEPHONE COURTESY & CUSTOMER SERVICE
- ATTITUDE
- PERSONAL TIME MANAGEMENT
- NEW CLERKS PACKET
- MISSOURI MUNICIPAL CLERK MANUAL
- DEVELOPING COMPREHENSIVE PUBLIC INFORMATION PROGRAMS FOR COURTS

Check-out time limit will be a period of 30 days or less. Items must be returned within the 30 day time limit unless the Librarian is notified of other arrangements. Person checking out items will be responsible for paying postage on the return to Librarian. Person checking out items will also be responsible for paying the cost of any lost, stolen, or damaged items. Failure to return items or pay the cost of the same will result in necessary membership actions upon approval of the board. Please send orders to: Kim Traynor, Branson Municipal Court, P.O. Box 1309, Branson, MO 65615

Name: \_\_\_\_\_

Court: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Signature: \_\_\_\_\_



# MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

## APPLICATION FOR ANNUAL CONFERENCE FINANCIAL ASSISTANCE PROGRAM

The Missouri Association for Court Administration provides financial assistance to a member of our association to attend the 1997 Annual Conference of the Missouri Association for Court Administration. The amount of this award is \$250.00. **The recipient will be chosen by a random drawing.**

**DEADLINE:** All applications must be received by March 1, 1997. The individual will be selected at the March Board Meeting. Send your completed application with a synopsis based on why you should be considered for this grant to:

Robin Britt  
Court Administrator  
121 W. Bourke Street  
Macon, MO 63552

---

NAME \_\_\_\_\_ DATE \_\_\_\_\_

COURT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY & ZIP \_\_\_\_\_

BUSINESS PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

\*\*\*\*\*

COURT CLERK/ADMINISTRATOR FOR \_\_\_\_ YEARS

MEMBER OF MACA SINCE \_\_\_\_\_

---

SIGNATURE \_\_\_\_\_

---

DATE SELECTED: \_\_\_\_\_

PAID CK #: \_\_\_\_\_ DATE PAID \_\_\_\_\_

## MACA BUSINESS CARD ORDER

Business cards will be on white stock with blue printing. The MACA logo will also be on the card. The price will be \$9.35 per 500.

Please make your check payable to Betz Printing and include your City's tax exempt letter. Cards will be delivered at the May 1997 Conference. **DEADLINE IS MAY 1, 1997.**

Mail this form, along with your check & tax exempt letter to:

Andrea Holland  
Court Administrator  
210 W. Washington  
Sullivan, MO 63080

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Business card to appear as follows:

Clerk's Name: \_\_\_\_\_

Clerk's Title: \_\_\_\_\_

Court Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Ph #. ( ) \_\_\_\_\_ Fax #. ( ) \_\_\_\_\_

If you are a Certified Court Administrator and would like the CCA designation to follow your name, please be sure to include this information after your name. For example: Ima Clerk, CCA



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**AWARD OF MERIT**

**APPLICATION FOR NOMINATION**

**NAME OF NOMINEE** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**JOB TITLE & BRIEF DESCRIPTION (Attach separate sheet if needed)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NUMBER OF YEARS OF SERVICE IN COURT ADMINISTRATION** \_\_\_\_\_

**PREVIOUS AWARDS/RECOGNITION** \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**SPECIFIC ACCOMPLISHMENTS AND/OR PROJECTS:** \_\_\_\_\_

\_\_\_\_\_

**NOMINATED BY:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**Applications must be received no later than March 1, 1997**



Missouri Institute for Executive Development  
College of Business & Public Administration  
University of Missouri-Columbia

11 Middlebush Hall • Columbia, Missouri 65211 • Telephone (573) 882-4803 • Fax (573) 882-0365

January 15, 1997

Dear Certified Court Administrators;

The MACA/UMC Education Committee has established the guidelines for maintaining certification as a court administrator. To continue using the professional designation "C.C.A." you must do two things each year:

1. Maintain status as a member in good standing with the Missouri Association for Court Administration (MACA) organization; and
2. Complete ten (10) contact hours of continuing education.

There are three ways to complete the ten required contact hours of continuing education (mentioned in #2 above):

- a) Courses as offered by MACA, UMC, the State Court Administrator's Office, NACM, MM&ACJA, SJI, and others as approved by the education committee. For example, attending 10 hours of sessions at the Annual Conference in Lake Ozark would qualify.
- b) Job-related continuing education courses. For example, a ten-hour computer course would qualify. (Prior approval is not necessary, but all courses are subject to approval by the education committee.)
- c) Active MACA participation. For example, attending executive board meetings, leading seminars at conferences (hostessing does not count), attending committee meetings, etc.

The attached form must be returned to the MACA/UMC Education Committee at the above address no later than December 31, 1997 to maintain certification as a court administrator for the 1998 calendar year. Please feel free to call if you have any questions.

Sincerely,

Aimco K. Klimczak, Ph.D.  
University Liaison

# 1997 Certification Maintenance Form

## Certified Court Administrator (C.C.A.)

**DIRECTIONS:** Complete this form as documentation of your qualification to maintain your certification as a court administrator. Then, return this form to: MACA/UMC Education Committee; University of Missouri-Columbia; Room 11 Middlebush Hall; Columbia, MO 65211. This form is due DECEMBER 31, 1997 to be considered for the list of 1998 Certified Court Administrators.

### I. Membership in MACA

I have maintained membership in MACA for the 1997 calendar year.  
(attach documentation)

Signed: \_\_\_\_\_

### II. Continuing Education

I have completed 10 contact hours of continuing education in the form  
of (attach documentation): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAME:**

**MAILING ADDRESS:**

**TELEPHONE NUMBER:**

**SOCIAL SECURITY NUMBER:**



# NATIONAL ASSOCIATION FOR COURT MANAGEMENT

## APPLICATION FOR NATIONAL CONFERENCE FINANCIAL ASSISTANCE PROGRAM

The Missouri Association for Court Administration provides financial assistance to a member of our association to attend the 1997 Annual Conference of the National Association for Court Management. The amount of this award is \$500.00. **The recipient will be chosen by a random drawing.**

**DEADLINE:** All applications must be received by March 1, 1997. The individual will be selected at the March Board Meeting. Send your completed application with a synopsis based on why you should be considered for this grant to:

Robin Britt  
Court Administrator  
121 W. Bourke Street  
Macon, MO 63552

---

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
COURT \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY & ZIP \_\_\_\_\_  
BUSINESS PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

\*\*\*\*\*

COURT CLERK/ADMINISTRATOR FOR \_\_\_\_ YEARS  
MEMBER OF MACA SINCE \_\_\_\_\_

---

SIGNATURE \_\_\_\_\_

---

DATE SELECTED: \_\_\_\_\_  
PAID CK #: \_\_\_\_\_ DATE PAID \_\_\_\_\_

# ANNIVERSARY CELEBRATIONS

## 5 Year Anniversary

The following clerks will be celebrating five and ten year anniversaries in MACA during 1997. Happy Anniversary!!!

### 10 Year Anniversary

Following memberships began in 1987:

Jammy Brandes	Doris Parcel
Phyllis Carr	Lottie Trotter
Rosemary DeArmond	Myrna Van Deusen
Shirley Dennis	Donna Welch
Kim Hawk	Kathleen Wilson

Following memberships began in 1992:

Carmen Angell	Mary Ann Otto
Joan Corcoran	Peggy Poeschel
Eve Cron	Julianne Price
Patricia Crooks	Judie Purvis
Donna Daniel	Linda Renz
Gerald Durfee	Betty Scheller
Katy Garrison	Pat Siekerman
Sandra Good	Marilyn Troutman
S. Diann Heister	Elizabeth Vreeland
Phyllis Kallmeyer	Sonya Wegener
Nancy Kinsey	Lisa Westfall
Rebecca Noel	Mary Woodruff

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## ATTENTION RETIRED MEMBERS OF MACA

If you are currently a retired member of MACA, please submit your membership application with "retired" indicated after your name. This will help maintain your membership in MACA without interruption. If the application is not received by March 1, 1997, your name will be dropped from active membership.

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION  
c/o Columbia Municipal Court  
600 East Broadway  
Columbia, Missouri 65201