



# MACA eNews

Hello, Court Clerks & Administrators -  
Welcome to MACA eNews, your quarterly snapshot of the latest association news and information to enjoy, share, and use!

sponsored by...



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## OSCA's Enhanced Training Takes Shape

The sustained efforts of the MACA Board of Directors to have the Office of Court Administration (OSCA) provide more educational access and materials to MACA members is paying off. OSCA is providing information and making staff available on key issues that affect MACA members. Some of these recent enhancements include the establishment of the OSCA Municipal and Traffic Unit which

answers calls from municipal clerks and judges in all Municipal Divisions throughout Missouri (the unit can be reached through the OSCA Help Desk at 888.541.4894 or OSCA.Help.Desk@courts.mo.gov. Since May 2016, OSCA has made visits to 44 Municipal Divisions to assist with processing issues by providing best practice suggestions and reference to rules and statutes.

Additionally, OSCA has visited with many MACA members during our regional conferences. OSCA representatives have discussed a variety of topics including legislative changes, reporting requirements and Supreme Court Rule 37.04.

And, as reported in the last issue of MACA eNews, the Missouri Supreme Court created the Municipal Clerk Education Committee

*(Continued on page 2)*

## Not Too Late to Be a Candidate!

*by Nominations Committee Chair Susan Brunworth*

In case you have misplaced your last issue of the MACA e-News, or perhaps you are still thinking about one of the open positions, I have placed the Declaration of Candidacy form in this issue, too. In odd-numbered years (and, yes, that would be this year, 2017), the positions open are President Elect, Treasurer and Directors for regions 1, 3, 5, 7 and 9.

You will find a full description of the posi-

tions open in the MACA By-Laws and Policy and Procedures (which can be found on the MACA website), but a brief description follows:

**President-Elect:** The President-Elect's primary duty is to assist the President in the discharge of his/her duties, and in the President's absence, assume the full responsibilities of that office. He/She shall be designated Parliamentarian and

shall govern all meetings of the Association consistent with the Association's By-Laws.

**Treasurer:** The Treasurer's primary duty is to receive, collect and have custody of all funds of the Association. He/She shall deposit funds in a bank convenient as designated by the Executive Board and such funds are to remain on deposit under the name of

*(Continued on page 7)*

### Missouri Association for Court Administration

#### Officers 2017-2018

##### **President**

Jody Caswell/Creve Coeur

##### **President Elect**

Jeanette Chastain/Smithville

##### **Immediate Past President**

Jeff Chapple/O'Fallon

##### **Secretary**

Colleen Massey-Skaggs/Manchester

##### **Treasurer**

Regena Zimmermann/Potosi

##### **Membership Director**

Amy Essary/Branson West

##### **Professional Development**

Susan West/Blue Springs

##### **Directors (Region)**

Tami Trulove (1)

Taran Svoboda (2)

Dana Hamilton (3)

Deana D. Teague (4)

Jennifer Privett (5)

Susan Brunworth (6)

Deb Freise (7)

Michelle Taylor (8)

Alicia Smith (9)

## OSCA Enhanced Training

(Continued from page 1)

which is dedicated to providing education opportunities for Municipal Clerks. The committee is comprised of various municipal clerks, court administrators and judges throughout the state. The committee is offering Municipal Clerk Training on April 21 (free at City of Jackson) and May 22 (Spring Conference/Lake of the Ozarks/a separate MACA registration form with payment information will be sent in the next few weeks with conference information). Members can use the "New Municipal Division Clerk Orientation Registration Form" on page 3 of this newsletter

to register for the City of Jackson orientation set for April 21; but please wait for the separate mailer to be sent soon to pay and register for the orientation set for May 22 at the MACA Spring Conference. Finally, OSCA has been fielding numerous telephone calls regarding municipal reporting requirements. Some of the questions OSCA receives include: What needs to be reported? To whom does it need to be reported? And when does it need to be reported? As MACA members will already know, the Municipal Clerk Manual is an important tool that gives court clerks and administrators legal reference

and procedures on how to perform certain court functions. Section 1.4 of the Municipal Clerk Manual includes information on reporting requirements. *As a helpful step, please find the chart on page 5 of this newsletter for a 2-page quick guide* to answer the frequent questions referenced earlier in this paragraph. This same 2-page guide appears in the Municipal Manual in Section 1.4. If MACA members do not have access to the Municipal Clerk Manual, they may contact the OSCA Help Desk at 888.541.4894 or [OSCA.Help.Desk@courts.mo.gov](mailto:OSCA.Help.Desk@courts.mo.gov).



*"TrafficPayment is very efficient and understanding with any problem we have and they take the burden on themselves to always make sure we are satisfied. I would definitely recommend them to other courts!"...*

*"We love it. Julie has helped out so much!"...*

*"And the customer service is excellent! Julie is so great she takes care of us immediately - I can't say enough good things about her."...*

*"I'm very impressed and really happy with TrafficPayment."...*

*"The service is helpful and efficient, which makes our jobs easier."...*

*"The customer service at TrafficPayment is excellent. Julie is our Client Manager and she is wonderful! When I need something she helps me and takes care of any issues that same day."...*

*"- I love you guys! I am very, very pleased - I wouldn't do it any other way! This the best service out there!"...*

*"I love everything about your company. Great People, Great Services, Great everything!"*



What does Personal Customer Service mean to you?

It means **everything** to our **MISSOURI Courts!!**

Online/Mobile/Phone Payments  
[www.thepaymentgroup.com](http://www.thepaymentgroup.com)

[sales@trafficpayment.com](mailto:sales@trafficpayment.com) OR 800.444.1187



## Municipal Clerk Education Committee New Municipal Division Clerk Orientation Registration Form

The completed form can be faxed to Judicial Education at (573) 522-5013 or the electronic fillable form can be found on the judiciary intranet site, known as the Court Information Center (CIC) under Educational Opportunities/Municipal Clerk Education. **NOTE: Seats are limited.**

This training is designed for new clerks (on the job less than six months). All clerks are welcome to attend. Registration will be accepted on a first come, first serve basis with new clerks receiving preference. You will receive an email from the Office of State Courts Administrator upon receipt of your registration. Within two business days after the registration deadline an email will be sent confirming your registration status.

Applicant's Name: \_\_\_\_\_ New clerk

Job Title: \_\_\_\_\_

Name of Municipal Division \_\_\_\_\_

Circuit Number: \_\_\_\_\_ County: \_\_\_\_\_

Work Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Work Fax: \_\_\_\_\_

Work E-mail Address: (iNotes if available) \_\_\_\_\_

Supervisor/Judge who approved this training. \_\_\_\_\_

Topics to be explored include case processing and reporting requirements, accounting, available resources, separation of powers and implicit bias. **Lunch will be provided.** Check-in at 8:30 a.m. Session scheduled for 9 a.m. to 4 p.m.

You are eligible to register for the training in your region. Please check the training you will attend.

Check One	Date	Region - Location	Registration Deadline
<input type="radio"/>	November 4, 2016	Midwest Public Risk, 19400 E. Valley View Pkwy, Independence, MO 64055	October 26
<input type="radio"/>	January 13, 2017	St. Ann Community Center, One Community Center Dr., St. Louis, MO 63074	January 4
<input type="radio"/>	March 10, 2017	Ramada Plaza Hotel & Oasis Convention Center 2546 N. Glenstone Ave., Springfield, MO 65803	March 1
<input type="radio"/>	April 21, 2017	City Hall Annex, 100 Missouri Street, Jackson, MO 63755	April 12
<input type="radio"/>	May 22, 2017	Tan-Tar-A Resort, 494 Tan Tar A Drive, Osage Beach, MO 65065 <b>MACA Conference -- Day One</b> (Normal MACA registration fee is required – see MACA registration for full details)	MACA Deadline

Press the Submit button to create an email and send your registration electronically, **OR** press the Print button to print the completed form. Mailed forms will be accepted based upon date received. Once printed you can 1) Email: [Stefanie.Payne@courts.mo.gov](mailto:Stefanie.Payne@courts.mo.gov) 2) Fax: Judicial Education (573) 522-5013 OR 3) Mail to:

Office of State Courts Administrator  
Attn: Stefanie Payne, Judicial Education  
2112 Industrial Blvd.  
P.O. Box 104480 Jefferson City, MO 65110

**SUBMIT by E-mail**

**Print Form**

# Municipal Clerk Education Committee



The committee shall develop and conduct educational activities for municipal division clerks and other municipal division personnel.

*The Supreme Court of Missouri appointed the Municipal Clerk Education Committee effective 5/17/2016.*



## Why

Reports from the following entities referenced the need for additional municipal division education:

- National Center for State Courts,
- Gubernatorial appointed Ferguson Commission,
- Department of Justice.

A Municipal Judge Education Committee exists, but no such committee existed for the municipal clerks.



## What

In its inaugural year, the committee will provide five trainings in various regions around the state with a focus on best practices for the courts.

Some training topics identified include:

- accounting,
- implicit bias,
- reporting requirements,
- and other related topics.

[www.courts.mo.gov](http://www.courts.mo.gov)  
for more information contact  
**(888) 541-4894**



## When

November 4, 2016  
*Kansas City*

January 13, 2017  
*St. Louis*

March 10, 2017  
*Springfield*

April 21, 2017  
*Jackson*

May 22, 2017  
*Lake Ozark*

*Dates subject to change.*

Email: [Stefanie.Payne@courts.mo.gov](mailto:Stefanie.Payne@courts.mo.gov)

*(See next page for related article)*

# Helpful Hints: Reporting Requirements

(provided by Clayton Knipp, OSCA)

What Gets Reported?	Who Gets These Reports?	What Gets Reported to These Agencies	When Do These Get Reported?	Why is it Important?
<p><b>Criminal History - 43.506, 577.010 -577.023 RSMo</b>  <b>Municipal Clerk Manual:</b>                      1.4-Reporting Requirements                      3.3-Criminal History Disposition Reporting</p>	<p>Criminal Justice Information Services (CJIS) Division                      Missouri State Highway Patrol (MSHP)                      PO Box 9500                      Jefferson City, MO 65102                      *Do NOT send criminal history reporting to MO Department of Revenue</p>	<p>Criminal History to the MSHP - Offense Cycle Number or OCN (Finger Print Card) including all filings; amended filings; all dispositions (including not guilty, dismissed and SIS) and probation revocations.</p>	<p>Criminal History OCNs are to be submitted without undue delay or within 30 days of filing or disposition. (Automatically reported with JIS courts)</p>	<p>OCNs detail people's criminal histories. These reports are public records used to check the backgrounds of people seeking such things as employment, housing, travel visas and security clearances. Law enforcement officers use criminal reports when conducting investigations. The judicial system uses them when considering criminal prosecutions. Criminal history can also identify sex offenders and repeat DWI offenders.</p>
<p><b>Records of Conviction - 302.225, 577.051 RSMo</b>  <b>Municipal Clerk Manual:</b>                      1.4 - Reporting Requirements                      3.4 - Citation Disposition Reporting</p>	<p>MO Department of Revenue (DOR)                      PO Box 200                      Jefferson City, MO 65102-0200                      *Do NOT send traffic reporting to MO State Highway Patrol</p>	<p>Records of Conviction (ROC) to Department of Revenue (DOR) - All reportable offenses including guilty plea, finding of guilt and SIS probations by filling out the back of the traffic tickets or sending in an abstract of the court records.</p>	<p>ROCs are due within 7 days of disposition (Automatically reported with JIS courts.)</p>	<p>ROCs are used to assess points to drivers licenses and to disqualify CDL holders (even when offense was in their private vehicle).</p>
<p><b>Municipal Division Summary Report - 479.080 RSMo, COR 4.28 and COR 4.29</b>  <b>Municipal Clerk Manual</b>                      1.4 - Reporting Requirements</p>	<p>Office of State Courts Administrator, Statistics                      2112 Industrial Drive, PO Box 104480                      Jefferson City, MO 65110                      Fax: 573-536-0338                      E-mail: MunicipalDivision.Reports@courts.mo.gov</p>	<p>Municipal Division Summary Report to Office of State Courts Administrator (OSCA) - Monthly caseload information; i.e. cases filed, cases disposed, cases pending; warrant information, net collections.</p>	<p>Municipal Division Summary Reports are due monthly to OSCA by the 15th day of the following month. (Automatically reported with JIS courts)</p>	<p>Data from the municipal division summary reports are used to document the work of the municipal divisions, published in the annual statistical report supplement for public knowledge and use, and used to complete ad-hoc requests (from elected representatives, governmental and non-governmental agencies, etc.) on the status and functioning of Missouri's courts.</p>
<p><b>Monthly Judgments (filings and dispositions) to the City - 479.080.3 RSMo and COR 4.29</b>  <b>Municipal Clerk Manual:</b>                      1.4 Reporting Requirements</p>	<p>Clerk of the municipality who shall then forward to the governing body of the municipality (or the City Council/Board of Trustees).</p>	<p>On or before the 15th of each month, the Municipal Division shall submit to the municipality a copy of the monthly case load summary report for the preceding month required by COR 4.28.</p>	<p>Municipal Division Summary Reports are due monthly to OSCA by the 15th day of the following month.</p>	<p>Data from the municipal division summary reports are used to document the work of the municipal divisions, published in the annual statistical report supplement for public knowledge and use, and used to complete ad-hoc requests (from elected representatives, governmental and non-governmental agencies, etc.) on the status and functioning of Missouri's courts.</p>
<p><b>Bi-Annual DWI: - 479.172 RSMo</b>  <b>Municipal Clerk Manual:</b>                      1.4 Reporting Requirements</p>	<p>Presiding Judge of the Circuit Court on Banc</p>	<p>DWIs that were filed and/or disposed between January 1st to June 30th and July 1st to December 31st</p>	<p>Within 60 days of the reporting period on the Monthly Summary Report form.</p>	<p>Bi-Annual reporting is important because it helps keep repeat offenders off the road and helps impose more strict punishment to those repeat offenders.</p>
What Gets Reported?	Who Gets These Reports?	What Gets Reported to These Agencies	When Do These Get Reported?	Why is it Important?
<p><b>Reporting to State Auditor 479.350 and 479.359 RSMo and 15 CSR 40-3.170</b></p>	<p>Missouri State Auditor's Office                      PO Box 869                      Jefferson City, MO 65102</p>	<p><b>Addendum (Form A 15-1)</b> is filed by the municipality (not court) includes calculation of percentage of annual general operating revenue from fines, bond forfeitures and court costs for minor traffic and certain ordinance violations, included amended charges. Amounts in excess of 20% of total revenue for city is to be remitted to Department of Revenue (DOR).</p>	<p>Report due within 6 months after the end of the municipality's fiscal year.</p>	<p>Addendum (Form A 15-1) provides information on the total amount collected during the city's fiscal year and percentage of annual general operating revenue from fines, bond forfeitures and court costs for minor traffic violations and some ordinance violations, identified by excess revenue indicators.</p>
<p><b>Reporting to State Auditor 479.360 RSMo and 15 CSR 40-3.180</b></p>	<p>Missouri State Auditor's Office                      PO Box 869                      Jefferson City, MO 65102</p>	<p><b>Certification of Substantial Compliance (Form MCC 15-1)</b> is signed by the municipal judge and submitted with the addendum and county financial report required under 103.145 RSMo</p>	<p>Report due within 6 months after the end of the municipality's fiscal year.</p>	<p>Certification of Substantial Compliance (Form MCC 15-1) certifies the municipal court's substantial compliance with section 479.360 RSMo.</p>
<p><b>Bi-Annual Report to Presiding Judge on Minimum Operating Standards: for Missouri Courts: Municipal Divisions: SCR 37.04</b></p>	<p>Presiding Judge of the Circuit Court</p>	<p><b>Form MU140 - Certification of compliance with minimum operating standards with Bi-Annual DWI Report, Certification of Substantial Compliance and CLE Compliance Forms.</b></p>	<p>Due by January 1 and July 1 of each year.</p>	<p>Report is required under September 20, 2016 revisions to SCR 37, beginning 7/1/2017.</p>

## Don't Forget to Report! Deadline Drawing Near...

Reporting to Circuit Court en Banc: The Court Administrator shall prepare a report every six months which shall include, but shall not be limited to, the total number and disposition of every intoxication-related traffic offense adjudicated, dismissed or pending in its municipal court division. The municipal court division shall submit said report to the circuit court en banc. The re-

port shall include the six month period beginning January first and ending June thirtieth and the six month period beginning July first and ending December thirty-first of each year. The report shall be submitted to the circuit court en banc no later than sixty days following the end of the reporting period. (Source: 577.006 RSMo.)

The Court Administrator shall

send the intoxication-related traffic offense case activity reports to the Presiding Judge no later than August 29 for the January to June reporting period and no later than February 28 for the July to December reporting period.

## Building on the Foundations of the Past

by MACA Historian Michelle Taylor



It's hard to believe the annual conference is right around the corner. The year just flies by. Of course, we've all had our hands full with the new changes in Legislation. And if your hands were *not* full from it, we want to know your secret!

One of the best parts of the conferences is getting to see your friends again. You know the ones, you see them at conference, you talk/email them a few times a year and when you see them again, it's nothing but pure enjoyment.

This year when you go, bring your camera/cell phone. Take the picture, share it with MACA on the Facebook page. We want to remember you! You ARE part of our history.

If you haven't found us on Facebook, look for us under Missouri Association of Court Administrators. This is a great resource for you and for us. Ask questions, get answers fast. And when the Board needs answers from YOU, the fantastic people we represent, it's quick too.

So this edition of the newsletter is going to include a past MACA member. I'll post her name in the next edition, but give it your best shot. ***Tell me if you know the former MACA Treasurer's name.*** I'll give you a hint.....ok, maybe not just yet.

If you have photos you'd like to share or see a featured friend, please send them to me at [mtaylor@osagebeach.org](mailto:mtaylor@osagebeach.org).



## Not Too Late for Nominations...

*(Continued from page 1)*

the Association unless directed by the Executive Board to place specified amounts in appropriate interest-bearing accounts under the Association's name, and all interest earned shall be entered and recorded as income for the Association; provide a financial and appropriation statement to the membership at the close of the calendar year; submit their records for financial review as required by the President or by whomsoever the President has designated for the financial review.

**Region Directors:** Directors are the liaisons between the Executive Board and their Region. Duties include: keeping members of their Region informed of pertinent information regarding

the organization and information concerning areas of court administration; relay any information/concerns from their Region to the Executive Board; serve as a chairperson on at least one of the President's Standing Committees; perform any additional duties as assigned by the President.

Remember: Your Declaration of Candidacy form **MUST BE RECEIVED BY MARCH 15, 2017** by the Nominations Committee Chairperson.

Once nominations have closed (March 16), all Declarations will be reviewed to confirm active membership status and the Ballot will be prepared (in the order that Declarations were received) and made ready for presentation to the membership at the Annual Meeting. In the event of a con-

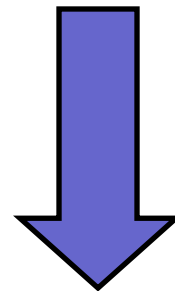
tested position, a Nominations Committee will be formed (an active member from each Region) to count ballots and give a written statement of the elected persons to the President during the Business Meeting.

If you have ever wanted to have your voice heard or to just become more involved, I encourage you to consider running for one of the Executive Board positions. If you just want to "get your feet wet" a great place to start is serving as your Region Director.

I look forward to receiving your Declaration for Candidacy!!!!

*-Susan Brunworth*

***See the next page for the Declaration of Candidacy Form if you, or someone you know, is interested in serving in these important MACA positions!***



**DECLARATION OF CANDIDACY**

This is an election year for Odd Numbered Regional Directors. Elections are open to all active members of the Missouri Association of Court Administration, Inc. An active member must have 2017 dues paid on or before March 15, 2017 in order to be eligible to vote. **THIS DECLARATION MUST BE RECEIVED BY THE NOMINATIONS COMMITTEE CHAIRPERSON ON OR BEFORE MARCH 15, 2017.** No other membership class may run for or hold a position on the Board of Directors.

**THIS DECLARATION MUST BE RECEIVED BY  
MARCH 15, 2017  
BY THE NOMINATIONS COMMITTEE CHAIRPERSON**

Please send the Declaration of Candidacy to:

Susan Brunworth  
Richmond Municipal Court  
205 Summit Street  
Richmond, MO 64085  
[sbrunworth@cityofrichmondmo.org](mailto:sbrunworth@cityofrichmondmo.org)  
(816) 776-2004 ext 115 (816) 776-8216 (fax)

- |                                          |                                   |
|------------------------------------------|-----------------------------------|
| <input type="checkbox"/> President Elect | <input type="checkbox"/> Region 1 |
|                                          | <input type="checkbox"/> Region 3 |
| <input type="checkbox"/> Treasurer       | <input type="checkbox"/> Region 5 |
|                                          | <input type="checkbox"/> Region 7 |
|                                          | <input type="checkbox"/> Region 9 |

I hereby declare my candidacy for the above-indicated position on the Board of Directors of MACA. I am an active member of MACA and will uphold the integrity of the office of which I am seeking. I am committed to improving the growth of MACA and will be attending the Annual Court Conference in May of 2017.

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

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

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

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

## Missouri Supreme Court Rule: Read, Review & Remember...

### MISSOURI SUPREME COURT RULE: read, review, remember.....

#### Supreme Court Rules

<b>Subject:</b>	<b>Rule 37 - Statutory and Ordinance Violations and Violation Bureaus</b>	<b>Section/Rule:</b>	<b>37.34</b>
<b>Topic:</b>	<b>Ordinance Violations - Information</b>	<b>Publication / Adopted Date:</b>	<b>May 14, 1985</b>
		<b>Revised / Effective Date:</b>	<b>July 1, 2004</b>

#### **37.34. Ordinance Violations - Information**

All ordinance violations shall be prosecuted by information. An information charging the commission of an ordinance violation may be based on the prosecutor's information and belief that the ordinance violation was committed. The information shall be supported by a violation notice as prescribed by Rule 37.33.

*(Adopted May 14, 1985, eff. Jan. 1, 1986. Amended Dec. 18, 1998, eff. Jan. 1, 2000. Amended December 23, 2003, eff. July 1, 2004.)*  
*{Formerly titled "Information."}*

#### Supreme Court Rules

<b>Subject:</b>	<b>Rule 37 - Statutory and Ordinance Violations and Violation Bureaus</b>	<b>Section/Rule:</b>	<b>37.35</b>
<b>Topic:</b>	<b>Information - Form of - Contents</b>	<b>Publication / Adopted Date:</b>	<b>May 14, 1985</b>
		<b>Revised / Effective Date:</b>	<b>July 1, 2004</b>

#### **37.35. Information - Form of - Contents**

(a) The information shall be in writing, **signed by the prosecutor** and filed in the court having jurisdiction of the ordinance violation.

(b) The information shall:

- (1) State the name of the defendant or, if not known, designate the defendant by any name or description by which the defendant can be identified with reasonable certainty;
- (2) State plainly, concisely, and definitely the essential facts constituting the ordinance violation charged, including facts necessary for any enhanced punishment;
- (3) State the date and place of the ordinance violation charged as definitely as can be done;
- (4) Cite the chapter and section of the ordinance alleged to have been violated and the chapter and section providing the penalty or punishment.

*(Adopted May 14, 1985, eff. Jan. 1, 1986. Amended December 23, 2003, eff. July 1, 2004.)*



**Get ready to hit it out of the ballpark with this year's Spring Conference!**

Join us **May 22nd - May 26th** at the **Lake Ozark, Tan Tar A Resort** for our annual

**MACA SPRING PROFESSIONAL DEVELOPMENT CONFERENCE**

## Hurry! MACA Spring Conference Scholarship Application!

*by Jeanette Chastain*

My name is Jeanette Chastain, Smithville Municipal Court. This year I am the Chairperson of the 2017 Awards and Scholarship Committee. The Scholarship Committee is made up of a Chairperson and Various Volunteers. These Volunteers, who are greatly appreciated, are from Municipal Courts throughout the State of Missouri. I keep them busy with the selection of the Scholarship Recipients for the MACA Annual Conference and the MACA Mid-Year Conference. For the MACA Annual Conference, the Committee selects four (4) and one (1) reserve from the scholarship applications that are

received before the **March 15<sup>th</sup> deadline.**

The Committee shall request funds be allocated by the Executive Board to allow up to four (4) active members of MACA to be awarded a grant to attend which will include registration and lodging.

Committee Guidelines include: 1) Applicant must be an Administrator/Court Clerk, 2) Applicant must be an active member of MACA, 3) Applicant must be a CCA or working toward certification, and 4) Applicant must agree to the recipient's requirements. Recipient's Requirements include: 1) Recipient must file an application prior to the

March 15th deadline to receive the Annual Conference scholarship, 2) Recipient's application must be fully completed, and 3) Recipient must submit a written expense report, with receipts, upon return from the Conference.

**No member shall be awarded a scholarship for the MACA Annual Conference more than one time.**

For anyone interested, the Scholarship form can be found on the MACA website [www.macaonline.net](http://www.macaonline.net), under Resource tab and then Form. **It also appears on page 12 of this newsletter.**

## MACA Award of Merit Application Deadline Near!

*by Jeanette Chastain*

Jeanette Chastain of Smithville Municipal Court also serves as the Chairperson of the Awards Committee, who shall form a sub-committee, who will be required to review all of the Merit Award nominations submitted. This sub-committee will comprise of the Awards Committee Chairperson and all past recipients of the Award of Merit, who are active members of this Association. All of the subcommittee members will then choose the one (1) nominee that they feel is the most qualified to receive that current year's Merit Award and shall forward their recommendation to the Awards Committee Chairperson. The Awards Committee Chairperson will be a nonvoting member of this committee; the *only* exception will be to cast a vote to break a tie created by the other members of the subcommittee. The Awards Committee

Chairperson will provide the President of the Association with the name of the nominee who has been selected to receive the Merit Award for that year.

**There shall be only one (1) Merit Award presented per year.**

Criteria for the Merit Award include: 1) Nominees, either inside or outside the court administration, must demonstrate leadership and excellence in the advancement of the ideals and principles of modern judicial management; as well as professional court administration embodied in the purpose of the Association, 2) Nominee must be an active member of this Association, 3) No individual may nominate himself/herself as the recipient of the Merit Award, 4) An individual may be nominated by any member, in good standing, of this Association or by

any member, in good standing, of the Judge's Association, and 5) The Awards Committee will provide an approved nomination form to all members of the Association by publishing the same in the MACA Reporter.

In addition, this committee will submit an approved nomination form to the Missouri Municipal and Associate Circuit Judge's Association and request that the approved nomination form be published in their Association's newsletter.

Please remember, if you have any questions regarding the information above, please do not hesitate to contact Jeanette at 816.532.0500 or [smithvillemo.org](http://smithvillemo.org). **The Merit Application can be found on page 13 of this newsletter.**

\*\*APPLICATIONS MUST BE RECEIVED NO LATER  
THAN MARCH 15, 2017\*\*  
MACA CONFERENCE SCHOLARSHIP  
APPLICATION  
2017

MANDATORY 3  
HOURS OF  
VOLUNTEER  
SERVICE  
DURING THE  
MACA  
CONFERENCE

NAME: \_\_\_\_\_

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

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

EMAIL ADDRESS: \_\_\_\_\_

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

BUSINESS PHONE: \_\_\_\_\_

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

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

POPULATION: \_\_\_\_\_ 10,000 & UNDER \_\_\_\_\_ OVER 10,000

AMOUNT BUDGETED BY CITY FOR TRAVEL/EDUCATION FOR  
MUNICIPAL COURT EMPLOYEES: \$ \_\_\_\_\_

NUMBER OF COURT EMPLOYEES: \_\_\_\_\_

ARE ANY TRAVEL EXPENSES ASSUMED BY CLERK/ADMINISTRATOR  
REIMBURSED BY YOUR CITY: (circle one) YES NO

DOES YOUR COURT COLLECT \$1.00 FROM COURT COSTS FOR JUDICIAL  
EDUCATION FUND? (circle one) YES NO

IF YES, AMOUNT COLLECTED FOR \_\_\_\_\_ : \$ \_\_\_\_\_

\*\*\*\* MUST attach a copy of your budget for the last fiscal year. \*\*\*\*

\*\*APPLICATIONS MUST BE RECEIVED NO LATER THAN MARCH 15, 2017\*\*

\_\_\_\_\_  
SIGNATURE DATE

\*\*\* M CA USE ONLY\*\*\*

PAID: Check # \_\_\_\_\_ DATE: \_\_\_\_\_

Mail To:

Jeanette Chastain  
jchastain@smithvillemo.org  
Smithville Municipal Court  
107 West Main  
Smithville, MO 64089

MISSOURI ASSOCIATION FOR COURT  
ADMINISTRATION

ESTABLISHED 1986

AWARD OF MERIT  
APPLICATION FOR NOMINATION

NAME OF NOMINEE: \_\_\_\_\_

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

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

JOB TITLE & BRIEF DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_ TITLE: \_\_\_\_\_

APPLICATIONS MUST BE RECEIVED NO LATER THAN **MARCH 15, 2017**

MAIL TO: Jeanette Chastain  
Smithville Municipal Court  
107 West Main  
Smithville, MO 64089  
(816)532-0500  
(816)873-3282 fax  
jchastain@smithvillemo.org

## 2017 MEMBERSHIP APPLICATION FORM

**Note:** Complete an Application Form for each Member.

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

**- Please Print Clearly -**

PROOF OF MEMBERSHIP CARD

MAIL  EMAIL

**INDIVIDUAL's MEMBERSHIP DATA:**

First-Time Member \_\_\_\_\_ Previous Member \_\_\_\_\_

**Name:** \_\_\_\_\_ **Court Title:** \_\_\_\_\_  
Last First Middle

Social Security # (last four digits): \_\_\_\_\_ Years of Court Service: \_\_\_\_\_ Date Rec'd. CCA: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

(Other names that you may have been listed under: \_\_\_\_\_)

(If new clerk, name of clerk that you are replacing: \_\_\_\_\_)

Previous clerk: Retired \_\_\_\_\_ Transferred-Another Court \_\_\_\_\_ Other (?) \_\_\_\_\_

**COURT's MEMBERSHIP DATA:** First-Time Member \_\_\_\_\_ Previous Member \_\_\_\_\_

**Name of Court:** \_\_\_\_\_

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

City \_\_\_\_\_ MO ZIP \_\_\_\_\_ -- \_\_\_\_\_

PHONE# ( ) \_\_\_\_\_ Ext. # \_\_\_\_\_ FAX # ( ) \_\_\_\_\_  
Court's Main Phone # Clerk's Ext. # Court's Main Fax #

**Type of Court:** Municipal \_\_\_\_\_ Associate \_\_\_\_\_ Circuit \_\_\_\_\_ Other \_\_\_\_\_

**County:** \_\_\_\_\_ **Circuit #:** \_\_\_\_\_ **MACA Region #** \_\_\_\_\_ (1 – 10)

**Judge's Name(s)** \_\_\_\_\_ **Prosecutor's Name(s)** \_\_\_\_\_  
Chief Judge Chief Prosecutor

**ANNUAL MEMBERSHIP FEES OF \$60.00 ARE DUE ON JANUARY 31<sup>st</sup> OF EACH YEAR. (All Categories)**

**Note:** Eff. May 26, 2009: Where the dues are paid by the Clerk's city, the dues shall stay with the City and not the Clerk, as long as the City notifies the Board within 30 days of the new hire date.  
 Eff. Aug. 03, 2002: Membership Dues received after Oct. 31, will not be accepted for the current year.

**MAKE CHECK PAYABLE TO: MACA**

**Mail To:** Regena Zimmermann, MACA Treasurer

121 East High Street

Potosi, MO 63664

Office Number 573-438-7553

Form Rev. 10/18/2016

**Yearly Dues: \$60.00**

**Amount Paid:** \_\_\_\_\_

**MACA USE ONLY—**

Date Pmt. Rec'd: \_\_\_\_\_ Amt. Rec'd: \_\_\_\_\_ Check # \_\_\_\_\_

**MACA eNews**

Phone: 573.291.9995  
 Email: eric@eSummarize.com

The mission of the **Missouri Association for Court Administration (MACA)** is to enhance the public's trust and confidence in the Courts through developing and promoting the professionalism of Court Administrators, and other court officials with similar duties, by offering quality professional development conferences, seminars, consultation and networking.

## Message from President Jody Caswell

IT'S TIME TO THINK SPRING!!!

Time to start thinking of spring. The season that brings a clean slate to the depressing winter months. Where colors go from the dirty browns and greys to bright and cheerful blues and greens. The songs of the spring birds can be heard and the daylight hours are longer. I, like so many of you, am ready for not only a seasonal clean slate but a professional one too. Make all the mess of these changes go away. Take the depressing weight and the confusion of changing work practices off my shoulders. I was beginning to feel numb from everything. But then I took a step back and thought...clean slate. Believe it or not, it helped! Taking in all the recent changes from COR 37.04, it almost feels like a clean slate as we adjust so many of our long standing practices to new and somewhat fresher ideas on how to make those adjustments. Thinking of the professional changes just as I thought about the changes brought about by the upcoming season gave me a better perspective on where to start and where I wanted this to go.

And as for MACA...the Board is thinking spring also! We are thinking about updates and making some clean slate changes for the organization that we all believe will be of great assistance to EVERYONE within our organization. Our ACCA process is getting an overhaul to make the process more appealing to ALL members of our association. CCA maintenance tracking is getting a review. Our education focus is continuing to tackle the core issues of our job functions and will be offering more choices in "spring training" programming. Our by-laws and policy and procedures are being reviewed. Region Directors will be hosting a regional meeting once a year for ALL—focusing on knowledge that NOT all clerks in their regions are part of the local associations. And we will be rolling out in March our plan for inclusion of the new municipal prosecutor clerks. We feel our organization must change with the times. Knowing, while keeping both separate that our jobs feed off each other we will pose to the membership a by-law change to retain those clerks who have worked so hard over the years attending MACA programming. And we will propose a PA clerk certification program. Inclusion is the key. Education is the focus. We have consulted with MMACJA and we both are in agreement that as an educational programming organization there will be no conflict of interest in accommodating both court and prosecutor clerks. Once our programming and association plan is drawn out it will be presented to the members for a vote at the May conference.

Spring will be a very busy season for all of us and the board is looking forward to offering you colorful changes and new opportunities as we continue to grow and expand our efforts. Our spring training is about to begin! So stick with us as we roll out of the dark and into the light of a new year and a new season of great MACA programming!

And remember....do not get discouraged! THINK SPRING!

**-Jody Caswell**  
**MACA President**