



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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MACA Fall Professional Development Seminar!

Get ready to visit attractive Chesterfield, Missouri, September 28-29, and expand your professionalism with timely topics and discussions from MACA's Fall Professional Development Seminar. This year's Fall Seminar will be held at Drury Plaza Hotel in Chesterfield, just west of St. Louis.



MACA President Jeanette Chastain was upbeat in her outlook for the upcoming seminar in saying, "MACA is excited about this year's array of topics and speakers and I believe our attendees will be the better for it." After such useful topics on compliance, fingerprint cards, Show-Me-Courts, among others, enjoy

great shopping at Chesterfield Mall, St. Louis Premium Outlets, and Taubman Prestige Outlets, all within sight of the Drury Plaza Hotel!

Be sure to register by September 15th!



Our Star Shines Bright at MACA's 2017 Conference

By Jody Caswell, MACA Immediate Past

Our star shines bright at the MACA 2017 conference..... When I began my adventure in the courts many moons ago, I was both mesmerized and scared at the magnitude of my first MACA conference. When I walked thru those conference doors for the first time there were *so* many people, *so* many new faces. I was lucky enough to have a great boss and a core group of acquaintances that helped me feel welcome and showed me the ropes. But I remember looking up one of those quiet May conference nights, alone and feeling like a

little light lost in the cluster of stars above. Every year we have new individuals that walk thru those big conference doors for the first time. Knowing how large our organization has become since my early years, I can only imagine their feelings when they walk into that room. Many of them will have friends and acquaintances to greet them. But not everyone

has a boss or co-worker who is there to guide them. Not everyone has a core group of friendly faces to welcome them when they walk into that room packed with over 300 attendees. Either way, they are special to us as first-time attendees.



(Continued on page 2)

Missouri Association for Court Administration

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- President**
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Veronica Miller (5)
Susan Brunworth (6)
Andrea Wymer (7)
Michelle Taylor (8)
Alicia Smith (9)

Our Star Shines Bright... *(continued)*

(Continued from page 1)

But for some time now we have had a STAR amongst us that has shined brightly but quietly behind the scenes. A person who knows the importance of being recognized for the first time. Someone who knows that a little something special is all it takes to make a person feel welcome to something new. Someone that has given of her time and herself WITHOUT asking so that she could shine her light onto our newest attendees. Each year she compiles the data on new attendee registrations, gathers a group to assist her and fills welcome bags for those

new to conference. A little something special to say, "We welcome you! You are special to us!" on behalf of *all* the members of MACA and in the spirit of our own STAR I felt compelled to recognize her. Let her shine bright for all to see and know what she has done for so many over the years quietly behind the scenes. Congratulations again to our 2017 MACA Star Award recipient Dee Williams of Columbia Municipal Court! Dee has worked for the Columbia for over 25 years, earning her very own



CCA in 2008. She has been recognizing first time attendees since 2006! Based on her dedication to all her fellow clerks, she is definitely worthy of this award. It is given to an individual that gives of themselves directly to the members of the organization during conference, a time when we all gather like a cluster of stars in the night sky, dotted by a few others that just twinkle a bit more brightly to guide the others and say "You are welcome here. Now feel free to shine bright."



"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

sales@trafficpayment.com OR 800.444.1187



New! “Around the Regions”

by Alicia Smith, MACA Publicity & Publications

Have you ever wondered if someone you were at convention with ever got their promotion they were excited about? How about when was the baby born? Do you want to see a picture of the wedding? Did she really retire? There is a new clerk in this region. Awesome vacation photos? [This new column is just for that.](#) Send your region director your happy or



Andrea Wymer &
Wyatt Oliver Hartgrove

sad information. Networking is better and easier if you keep in touch with the folks you met at conference. Maybe you didn't get a chance to go to conference but you have just talked to another clerk on the phone and want to put a face with a name and maybe a thank you for all their help. This is going to

be only as good as the information you send! We look for-

ward to sharing your good news!!



Matthew and Amy (Essary) McKnight
wedding on March 24, 2017

A Recap of MACA's May Conference

by Susan West, MACA Professional Development

With MACA's annual conference just completed, I thought it would be a great time to share a recap of the event. There were a lot of awesome things that happened. Let's just refresh our memories.

We heard from a lot of great speakers throughout the week. OSCA kicked off the week on Monday with an all-day session jam packed full of need to know information. While we didn't have the Magic Dragon Pipes & Drums Color Guard start us off on Tuesday as planned, we do hope they will be able to join us in the future. Tom Krause, co-author of *Chicken Soup for the Soul*, was our first session Tuesday. He left us with some inspirational stories that we hope you enjoyed and could relate to as well. Tom was followed by sessions on DWITS, Sunshine Law vs Discovery and Reporting Requirements. Lots of information for both Court Clerks and Prosecutor Clerks. Wednesday started off with Wesley Bell, LaRhonda Wilson and Annie Waggoner discussing implicit bias. The three speakers made this important topic into an entertaining hour that still provided everyone with good information to think

about. From this lively trio, the day went on to explore Community Relations, How your City, Prosecutor's Office and Court can work together and then a video conference with MMACJA on the Minimum Standards.

Wednesday night's Social was FANTASTIC!! There were games, dancing, photo area, KC Wolf, prizes, and a good time was had by all! Great job Deb Friese and her committee! DOR and OSCA started us off first thing Thursday morning with some good information. They were followed by breakout sessions from the State Auditor's Office, Unclaimed Property, MULES, and on Prosecutor's Office basics. All great sessions that we hope you enjoyed.

Thursday is also the day for vendors, so I hope you were able to take advantage of this opportunity. Jennifer Privett did a great job of

getting all those vendors under one roof!

Friday was an Active Shooter Awareness Training by Tier One Tactical, which was a must see! Just a great session all the way around!

A very big thank you to everyone involved in the planning and the doing of the conference. The Education Committee worked their tails off, so I hope you were able to enjoy it and take away some much needed information.

Thank you to all that provided constructive thoughts on the conference.

These are always taken into consideration when planning for the next conference. Please continue to let us know what didn't work for you, but we also want to hear what you liked.

And finally, thank you to everyone who was able to attend, and I hope to see you at our next conference!



K.C. Wolf and
The Honorable Patrick Flynn
show off their moves

MACA 2017 Spring Conference Snapshots



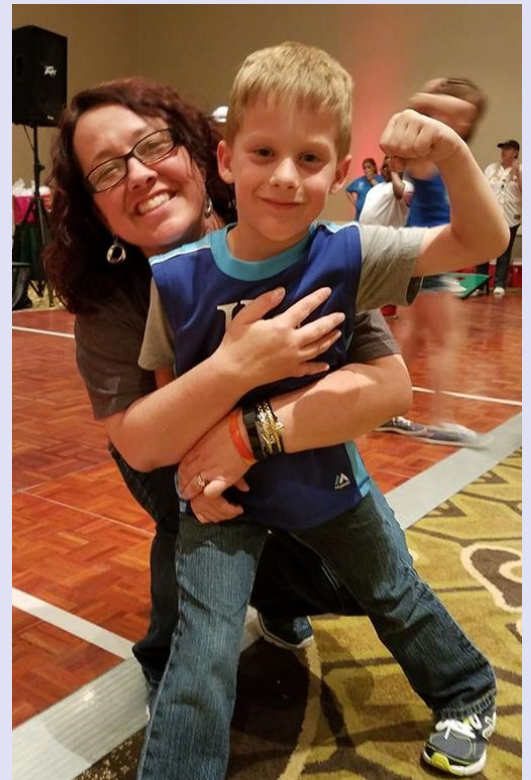
Food fight for prizes



Enjoying the Social: Paula Robinson, Angie Davis, Michelle Shaffer, Rachel Cary, Laura Ellis, Gretchen Crandall



"Toeing the Line"



Susan and Alex West sharing family time!



Who said dinner on your own?

MACA 2017 Spring Conference Snapshots



New MACA 2017-18 Board members are sworn in



MACA Board readies conference handouts



Kathy Roll, Gayle Stanley, Marna Williams and Rachel Anderson giving their best pose to the birdie



University of Missouri Children's Hospital Civic Project—\$700 check presentation

Award of Merit...Jeanette Chastain!



Jeanette and Jody
Award of Merit
Presentation

It was with great appreciation that MACA presented the Award of Merit to Jeanette Chastain at the Annual Conference. It was awarded for the hard work that she has done to make MACA the organization that it is today. Jeanette has been the Court Administrator for the City of Smithville since February 2001. In May 2004, she was elected to the MACA Board as the Region II Director. As the Region II

Director, she became a member of the WACA Board. She has continued to serve on both boards in various leadership positions and currently serves as our President. Promoting education and learning experiences for clerks is something she is passionate about and considers of the utmost importance. Congratulations Jeanette!

Save The Date!!!



Comments from Region 8

by Michelle Taylor, Region 8 Director

What a great Annual Conference this year! We're so fortunate to have a strong membership and so many who voice their opinions and thoughts. With that being said, YOU are part of this organization, your input guides and shapes us. We encourage you to contact us with your ideas and thoughts. I know the evaluation sheets are filled out but after you leave the conference and get back into the office, we've all

had ideas come about. Why not share them? Got a training topic you'd like to know more about or know a great speaker? Put it out there. Email anyone on the Executive Board or even post it to our Facebook page. Region 8----We are the Social and Civic committees for next year's conference. I cannot do this alone and there were very few volunteers. Have mercy on me and lend a hand. Contact me

at mtaylor@osagebeach.org so I may add you to the list. We'll discuss more at a later date but please SIGN UP TO HELP! Social and Civic are two large projects and it cannot be organized by one person. This is a great opportunity to learn more about the inner workings of the Executive Board and how much work really goes into conferences.

Notes from Our Historian

by MACA Historian Michelle Taylor

I'm suffering from a serious case of writers block so I'll just share with what's on my mind. I don't know about you, but after conference, it takes a lot of work to get caught back up. For this article, it will be a short and sweet one as I'm still catching up. Conference + a personal vacation = a heavily caffeinated clerk working diligently to get it all done right and on time. Thank you to all of you that shared photos on Facebook this year. That was awesome. I'm sharing another photo from conference past. Enjoy!



To Charge or Not to Charge...

Over the years I have had hundreds of discussions with various city leaders about the costs they incur when taking credit cards for court payments. Someone has to pay those “processing fees” and the opinions vary over whether the city should absorb the fees or pass them on to the customer.

So what’s the right answer here? Should the defendant be charged for credit card fees or should the city absorb these costs? For the moment, let’s consider only fees for court payments made online or by phone.

What are some of the reasons that a city would choose to absorb those costs?

Cities that opt to pay merchant fees often have the mindset that “we don’t want to burden the violator with any more costs.”* This decision makes the case for “mercy” and who doesn’t want to show mercy? Plus the city doesn’t want to appear greedy or have a reputation as “unfriendly.” These are all viable reasons to argue for absorbing the credit card costs.

In reality, *taxpaying citizens* are covering the costs for the violator (who may not even be a citizen.)

This logic works *against* the citizen but if cities make their case to have the violator underwrite the costs of the credit card fees then the citizen no longer bears that burden.

A violator wants to pay their fine with a credit/debit card without having to go to court. They are seeking a “convenient” means of making their payment. Being able to pay online or by phone often relieves them of the “burden” of having to go to the court. The convenience is even more valuable if they must take off of work, deal with heavy traffic or travel far

to the court. Exchanging that “burden” for a reasonable Service Fee is a trade-off that most defendants gladly accept. The violator pays the cost, the city spends nothing and the taxpayer is not footing the bill. This reasoning works *for* the violator *and* the citizen.

Credit card costs are significant and cities that opt to pay these with taxpayer dollars may find that this decision is unpopular with their citizens. Cities aren’t merchants yet providing credit cards payments is a practical necessity. Therefore, shouldn’t the person who is directly benefiting from using the credit card be the one who really bears the cost?

Over the years I have had hundreds of conversations with city officials who took the time to consider who is really paying the costs of credit card fees for court payments. The majority of those leaders took the necessary steps to remove the burden from their taxpaying citizens and place it on those who were willing to pay for a convenience.

The Payment Group offers No Cost Payments for Courts, Utilities and other city departments. Contact us for more information or to schedule a webinar.

Does your court use **Incode**? **Contact us for more information about our Incode Payment Integration.**

**When it comes to indigent customers we all can agree that even paying the cost of a violation may be too burdensome. The state has done a great job addressing how to ensure that these folks are not burdened. The Payment Group is sensitive to those who do not have the extra money to pay a service fee and kindly refer these customers to the court for alternative options. View the list of all the MISSOURI cities that we serve at <http://www.TrafficPayment.com>.*



Leigh Sides



2016-2017 CCA'S

- | | |
|----------------------|------------------------------------|
| Dawn Hendricks | Desloge Municipal Court |
| Kamera Anderson | Ozark Municipal Court |
| Evie Keene | Columbia Municipal Court |
| Amy Carroll | Kimberling City Municipal Court |
| Mary Wilson | Nevada Municipal Court |
| Sarah Everhart | Pleasant Valley Municipal Court |
| Tajuana Clark | Pine Lawn Municipal Court |
| Shana V. Johnson | Rock Hill Municipal Court |
| Kelly Kluempers | Des Peres Municipal Court |
| Cyndi Jennings | Oronogo Municipal Court |
| Rashcelle Perry | Harrisonville Municipal Court |
| LaMonte Ratcliff | Joplin Municipal Court |
| Elaine Seevers | Woodson Terrace Municipal Court |
| Vatrice White | Crestwood Municipal Court |
| Heather Weidenhammer | Kansas City Municipal Court |
| Michelle Taylor | Osage Beach Municipal Court |
| Sarah Raney | Kearney Municipal Court |
| Theresa Hair | Buckner Municipal Court |
| Shari Lococo | St. Charles County Municipal Court |
| Shannon Mills | Liberty Municipal Court |



Welcome To Our New Prosecutor Clerks

by Jody Caswell, MACA Immediate Past President

Prior to the 2017 May conference a By-Law change was proposed to the membership based on inquiries and concerns voiced to members of the Executive Board regarding recent and continued efforts at municipal court reform throughout the State of Missouri. A lengthy discussion ensued on the executive level regarding how to address those concerns and the future role of MACA regarding those changes taking place, in particular the segregation of duties as it applies to administrative functions vs duties involved in the direct case prosecution/adjudication. Members of MMACJA both as prosecutors and as judges were consulted to ensure no conflict of interest would be involved if our educational programming expanded to include the clerical functions of the prosecutor's office. Noting that our organization is SOLELY an educational resource rather than a political entity and therefore not subject to the separation of duties as applies to adjudication of actual citizen cases, we began to discuss our options. A consensus was reached to create a distinct membership category for this group and begin a 2 tier track of educational programming. The traditional court clerk training and a prosecutor clerk training program. With the addition, no current programming would be cut in time or funding, but rather an *additional* track would be offered in conjunction with current events.

That By-Law change was voted on in May by the membership quorum present at conference (per MACA By-Laws, the vote was taken with quorum at conference via voice vote-although to accurately count the voice vote due to the number of those opposed, a voice vote while standing count was taken). The change passed with well over the majority voting in favor. And with that, we have a new official membership category of Prosecutor Clerks who will be represented on the Executive Board via a Prosecutor Clerk Representative. That person shall be the liaison between the board and the membership and will be a part of the education committee to ensure programming is offered in-line with those efforts of the prosecutor's clerk duties. Due to the measure passing in May and that the change was too new to have individuals moved into that particular membership category, a temporary appointment was made by the President via approval of the Board from a list of individuals that had immediately expressed interest in the position. Due to the number of those who wished to volunteer and the need to get planning started immediately, it was decided to conduct the appointment from that list vs adding additional delay by calling for more interested parties. As the new by-laws require the Prosecutor Clerk Rep to be voted on by members in that category, an official election will be held during conference in 2018 for those interested in the official 2 year term. At that time, we will have an eligible number of voters in that membership category to hold an election. With all that noted, we hope that all members will embrace the opportunity this offers our organization. And rest assured, there will be no cuts to programming to court clerks. We will continue to be the exceptional educational and networking resource that we have always been. Just as the American and Missouri Bar systems and MMACJA are comprised of lawyers on both the prosecutorial and judicial sides of the spectrum to offer legal training, assistance and sharing of information, so shall we be able to provide services to both of our legal sides. We will be able to focus training on the proper initiation of procedures start to finish and be able to explore how the court rules influence the operations of the other.



ment from that list vs adding additional delay by calling for more interested parties. As the new by-laws require the Prosecutor Clerk Rep to be voted on by members in that category, an official election will be held during conference in 2018 for those interested in the official 2

year term. At that time, we will have an eligible number of voters in that membership category to hold an election. With all that noted, we hope that all members will embrace the opportunity this offers our organization. And rest assured, there will be no cuts to programming to court clerks. We will continue to be the exceptional educational and networking resource that we have always been. Just as the American and Missouri Bar systems and MMACJA are comprised of lawyers on both the prosecutorial and judicial sides of the spectrum to offer legal training, assistance and sharing of information, so shall we be able to provide services to both of our legal sides. We will be able to focus training on the proper initiation of procedures start to finish and be able to explore how the court rules influence the operations of the other.

We welcome *all* of our members to our organization and look forward to the events to come!

decided to conduct the appoint-

New MACA Prosecutor Clerk Representative

by Marianne Warren, MACA Prosecutor Clerk Representative

Hello Everyone: My name is Marianne Warren and I have been appointed to the MACA board as the Prosecutor Clerk Representative and here is a little about myself.

I am currently the Prosecutor Clerk for the City of Maryland Heights, Mo, prior to that I was the Deputy Court Clerk for the City of Maryland Heights since January 1993.

The transition to the Prosecutor Clerk from the Court Clerk was not that difficult for me because our office had already been in the process of segregating most of the Prosecutor Clerks duties. I served on a court reform com-



Warren Family

mittee in the 21st Circuit of St. Louis County. This committee is actively working with the prosecutors in the area to establish

rules of the procedure and guidance practices within the office of the prosecutor and the office's role in interaction of duties within

the municipal court system. I am an active member of MSLACA and MACA and a previous member of NACM. I received my CCA in May, 1998. Prior to working for the City of Maryland Heights in

1985 I began working for Judge Dennis Quillin in the St Louis County Associate Circuit Court then I moved to the Civil Docketing department after the consolidation in St. Louis County until 1990 when I went to work for a private law office. I have been married for nearly 33 years and have 2 adopted sons. I look forward to working with everyone and hope I can be of help for everyone while going thru all these changes. Feel free to contact me at my office at 314-738-2285 or my cell 314-799-7368. Thank you and have a great day!

Newest MACA Website Changes

by Taran Svoboda, MACA Technology Chair

You may have noticed a few changes to the MACA website. If not, check it out!

<http://www.macaonline.net/>
Password: macamember
(Some documents are password protected)

You can access forms/templates, conference information, search

the membership directory and find contact information for your board members. The website is a great resource so be sure to utilize it!

Additionally, if you have any pictures, job postings,

documents or other important information you would like added to the website, please send them to Taran at court@ci.excelsior-springs.mo.us.



Who Would YOU Like to See?

by Andrea Wymer, MACA Vendors Committee

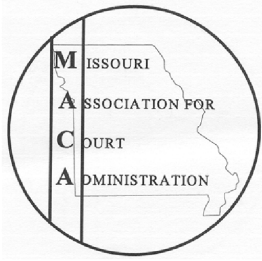
At MACA's May Conference there were 34 vendors representing collections/payments, stamps/signs, court-related services, software, debt collections, printing, cash and carries, among others.

Now I need some input from our MACA members...you! Who do you want to talk to

and hear from at our conference next year? Do you know someone that would enjoy being a vendor? I would love to hear your ideas and input! Please feel free to email me at Andrea.Kivett@como.gov



The attached form needs to be filled out by the Prosecutor Clerk in your city. It will be used to determine the number of members who are designating themselves as a Prosecutor Clerk. It will also help in making sure the proper persons are notified for Prosecutor Clerk specific correspondence.



MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

Established 1986

Information Form Only – Prosecutor Clerk

Please Print/Type Clearly

Name: _____
Last First Middle

Year(s) of Service: _____ Date Rec'd. CCA: _____ Date Rec'd. ACCA: _____

Prosecutor Clerk E-mail Address: _____

Court Name: _____

Court Mailing Address: _____

City _____ ZIP _____ -- _____

PHONE# (____) _____ Ext. # _____ FAX # (____) _____

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

Prosecutor's Information

Prosecutor's Name(s) _____
Chief Prosecutor

Type of Prosecutor Office: Municipal _____ Associate / Circuit _____

Mail / Fax / E-mail Information form to:

Amy J McKnight
Branson West Municipal Court
P.O. Box 2229
Branson West, MO 65737
(417) 272-8152 Fax
bwmunicipalcrt@tri-lakes.net



MISSOURI ASSOCIATION FOR COURT ADMINISTRATION



COUNTIES BY REGION

() = CIRCUIT NUMBER

REGION 1

Jefferson (23)
St. Charles (11)
St. Louis City (22)
St. Louis County (21)

REGION 2

Bates (27)
Cass (17)
Clay (7)
Henry (27)
Jackson (16)
Johnson (17)
Platte (6)
St. Clair (27)

REGION 3

Adair (2)
Chariton (9)
Clark (1)
Knox (2)
Lewis (2)
Lincoln (45)
Linn (9)
Macon (41)
Marion (10)
Monroe (10)
Pike (45)
Ralls (10)
Schuyler (1)
Scotland (1)
Shelby (41)
Sullivan (9)

REGION 4

Bollinger (32)
Butler (36)
Cape Girardeau (32)
Dunklin (35)
Madison (24)
Mississippi (33)
New Madrid (34)
Pemiscott (34)
Perry (32)
Ripley (36)
Scott (33)
St. Francois (24)
St. Genevieve (24)
Stoddard (35)
Washington (24)

REGION 5

Barry (39)
Barton (28)
Cedar (28)
Dade (28)
Jasper (29)
Lawrence (39)
McDonald (40)
Newton (40)
Stone (39)
Vernon (28)

REGION 6

Andrew (5)
Atchinson (4)
Buchanan (5)
Caldwell (43)
Carroll (8)
Clinton (43)
Daviess (43)
DeKalb (43)
Gentry (4)
Grundy (3)
Harrison (3)
Holt (4)
Livingston (43)
Mercer (3)
Nodaway (4)
Putnam (3)
Ray (8)
Worth (4)

REGION 7

Audrain (12)
Boone (13)
Callaway (13)
Cooper (18)
Howard (14)
Lafayette (15)
Montgomery (12)
Pettis (18)
Randolph (14)
Saline (15)
Warren (12)

REGION 8

Camden (26)
Cole (19)
Crawford (42)
Dent (42)
Franklin (20)
Gasconade (20)
Iron (42)
Laclede (26)
Maries (25)
Miller (26)
Moniteau (26)
Morgan (26)
Osage (20)
Phelps (25)
Pulaski (25)
Reynolds (42)
Texas (25)
Wayne (42)

REGION 9

Benton (30)
Carter (37)
Christian (38)
Dallas (30)
Douglas (44)
Greene (31)
Hickory (30)
Howell (37)
Oregon (37)
Ozark (44)
Polk (30)
Shannon (37)
Taney (46)
Webster (30)
Wright (44)

Do you know which region is yours?

MACA EXECUTIVE BOARD 2017-18

PRESIDENT

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SEPTEMBER 28-29, 2017

MACA FALL PROFESSIONAL DEVELOPMENT SEMINAR



Register Now!

Name: _____

Court: _____

Address: _____

City/St/Zip: _____

Phone: _____

Email: _____

Fee Enclosed: Circle one

\$125 2 Day Member

Choose day: Thur Fri

\$75 1 Day Member

SEPTEMBER 28-29

**FULL CONFERENCE:
\$125 MEMBERS
\$150 NON MEMBERS**

**ONE DAY RATES:
\$75 MEMBERS
\$100 NON MEMBERS**

**DRURY PLAZA HOTEL
355 CHESTERFIELD CTR EAST
CHESTERFIELD, MO 63017
800-325-0720**

**\$135 + TAX PER
NIGHT - MENTION
GROUP #2308597 -
DEADLINE 8/26/17**

TO REGISTER:

Credit Card: go to associations.missouristate.edu/maca

Check: Make check payable to MSU and mail this form and check to MSU Outreach - Attn: Belinda Pearson 901 S. National Springfield, MO 65897

www.macaonline.net

Registration deadline: 9/12/16

SHOW ME COURTS, Pat Brooks (OSCA) and Judge Lynch

Update on Show-Me-Courts and see a demo of recently released or upcoming functionality.

SUCCESS OR STRESS: THE ART OF STRESS MANAGEMENT, Keith Neuber, I K.A.N. Presentations

Examine contributors to your stress and practical techniques for turning stress into productive energy for change.

THE LIFE OF A FINGERPRINT CARD, MSHP

Fingerprint cards from beginning to end.

THE LIFE OF A DWI, Trooper Dallas Thompson, MSHP and DOR

MSHP will explain what the process is for DWI arrests, and DOR will take us through the Administrative Process.

VICTIM'S IMPACT PANEL, MADD

The purpose of MADD VIP program is to help impaired driving offenders to recognize and internalize the lasting and long-term effects of substance-impaired driving. The classes seek to create and empathy and understanding of the tragedy, leave a permanent impression that leads to changes in thinking and behavior and prevents future offenses. Experience a Victim's Impact Panel for yourself.

MINIMUM OPERATING STANDARDS, Andrea Niehoff, Judge, Frontenac Municipal

One of this year's hot topics is discussed. What you need to be doing to be in compliance. This session will be geared more towards Court Clerks.

PROSECUTOR'S OFFICE BASICS, Amanda Jennings, Prosecutor, St. Charles County Municipal

This session will be discussing the basics of the Prosecutor's office, and what you need to know as the Prosecutor's Clerk. This session will be geared more towards Prosecutor Clerks.

SUNSHINE LAW & RECORDS REQUESTS, Chris Graville

Learn about the Sunshine Law, Records Requests and what you should be doing. This session will be geared more towards Court Clerks.

REPORTING REQUIREMENTS, OSCA

OSCA will be discussing reporting requirements for Municipal Courts. This session will be geared more towards Court Clerks.

IS YOUR COURT PHYSICALLY & LINGUISTICALLY ACCESSIBLE?, OSCA

Attend this session to gain knowledge about the accomplishments and of the Supreme Court Committee on Language Access, procurement and reimbursement for interpreter services, the importance of using certified interpreters, as well as ADA compliance and much more. This session will be geared more towards Court Clerks.

SUNSHINE LAW VS DISCOVERY, Chris Graville

Discover the difference between a Sunshine Law Request and a request for Discovery. This session will be geared more towards Prosecutor Clerks.

AGENDA**Thursday, September 28, 2017**

8:00AM	Registration
8:30 – 9:45	Show Me Courts
10 – 11:30	Success or Stress: The Art Of Stress Management
11:30 – 1	Lunch on your own
1 – 2:30	The Life of a Fingerprint Card
2:45 – 4:15	The Life of a DWI
4:30 – 5:30	Victim's Impact Panel

Friday, September 29, 2017***Geared towards Court Clerks**

8 – 9:30AM	Minimum Operating Standards
9:45 – 11	Sunshine Law & Records Requests
11:15 – 12:30	Breakout Session A
	1. Reporting Requirements
	2. Is Your Court Physically & Linguistically Accessible

***Geared towards Prosecutor Clerks**

8 - 11	Prosecutor's Office Basics
11:15 – 12:30	Sunshine Law vs. Discovery

**Sessions noted "geared towards...." may be attended by any who are registered for this conference, and are welcome to do so. The note is to assist attendee's in making the best choice of session to attend.*

-Please note that all meals are on your own, so plan accordingly.

-Up to 11 hours are available at this event.

-Sessions subject to change.

-With this registration, please submit a photocopy of your 2017 paid membership card from MACA. This is a requirement for ALL MACA sponsored seminar/conference registrations.

-Cancellation within 5 days of the event will incur a \$50 processing fee.

MACA eNews

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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 Jeanette Chastain

“The only thing constant is change.” Although we sometimes feel that MACA members are the only people who go through major changes, this quote is attributed to Heraclitus of Ephesus who lived between 535 BC and 475 BC.

Once again, it is so with your MACA board. We welcome 4 new members to your Executive Board. Four existing members changed their responsibilities, including me, as I become your new president. I very much look forward to working with your board, developing new ideas, revising old ideas and doing whatever else is necessary to keep MACA the leader in education in the municipal court system.

With that in mind, as voted on and passed at the annual business meeting at the May conference, we welcome Marianne Warren of the Maryland Heights Municipal Court to the newly founded position of Prosecutor Clerk Representative. As the Supreme Court is mandating the separation of duties between the Court Clerks, Prosecutors Clerks and Police Clerks, it is important for each of us to understand with whom each responsibility lays. Future training will include information specific to court clerks or prosecutor clerks as well as information that is valuable to all our membership.

I am excited to tell you about an app that we will be using at our upcoming conferences. It has so many useful features. There will be much more information and training available as we get ready to roll it out for the Annual Conference in May, 2018.

Can you believe that Tan-Tar-A is now owned by Jimmy Buffett and will soon be called Margaritaville? They have already started to renovate the resort. I'm sure it will be new and improved by our next conference. We have our Executive Board meetings there and will keep you updated.

There are several ways that you can reach the board. Have you seen our facebook page? <https://www.facebook.com/groups/102151982075/> It is a closed group, but any member's request to join will be accepted. Not only can you reach the board, but this is a great way to ask questions and receive answers from your fellow members. Have you visited our newly designed web page? <http://www.macaonline.net/> The password is macamember. Questions may be submitted to Contact MACA or macaonline1996@gmail.com

If you have an article or an idea for the e-news, please send an email to courtclerk@cityofhollister.com. This is your newsletter!

Is there a topic you would like to see at one of our conferences? Do you have a speaker to recommend? You are welcome to send your request/comment to swest@bluespringsgov.com

As always, please use your Region Director as a resource. Their numbers are listed inside this e-news.

I feel very humbled that I have been given the privilege to be our president for the next two years

MACA is for you, our membership. We need input from many members to make this the exceptional group that we are and we strive to remain

I look forward to seeing you at the Fall Professional Development Conference!!

-Jeanette Chastain, MACA President