

**FCCA MEETING MINUTES**  
**Teleconference Board Meeting**  
**Tuesday, August 31, 2004 3:00 EST**

The meeting was called to order at 3:00 PM EST by President Jeff Apperson on Tuesday, August 31, 2004, via teleconference call. Those present were Jeff Apperson, President; Sheryl Loesch, President-Elect; Sue Rigan, Secretary; David Stechmann, Historian; Circuit Representatives: Ginny Hurley, First Circuit; Maria Carpenter, Second Circuit; Jim Murphy, Third Circuit; Betsy Paret, Fourth Circuit; Nancy Olansky, Fifth Circuit, Cheryl Sweat, Sixth Circuit; Steve Ludwig, Seventh Circuit; Susan Kern, Eighth Circuit, Marianne Matherly, Ninth Circuit; Ralph DeLoach, Tenth Circuit; Bettina Guerre, National Circuit; Bill McCool, Clerk's Council Chair; Cris Beeman, Deputy Clerk's Council Chair. Also present were Journal Editor, Pat McNutt and Membership Chair Pam Twiford.

President Jeff Apperson began by welcoming the new members to the Board. He reported the Annual Conference in Anaheim was very strong and he received a lot of very positive feedback as a result. He credited much of the success of the conference to the development and implementation of the MSU program which began its inaugural sessions in Anaheim.

**Membership Drive**

Jeff Apperson reported the membership drive will start earlier this year on September 1<sup>st</sup>, pursuant to the Board's recommendation. Pam Twiford reported preparations on the drive have already begun. The theme this year will be "Elect FCCA as Your Choice," in conjunction with the national Presidential election. Membership packets are almost ready to be distributed. Steve Ludwig reported more District Representatives are needed in the Seventh Circuit. Mr. Apperson indicated he will see what he can do to strengthen the representation in the Seventh Circuit and he would also like to strengthen the Retirees' section. A suggestion was made for all Circuit Representatives to distribute the minutes of Board meetings directly to their District Representatives as soon as they are approved, rather than waiting for them to be published.

Jim Murphy suggested the Board think of ways to energize the District Representatives. Ginny Hurley stated she was inspired by once receiving a call from Lance Wilson who also had every other District Representative on the line. Mr. Apperson stated he is strongly committed to the District Representatives and will conduct a conference call with Pam Twiford and every Circuit Representative and their respective District Representatives. He asked Circuit Representatives to alert their District Representatives and get their contact information to him as soon as possible. He also will be sending letters to all Clerks of Court once the *Journal* is distributed.

## **Board Membership**

Jeff Apperson reported Linda Lee resigned as Site Selection Chair after years of dedicated service. In addition, the Finance Chair remains vacant following John Zingo's election to Treasurer. He asked Board members to consider volunteering for one of those positions. Any other ideas for nominations should be submitted to Mr. Apperson as soon as possible.

## **Mid Year Meeting - January 15, 2005 Boston, Massachusetts**

Ginny Hurley reported the Radisson Hotel had no hotel rooms available for the mid-year conference due to many bookings over the Martin Luther King holiday weekend. As an alternative, she suggested the Board stay at the Milner Hotel which is just across the street, at a lesser cost of \$85.00 per night. She said the Radisson may be able to give us a meeting room and she's hoping to arrange a tour of the Radisson facility along with having the group dinner there that evening. Sue Rigan asked whether Board members would consider holding the mid-year meeting on another weekend when the Radisson would be more accessible, but other members reported conflicts with alternate weekends. The Board agreed to have the mid-year meeting at the Milner Hotel on January 15<sup>th</sup> as planned. While there, we hope to be able to close the conference deal with the Radisson for the 2006 Annual Conference. Cris Beeman asked whether the Milner Hotel could accommodate our annual conference, given the reduced cost. Ms. Hurley said the Milner does not have enough meeting rooms and guest rooms for our needs. Ms. Hurley will prepare an e-mail to the Board with more specific information so plans can be made for the meeting.

## **Journal Update**

Cheryl Sweat reported she sent a survey regarding members' preferences of receiving a hard copy or electronic copy of the *Journal*. The survey also asked the respondents' likes and dislikes about the current format. It was sent to all Circuit Representatives with a request to forward to all District Representatives and members. She received 145 responses, all of which were placed into a chart and sent to the Board in advance of the meeting. Ms. Sweat said most reported they liked the pictures, personal interest stories, and articles relating to work. The majority reported they liked getting a hard copy of the *Journal* in the mail, while some would agree to an electronic version. Some suggested more frequent issues could be sent electronically as information became known. Pat McNutt indicated it would be too much work for just one person to put out more issues of the *Journal* than are currently distributed, even if in electronic format.

Jeff Apperson suggested using the FCCA membership form as a means of asking all members whether or not they would prefer to receive an electronic version of the *Journal*. David Stechmann suggested sending an electronic version to all those who wish to receive it electronically, and sending a hard copy for only those who prefer it in hard copy. He noted saving even a few hard copies would be a cost savings measure. Mr. Apperson reminded everyone that the *Journal* is available on the website and we wouldn't have to send the *Journal*

itself electronically. Instead an e-mail could be sent when the *Journal* is posted on the web site. Bill McCool questioned whether using e-mail in that manner would be an appropriate use of the Judiciary's network. Mr. Apperson said the educational content of the *Journal* is so high that it would be appropriate. Pam Twiford said she would put the question of whether one prefers receiving the *Journal* in hard copy versus electronic copy on the membership form for the 2005 drive, and those who wish to receive a hard copy of the *Journal* will continue to receive it that way. Those who agree to an electronic version will get a notice when the *Journal* is posted on the FCCA's web site.

### **International Conference**

In advance of the meeting, Jeff Apperson distributed two attachments pertaining to the upcoming international conference in Slovenia (see attachments). He reported Committee members, Ralph DeLoach, Sheryl Loesch, Joe Haas and himself will be traveling to the meeting in Slovenia and will be asking for \$4000 seed money to help offset the costs of the meeting rooms and other necessities, not for the Committee members' travel or personal expenses - they are traveling at their own expense. In addition, the money would be repaid, if possible. Bill McCool made a motion to advance the Committee \$4000, stating he felt it was the most important thing the FCCA could do to help other countries. Ginny Hurley seconded the motion. Mr. Apperson opened the matter for discussion.

Jim Murphy felt the expenditure would not benefit the rank and file members of the FCCA. Cris Beeman felt the money could be better used to promote membership or provide benefits for members. Bettina Guerre asked whether the FCCA's participation would open the membership to the international arena and if so, the advancement of money could benefit the FCCA by bringing in additional members. Jeff Apperson said he would encourage the people attending the international conference to join our organization and he could foresee the FCCA gaining members worldwide. Ralph DeLoach believed it will bring credibility to the FCCA and also felt the motion should be amended to \$5000, noting that the money will be repaid if at all possible. Maria Carpenter thought it was our patriotic duty to help other countries who are asking for our help. She suggested someone write an article for the *Journal* to explain how the expenditure would help the FCCA, NCBC and NACM, all of which are donating seed money. Jeff Apperson said he would write an article. Betsy Paret suggested soliciting contributions from members to see if anyone would like to donate directly.

Jeff Apperson conducted a roll call vote on the motion to advance \$4000 seed money. The motion carried by a vote of 15 - 2.

### **MSU Program**

Jeff Apperson reported on behalf of Joe Haas. He reported the committee has been meeting and a five year curriculum plan is being developed and coordinated with NCBC and NACM. Sherry Carter also is continuing her involvement. There are currently 145 enrolled in the program and it is expected to grow. Mr. Apperson indicated he will send an e-mail to the

members explaining the curriculum.

### **FY 2005 Budget**

Jeff Apperson asked what people are hearing about the state of the budget for fiscal year 2005. Maria Carpenter reported she heard the outlook is not good for her court and they are studying various options. Betsy Paret suggested a national furlough day in which perhaps all courts could close on the same day to gain national attention to the Judiciary's budget crisis. Mr. Apperson reported a number of very good people are offering to help lobby on our behalf to get Congress's attention. The bottom line is that we still don't know for certain what will be the final outcome of the budget, and official information has not yet been advanced to the courts.

Sheryl Loesch made a motion to adjourn. Ginny Hurley seconded.

The meeting was adjourned at 4:40 P.M. EST.

Respectfully submitted,

Sue Rigan, FCCA Secretary  
September 29, 2004

Attachments

## **BOSNIA**

Contact: Melinda Delic  
Assistant Officer  
Legal and Budget Department  
High Judicial and Prosecutorial Council of BiH  
Emerika Bluma 8, 71000 Sarajevo  
Tel: 387 33 283 454  
Fax: 387 33 283 606  
e-mail: [melinda.delic@ohr.int](mailto:melinda.delic@ohr.int)

Attendees: Mrs. Elmira Pasagic, Director of the HJPC Secretariat  
Mr. Branko Peric, President of the HJPC  
Ms. Melinda Delic, Interpreter to the President of the HJPC

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## **BULGARIA**

Contact: Dragana Stevanovic-Katakovic  
e-mail: [dstevanovic@usaid.gov](mailto:dstevanovic@usaid.gov)

Attendee: Ms. Sonja Prostran, Secretary General of the Belgrade District Court  
Tel: 011 3601 406  
Cell: 064 126 5989  
e-mail: [prostran@yubc.net](mailto:prostran@yubc.net)

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## **CROATIA**

Attendees: Vladimir Gredelj, President, Croation Judges' Association  
Tel: 385 (43) 27 41 01/385 (43) 27 41 42  
e-mail: [udruga-hrvatskih-sudaca@bj.tel.hr](mailto:udruga-hrvatskih-sudaca@bj.tel.hr)

Duro Sessa, President, Municipal Court Zagreb  
e-mail: [predsjednik@opcinski-sud.htnet.hr](mailto:predsjednik@opcinski-sud.htnet.hr)

Judge Zdravko Majerovic, Deputy President, Municipal Court Zagreb  
Tel: 385 1 6126 620  
Fax: 385 1 6126-602  
e-mail: [zdravko.majerovic@hi.htnet.hr](mailto:zdravko.majerovic@hi.htnet.hr)

Vesna Skrjl, President, Municipal Court of Buzet  
Tel: 00 385 52 663330  
Mobile #: 00 385 98 228465  
Home: 00 385 52 662374  
e-mail: [martina.skrjl@pu.tel.hr](mailto:martina.skrjl@pu.tel.hr)

## **EASTERN CARIBBEAN SUPREME COURT**

Attendee: Gregory Girard, Court Administrator  
e-mail: [ggirard@ecourts.org](mailto:ggirard@ecourts.org)

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## **EUROPEAN ASSOCIATION OF COURT ADMINISTRATORS**

Attendees: Dr. Gabriele Guarda  
E-mail: [gabriele.guarda@giustizia.it](mailto:gabriele.guarda@giustizia.it)

Bringing one colleague from Italy

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## **INDIA**

Contacts: Terry Rogers  
e-mail: [terry@ifesindia.org](mailto:terry@ifesindia.org)

MNR. Pardeep Sharma, Secretary to B. M. Gupta  
Tel: 91 11 2338-4661  
e-mail: [paar\\_deep@hotmail.com](mailto:paar_deep@hotmail.com)

Attendee: Mr. B. M. Gupta, Registrar General, Supreme Court of India

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## **IRELAND**

Attendee: Noel A. Doherty, Court Service Branch  
E-mail: [noeladoherty@courts.ie](mailto:noeladoherty@courts.ie)

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## **JORDAN**

Attendee: Abdul Karim Pharaon, Judge, Court of Cassation, Amman, Jordan  
e-mail: [karimpharaon@gmail.com](mailto:karimpharaon@gmail.com)

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## **KOSOVA**

Contact: Dastid G. Pallaska  
e-mail: [PallaskaDG@state.gov](mailto:PallaskaDG@state.gov)

Attendee: Flora Balidemaj, Administrator in Supreme Court

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## **MACEDONIA**

4 -8 attendees whose names are not yet available.

## **MONTENEGRO**

Contacts: Ellen Kelly, Senior Rule of Law Advisory  
USAID Serbia & Montenegro (Serbia)  
Tel: 381 11 306 4828  
Fax: 381 11 361 8267  
Mobile: 381 63 316 468  
e-mail: [ekelly@usaid.gov](mailto:ekelly@usaid.gov)

Attendees: Vesna Ratkovic (Montenegro USAID)  
E-mail: [vratkovic@usaid.gov](mailto:vratkovic@usaid.gov)

Mr. Aleksa Ivanovic, Checchi & Company Consulting, Inc., Legal Advisor

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## **NETHERLANDS**

Contact: Jane Radosevic, PA to Ambassador  
E-mail: [radosevic.jane@minbuza.nl](mailto:radosevic.jane@minbuza.nl)

Attendee: H. E. Mr. Jan C. Henneman, Netherlands Ambassador to Slovenia

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## **ROMANIA**

Contacts: Iolanda Szocaks & Monica Gradinaru  
Counsellors  
International Relations Office  
High Court of Cassation and Justice of Romania  
25 A, Batistei Street  
Sector 2 - Bucharest  
Romania  
Tel/Fax: 40 / 21 / 313.76.56  
E-mail: [monica@scj.ro](mailto:monica@scj.ro)

Attendees: Mrs. Lidia Barbulescu, Vice-President of the High Court of Cassation and Justice  
Mrs. Sanda Huiduc, Judge of the Criminal Chamber of the High Court

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## **RWANDA**

Attendee: Tharcisse Karugarama, President, High Court of the Republic of Rwanda

## SERBIA

Attendee: Ms. Ljupka Nikolic, Secretary General to the Supreme Court of Serbia  
Tel: 381 11 363 42 03  
Fax: 381 11 363 42 71  
Cell: 381 63 662 876  
e-mail: [Ljupka.Nikolic@vrhovni.sud.sr.gov.yu](mailto:Ljupka.Nikolic@vrhovni.sud.sr.gov.yu)

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## SLOVENIA

Attendee: Aleš Zalar, President of Court, Republic of Slovenia, District Court of Ljubljana  
E-mail: [ales.zalar@sodisce.si](mailto:ales.zalar@sodisce.si)

Ms. Tina Brecejl, Secretary General, District Court of Ljubljana  
E-mail: [tina.brecelj@sodisce.si](mailto:tina.brecelj@sodisce.si)

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## SWEDEN

Contact: Birgitta Johanson  
Svea hovratt  
Adm. Enheten  
Box 2290  
103 17 Stockholm  
E-mail: [Birgitta.Johanson@svea.dom.se](mailto:Birgitta.Johanson@svea.dom.se)

Attendee: Mr. Hansson, Court Administrator for Court of Appeals

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## UNITED STATES

Attendees: Charles R. Simpson III, United States District Court Judge, Western District of Kentucky, Member, International Judicial Relations Committee, Judicial Conference of the United States  
E-mail: [Charles\\_R\\_Simpson@kywd.uscourts.gov](mailto:Charles_R_Simpson@kywd.uscourts.gov)

Jeffrey A. Apperson, Clerk, United States District Court, Western District of Kentucky, President of the Federal Court Clerks' Association  
E-mail: [Jeffrey\\_A\\_Apperson@kywd.uscourts.gov](mailto:Jeffrey_A_Apperson@kywd.uscourts.gov)

Markus Zimmer, Clerk, United States District Court, District of Utah  
E-mail: [markus\\_zimmer@utd.uscourts.gov](mailto:markus_zimmer@utd.uscourts.gov)

Louise Porter, United States Magistrate Judge, Southern District of California, Past-President, Federal Magistrate Judges' Association  
E-mail: [Louisa\\_S\\_Porter@casd.uscourts.gov](mailto:Louisa_S_Porter@casd.uscourts.gov)

Collins E. Ijoma, President, National Association for Court Management  
E-mail: [Collins.Ijoma@judiciary.state.nj.us](mailto:Collins.Ijoma@judiciary.state.nj.us)

Ralph DeLoach, Clerk, United States District Court, District of Kansas  
E-mail: [Ralph\\_Deloach@ksd.uscourts.gov](mailto:Ralph_Deloach@ksd.uscourts.gov)

Sheryl Loesch, Clerk/Court Administrator, United States District Court, Middle  
District of Florida  
[Sheryl\\_Loesch@flmd.uscourts.gov](mailto:Sheryl_Loesch@flmd.uscourts.gov)

Joe Haas, Clerk, United States District Court, District of South Dakota  
E-mail: [Joe\\_Haas@sdd.uscourts.gov](mailto:Joe_Haas@sdd.uscourts.gov)

Wayne Wolfe, Clerk, United States Bankruptcy Court, Alaska, Immediate Past-  
President of the National Conference of Bankruptcy Clerks  
E-mail: [Wayne\\_Wolfe@akb.uscourts.gov](mailto:Wayne_Wolfe@akb.uscourts.gov)

# FEDERAL COURT CLERKS' ASSOCIATION



## OFFICERS:

Jeffrey A. Apperson, President  
601 West Broadway, Room 106  
Louisville, Kentucky 40202

July 9, 2004

Sheryl Loesch, President-Elect  
Joseph A. Haas, Past President  
Elizabeth Davis, Secretary  
Betty Jackson, Treasurer  
David Stechmann, Historian

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On behalf of the Federal Court Clerks' Association, an organization comprising 1,300 federal court executives and deputy clerks in the United States, as well as Tina Brecej, Secretary-General of the Ljubljana, Slovenia District Court, and Markus Zimmer, Clerk of the United States District Court for the District of Utah, I respectfully ask that you consider designating a representative of your organization to participate in an international court administration conference. This conference will begin on Sunday evening, September 26 and conclude on Tuesday evening September 28, 2004, in Ljubljana, Slovenia. A block of rooms has been reserved at the Grand Union Hotel for September 26, 27 and 28. This conference is being graciously and enthusiastically supported by the Slovenian Association of Judges whose President, Aleš Zalar, also is the President of the Ljubljana District Court.

## PAST PRESIDENTS:

1975 Cletus J. Schmidt  
1976 James F. Davey  
1977 Edgar Schofield  
1978 Wallace J. Furstenuau  
1979 Gerold L. Clapp  
1980 William W. Luddy  
1981 James Vandegriff  
1982 Arthur G. Johnson  
1983 Robert M. Christ  
1984 A. Marvin Helart  
1985 Jesse Casaus  
1986 Robert Shemwell  
1987 Carl Brents  
1988 Joyce Witt  
1989 Joseph H. Haas  
1990 Robert F. Connor  
1991 Ralph DeLoach  
1992 Carol C. Fitzgerald  
1993 George A. Ray  
1994 J. Barry Dunford  
1995 Cameron Burke  
1996 Richard H. Weare  
1997 Lance Wilson  
1998 Martin H. Oogjen III  
1999 W. Samuel Hamrick  
2001 Joseph A. Haas

The tentative conference schedule outline is as follows:

### Sunday, September 26, 2004

Arrival and registration of attendees with a reception at the courthouse in Ljubljana and a speech by the President of the Slovenian Supreme Court, Mr. Franc Testen.

### Monday, September 27, 2004

9:00 a.m. Welcome by President Aleš Zalar  
Association of Slovenian Judges

#### Topics:

1. A Comparison of Court Administration Models.
2. Comparative Utilization Techniques of Automation Services.
3. Budget and Financial Management Comparative Techniques.
4. Ethics for Court Administrators

**Tuesday, September 28, 2004**

- 9:00 a.m.      Topics:
1.      Courts and the Media: Comparative discussion on how to work with the media to improve public perception of justice (panel will be composed of court officials and media officials).
  2.      Modern Case Management Techniques

\*Once the attendance list nears completion, we plan to ask attendees to also be faculty for the agenda with other invited experts.

1:30 p.m.      Consideration of the Establishment of an International Association of Court Administrators.

The purpose of this conference, in addition to highlighting court administration, is to jointly create the foundation for a worldwide association of non-judicial court and justice ministry officials dedicated to the collective study and improvement of court administration processes and procedures in all countries. The association will be guided by an Advisory Board comprising judges and high-level court executives who are leaders in this field, as an arm of the organization. We wish this organization to be a worldwide umbrella organization that incorporates your structure without interference.

The court systems of participating countries will achieve broad collateral benefits over time from the association.

1.      Facilitating the dissemination of best practices around the world by publishing a court administration journal, manuals, and related materials; conducting educational seminars; and promoting efficient models for court organization and structure to assist member countries in improving their ability to administer justice.
2.      Enabling the creation of international standards for court administration and ethics.
3.      Fostering the evolution of court administration as a unique and important profession.
4.      Focusing the attention of media and government on the importance of improving court administration and providing appropriate funding to enable courts to function more efficiently.
5.      Improving public understanding and perception of courts as public service organizations.
6.      Enabling court administrators to build an internet database to record and distribute court administration practices and procedures for comparative and analytical use.

In making your selection as to the appropriate representative, we ask that you designate someone that understands English or French. We also request that your government assist the person selected with funding for travel, lodging and meals. We will cover funding for the meeting facilities. If your government is unable to fully fund your representative's travel, we may have a very limited number of small stipends to assist in covering the total cost.

The number of rooms at the hotel is limited. We request that you or the individual you designate respond to Ms. Brecej or me at our e-mail, fax number or address below with the representative's name, e-mail address, telephone number, and fax number. We then will coordinate all other logistics relating to this event with your representative. ***Please respond no later than Wednesday, July 28, 2004, so we can reserve a room and send a confirmation.*** We will also send a letter of invitation from President Zalar to your designee to facilitate visa requirements, if they exist.

We hope you share our belief that such a conference is timely and would be beneficial to not only our institutions but our countries.

Jeffrey A. Apperson  
E-Mail Address: [Jeffrey A Apperson@kywd.uscourts.gov](mailto:Jeffrey_A_Apperson@kywd.uscourts.gov)  
Fax: (502) 625-3882

Tina Brecej  
E-Mail Address: [tina.brecej@sodisce.si](mailto:tina.brecej@sodisce.si)  
Fax: +386 1 230 30 51

Most sincerely yours,

*Jeffrey A. Apperson*

Jeffrey A. Apperson  
President  
Federal Court Clerks' Association

cc Mr. Markus Zimmer  
Ms. Tina Brecej