



FCCA Journal

Official Publication Of The Federal Court Clerks Association

Vol. IV No. 8

Spring 2008

FCCA Annual Conference June 22-27, 2008 – Louisville, Kentucky

RACING TO GREATNESS



**Management and
Leadership**

**Benefits Planning
and TSP**

**Budget and
Finance**

**Effective
Communication**

**Clerk of Court
Roundtable**

**Dealing with
Difficult
Conversations**

Jury Roundtable

**Panel
Discussions**

**ECF
Roundtable**

MSU

IT Roundtable

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OFFICERS

President, William McCool, Clerk
U.S. District Court, Northern District of Florida
(850) 521-3530
william_mccool@fnd.uscourts.gov

President-Elect
James Larsen, Clerk
U.S. District Court, Eastern District of Washington
(509) 458-3400
william_mccool@fnd.uscourts.gov

Immediate Past-President
Sheryl Loesch, Clerk
U.S. District Court, Middle District of Florida
(407) 835-4222
sheryl_loesch@fmd.uscourts.gov

Secretary, Sue Rigan, Divisional Manager
U.S. District Court, Middle District of Florida
(904) 549-1901
sue_rigan@fmd.uscourts.gov

Treasurer, John Zingo, Financial Manager
U.S. District Court, Eastern Dist. of Pennsylvania
(267) 299-7106
john_zingo@paed.uscourts.gov

Historian, David Stechmann, Courtroom Deputy
U.S. District Court, Eastern District of Louisiana
(504) 589-7690
david_stechmann@jaed.uscourts.gov

BOARD OF DIRECTORS

First, Claire Parvin, Financial Administrator
U.S. District Court, District of Rhode Island
(401) 752-7255
Claire_Parvin@rid.uscourts.gov

Second, Deenah Levine, Electronic Court Recorder Operator
U.S. District Court, District of Connecticut
(860) 240-3675
Deenah_Levine@ctd.uscourts.gov

Third, Michael Palus, Courtroom Deputy
U.S. District Court, Western District of Pittsburgh
(412) 208-7400
Michael_Palus@pawd.uscourts.gov

Fourth, Robert L. Walker, Case Manager
U.S. District Court, Eastern District of Virginia
(804) 916-2232
Robert_Walker@vaed.uscourts.gov

Fifth, David J. Maland, Clerk
U.S. District Court, Eastern District of Texas
(903) 590-1008
David_Maland@txed.uscourts.gov

Sixth, Cheryl Sweat, Administrative Assistant
U.S. District Court, Eastern District of Tennessee
(865) 545-4234 Ext. 225
cheryl_sweat@tned.uscourts.gov

Seventh, Peggy Ann Guernsey, Chief Deputy Clerk
U.S. District Court, Northern District of Indiana
(219) 852-6541
Peggy_Guernsey@innd.uscourts.gov

Eighth, Susan Kern, Deputy Clerk
U.S. District Court, Southern District of Iowa
(515) 284-6299
susan_kern@iasd.uscourts.gov

Ninth, Michael P. Nagy, Information Systems Mgr.
U.S. District Court, Southern District of California
(619) 557-5705
Michael_Nagy@casd.uscourts.gov

Tenth, Bonnie Stinson, Court Operations Support and Specialist Supervisor
U.S. District Court, District of Kansas
(316) 269-6322
bonnie_stinson@ksd.uscourts.gov

Eleventh, Nancy Gilman, Deputy Clerk
Eleventh Circuit U.S. Court of Appeals
(404) 335-6100
Nancy_Gilman@ca11.uscourts.gov

DC Federal Courts Representative,
Scott Atchue, CM/ECF Coordinator
District of Columbia Court of Appeals,
Washington, D.C.
202-216-7300
scott_atchue@cadc.uscourts.gov

CLERKS COUNCIL

Chair, Karen Mitchell, Clerk
U.S. District Court, Texas
(214) 753-2150
Karen_L_Mitchell@nvb.uscourts.gov

DEPUTY CLERKS COUNCIL

Jenine L. Wright, Judicial Assistant
U.S. District Court, District of Kansas
(316) 269-6491
Jenine_Wright@ksd.uscourts.gov

COMMITTEE CHAIRS

Journal Editor, Patricia McNutt, Clerk
U.S. District Court, Eastern District of Tennessee
(865) 545-4244
patricia_mcnutt@tned.uscourts.gov

Site Selection, Co-Chair, Robert Walker, Case Manager.
U.S. District Court, Eastern District of Virginia
Co-Chair, Maria Carpenter, Jury Administrator
U.S. District Court, District of Connecticut
Legal Issues, J. Barry Dunford, Clerk
U.S. Bankruptcy Court, Western District of Louisiana
(318) 676-4267
barry_dunford@lawb.uscourts.gov

Awards, Sue Rigan, Divisional Manager
U.S. District Court, Middle District of Florida
Nominations, Anne Stygles, Chief Deputy
U.S. Court of Appeals for Veterans Claims
(202) 501-5970 Ext. 1030
astygles@vetapp.gov

By-Laws, Robert Heinemann, Clerk
U.S. District Court, Eastern District of New York
(718) 613-2270
robert_heinemann@nyed.uscourts.gov

Finance, Claire Parvin, Financial Administrator
U.S. District Court, District of Rhode Island
Planning, Sheryl Loesch, Clerk
U.S. District Court, Middle District of Florida
Retirees, Co-Chair, Edith Jazmin, Retired
Springfield, NJ 07081
(973) 376-2395
ejazmin@comcast.net

Membership, Pam Twiford, Chief Deputy Clerk
U.S. Court of Appeals, Federal Circuit
(202) 312-5522
twifordp@cafc.uscourts.gov

Professional Development, Ian Keye, Operations Manager
U.S. District Court, Northern District of California
(415) 522-2003
ian_keye@cand.uscourts.gov

Leave Share Coordinator, Laudan Batino, Human Resources Specialist
Office of the Circuit Executive - Ninth Circuit
(415) 355-8969
lbato@ce9.uscourts.gov

Blood For Life, Deenah Levine, Electronic Court Recorder Operator
U.S. District Court, District of Connecticut
Conference Advisory, Robin Tabora, Clerk
U.S. District Court, District of Connecticut
203-773-2141
robin_tabora@CTD/02/uscourts.gov

FCCA Webmaster
A. Stephen Mandel, Director of Information Technology
U.S. District Court, Northern District of Florida
(850) 470-8186
Stephen_Mandel@FLND/11/USCOURTS.gov

To conserve space, phone numbers and e-mail addresses are only provided once on this list.

our editors:

Managing Editor

Patricia L. McNutt
U.S. District Court
Eastern District of Tennessee
800 Market Street, Suite 130
Knoxville, TN 37902-2303
(865) 545-4244

Executive Editor

William McCool
U.S. District Court
Northern District of Florida
111 North Adams Street
Tallahassee, FL 32301
(850) 521-3530

The *Journal* is published three times a year by the Federal Court Clerks Association. Articles for publication may be sent to the Managing Editor, Patricia McNutt, by e-mail at patricia_mcnutt@tned.uscourts.gov. Inquiries regarding the association may be directed to the President, William McCool, Clerk, U.S. District Court, Northern District of Florida, 111 North Adams Street, Tallahassee, FL 32301 (850) 521-3530.



PRESIDENT'S MESSAGE

By Bill McCool, Clerk, Northern District of Florida



Greetings. This time of year brings many exciting events to our attention, and this year we have a lot to look forward to as FCCA members.

Our Annual Conference in Louisville, Kentucky is next month. Jeff Apperson, our host clerk, has prepared a challenging educational agenda to go along with many social activities after hours. We have three different tracks for students participating in the Michigan State University certificate in court administration program. These courses are available to all persons attending the conference, and they have relevance for all court employees. Administrative Office Director Jim Duff will be joining us for the President's Reception on Sunday evening at the Muhammad Ali Museum, and he is our keynote speaker on Monday morning. That morning we will also have a panel from the Administrative Office who will speak about the future of the federal judiciary, and I will be moderating for FCCA. Please note if you have any questions you would like to ask the panel e-mail me at william_mccool@flnd.uscourts.gov.

Tuesday morning first thing we board buses to attend sessions at the courthouse in Louisville. We depart the courthouse in the late morning and travel to Abraham Lincoln's birthplace for what should be a special afternoon session, including a talk from President Lincoln himself! Wednesday and Thursday are filled with interesting sessions for all levels of court staff including a jury roundtable, how to plan effective community outreach programs, and a session on the Shackelton Expedition to Antarctica, a very interesting study on overcoming adversity.

This is horse racing season, and one of our social events will be a Wednesday event at Churchill Downs. We also have the option Monday night of attending a Louisville Bats baseball game.

This year, for the first time, we are sold out well in advance of the conference. As of this writing we have 320 registered for the conference and another 80 guests, for a total of 400 people. This is a new record, surpassing the record we set last year in Tempe, Arizona. We owe a lot to our Arizona planning team, who started us on this course of success for the conferences. Thanks very much to Team Louisville for all your hard work organizing this conference. We know it will be fantastic!

Our latest membership figures reveal a strong, renewed interest in FCCA from all levels of court staff. We currently have 1,447 members, up from 1,221 in 2007, and we are adding new members each day. We set a modest goal of 1,500 members by 2012. It appears we need to revise our forecast! We have made a concerted effort, through our Marketing and Outreach Committee, ably chaired by *Journal* Editor Pat McNutt, to distribute marketing messages on a regular basis as one method of increasing membership. We will continue our marketing campaign to keep all members better informed on FCCA's activities. Our 2008-2009 membership campaign kicks off in July.

Our ad hoc committee on the FERS Sick Leave initiative deserves a big pat on the back. Recently, new legislation was introduced in Congress to address this deficiency in the FERS retirement program. This legislation, which provides a monetary benefit for unused sick leave for FERS employees upon retirement, is supported by a broad coalition of federal associations, including FCCA, NCBC, the Federal Probation and Pretrial Officers Association (FPPOA), and the Federal Judicial Secretaries Association (FJSA).

Many thanks to the members of FCCA's ad hoc committee, especially our Immediate Past President Sheryl Loesch, the chair of the ad hoc committee. We will keep you posted as this legislation progresses through Congress.

We will have our second face to face Board meeting on Sunday, June 22 in Louisville. If you have any issues you would like to Board to discuss, please let me know.

We hope to see you in Louisville this coming June 22-27. If we miss you in Louisville, we hope to see you in Detroit July 19-23, 2009.

Take care.

Sincerely,
Bill McCool
FCCA President



From the Editor

By Patricia McNutt, Clerk, Eastern District of Tennessee



The theme of the Annual Conference, “Racing to Greatness”, brings to mind competition, as discussed in the article *World Champion Oyster Eater* (pg. 15.). We compete in many ways: Sports, education, business, politics, and games to name a few. Competitive eating is one way I had never contemplated. I researched the topic and found that for many years eating contests have been popular, largely in the United States, and there has been a recent surge in popularity. The increase in popularity is attributed to televised coverage of Nathan’s Hot Dog Eating Contest, which has been an annual tradition at Coney Island on July 4 since 1916. The International Federation of Competitive Eating (IFOCE) hosts over 100 eating events annually world-wide. According to Wikipedia, IFOCE first established competitive eating as a sport in the 1990s. While the IFOCE does not condone training for a competition, some competitive eaters do train by drinking large quantities of water in a short time period before a competition. This helps increase stomach elasticity. Rather than having a large body, stomach elasticity seems to be the key to championship eating.

Competition can involve competing against others or competing against yourself to meet a personal goal. I recently engaged in the latter type of competition. I set a goal to compete in a triathlon this year, and unexpectedly competed in a marathon relay too. I hadn’t competed in a race in about twenty years, and decided I would compete in the TriDeltathon (400 meter swim, 6 mile bike ride, and 3 mile run). I started training in January 2008 for an April contest. In March 2008, a friend asked me five days before the Knoxville Marathon if I would run six miles of a marathon relay because one of their group had to drop out. I informed her that I hadn’t run six miles in 20 years, but that I would help out, as long as they didn’t care if I was slow. The group’s name was Turtleheads, which was fitting for my pace. I had no time to train to run six miles before the race. Not to worry according to my team mates; they said that by the 20th mile the marathon runners would look like the walking dead, and I would be fresh as a daisy to run the last six mile leg of the marathon. A confidence builder, no doubt, but not true. As I waited to start my leg of the relay at the 20th mile marker, the marathon runners whizzing by me still looked strong and were running at a faster pace than I can maintain, a bit intimidating. Before I knew it, my team mate was handing me the ankle strap that would record our time to the finish. I was feeling strong and ready to race. I started out fast (relatively speaking for a Turtlehead) for the first 100 yards, then slowed at the first hill and those I had passed were soon ahead of me. I slowed to a pace comfortable for me. We came in 7th out of 25 female teams and 31st out of all 76 relay teams. Our overall time was 4 hours and 7 minutes. I was most pleased with the fact that I didn’t quit, completed the last leg of the relay without vomiting or walking, as some did, and didn’t slow my team down too much.

Having survived this competition, I felt confident the TriDeltathon would be a breeze. After all, this was the competition I had trained for by getting up at 5:30 a.m. for a two hour class once a week training for all the events. The other days of the week I rotated my training on each event. I was really pumped for the competition. The first event is the swim and I had a fast time. Then came the bike. Here is where I ran into trouble. I did the six-mile bike course twice (I missed the turn to the finish for the bike and went around the course a second time.) I still had the three mile run left to do, and my enthusiasm wasn’t great. I finished with a time about twice what it would have been had I not biked the course twice. I was very glum that I’d missed the turn for the bike course finish the first time around and had such a bad time overall. I felt sorry for myself until I heard from seasoned triathletes who told tales of going off course and leading others to do the same. At least I only misled myself. Not to be daunted, I plan to redeem myself in the Westside Y Tri on July 19 - a 350-yard swim, an 8-mile bike ride, and a 3-mile run. I figure since I did a 12-mile bike ride in the TriDeltathon, I can do an 8-mile bike ride in the Y Tri and improve my time significantly. I now know to check out the course before the race!

Even if we don’t win or set a personal best, competition is good for personal development because it helps us set goals and work to achieve them. Whether we compete to win or compete to do our personal best, we can benefit by competition and so can others. The FCCA sponsors the Blood Drive competition each year. Not only can an FCCA member potentially win a \$50 certificate in a drawing at the annual conference, but can benefit many people in need of blood. Also, our membership drive is another competition that helps the FCCA and its members grow stronger. Even if you don’t see yourself as a competitor, remember that there are many ways to compete and by competing you can improve yourself and help others.

As Babe Ruth said, “Don’t let fear of striking out hold you back.” Get into the race.



From the Deputy Clerks' Corner

By Jenine Wright
Fourth Circuit Executive Board Member

Members,

Your suggestions/remarks from the Membership Survey have been received and reviewed.

In January, 2008, President McCool appointed an Ad Hoc Committee to review the members' survey and make recommendations to the Board of Directors for action items.

During the committee's review of the membership survey, seven areas of interest were identified. They are as follows:

1. Items FCCA should continue to focus on
2. Future initiatives FCCA should work on
3. Future efforts to inform and educate policymakers on
4. Suggestions for training at future conferences
5. Complaints
6. Suggestion for Conference Host Courts
7. Suggestions for membership

The committee will be making recommendations to the Board of Directors in the near future. "Thank you" to those of you who took time to respond the membership survey.

Your input is valuable to the organization!
Your membership matters!!



From the Clerks' Council

By Karen Mitchell, Chair of Clerks' Council

Combined Federal Campaign and the FCCA

At the suggestion of the Clerk's Council, the FCCA Board voted to seek approval from OPM for the FCCA to become a charity in the Combined Federal Campaign. This effort may take several years to accomplish, but we are now beginning to pull together all the information that will be required to apply with OPM. If FCCA becomes an approved charity, employees will be able to make tax deductible contributions to FCCA through payroll deductions.

Internal Control Evaluation System

The Administrative Office is working with thirteen pilot district courts and one circuit court to develop an Internal Control Evaluation (ICE) system. The courts are:

Florida Middle	Utah
New York Northern	Pennsylvania Eastern
Texas Northern	Ohio Northern
Arizona	Louisiana Middle
Nebraska	North Dakota
Washington	Western Delaware
South Carolina	Ninth Circuit

The ICE System will enable courts to generate "data mining" reports similar to those used by external auditors. Courts can use these reports to conduct their own annual internal controls reviews. ICE will also help courts ensure that conflicting roles have not been assigned in FAS4T that will result in inadequate separation of duties. More information about ICE will be shared with clerks in the coming months.



Do You Know Your Current Board?

By Cheryl Sweat, Sixth Circuit Representative

Consult a chair of the committee on questions about the committee's work by referencing the FCCA OFFICERS, BOARD OF DIRECTORS AND COMMITTEE CHAIRS list, posted at <http://www.fcca.ws/docs/FCCAOfficersAndBoard.pdf>. However, your Circuit or District Representative are also sources of information.

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John Zingo - Treasurer
David Stechmann - Historian

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Pam Twiford - Membership
Anne Stygles - Nominations
Ian Keye - Professional Development
Edith Jasmin - Retirees
Robert L. Walker and Maria Carpenter - Site Selection

What's New in Cyclical Financial Audits and Internal Control Processes

By Jeff Larioni, Chief, AO Office of Audit

Several important recent developments in financial audit practices will have an impact on the court audits program. Some originated with auditing standards issued by the American Institute of Certified Public Accountants (AICPA) and the Government Accountability Office. Others include refinements designed to enhance communication with each court unit during the audit.

Meanwhile, the Office of Audit, in partnership with the courts, has been working on initiatives designed to enhance internal controls. One initiative, the Internal Control Evaluation (ICE) System, will provide all court units with a new methodology to evaluate their internal controls through the use of continuous controls-monitoring software. And we will provide support to the Administrative Services Methods Analysis Program (ASMAP) Steering Group, being formed to review and enhance the tools used by court staff to satisfy their annual internal controls requirements.

Impact of New Auditing Standards on the Financial Audits

The AICPA recently issued "risk assessment standards," which direct how auditors must conduct their engagements and communicate their findings. As a result, you will notice some changes in your audit reports and how certain items will be evaluated.

Audit reports now contain additional categories for reporting findings that more clearly distinguish the significance of each audit finding. The categories for findings now include "material weakness" and "significant deficiency." Items that the auditors believe are important enough to be communicated in writing, but do not constitute a significant control deficiency, will be issued in the audit report under "Other Matters." Those findings that the auditors do not believe need to be communicated in writing will continue to be discussed during the exit conference but will not be covered in the audit report.

The AICPA has provided clearer guidance to the auditors as to what should be reported as a material weakness or a significant deficiency. Significant deficiencies that have not been corrected by your next audit could be increased in their level of severity to a "material weakness," even if the underlying facts supporting the condition have not deteriorated. Thus, vigilance in addressing audit findings is stressed. Annual self-internal control evaluations by court units are more critical, as well. Under the new guidance, if management is not taking proactive steps to monitor and maintain effective internal controls, the audit report will indicate this as at least a significant deficiency. And for court units that have not performed and documented the evaluations, as required, for multiple-year periods, this finding will most likely result in a material weakness.

Enhancements to Judiciary Internal Control Processes

There are a number of initiatives in progress designed to enhance judiciary internal control processes.

In conjunction with the Accounting and Financial Systems Division, a pilot program is underway at 15 courts to provide a new methodology for evaluating internal controls through the use of continuous controls-monitoring software.

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Enhanced Communications During Audits

By Jeff Larioni, Chief
AO Office of Audit

The Office of Audit and its contractor, Kearney and Company, are committed to providing high quality audits. It is our goal to ensure that auditors are professional and courteous while conducting the audits in a consistent, objective manner. Auditors are asked to keep court staff apprised of their progress throughout the audit, to ensure that the auditors and court staff fully understand the facts and each others' perspectives on potential issues.

A staff auditor is now assigned to each court audit, to assist the contract auditors in planning the audit, provide oversight during the audit, and facilitate communication between the auditors and court staff. The staff auditor will stay in contact with each court unit executive throughout the audit, either telephonically or on-site, to discuss the audit's progress, resolve any concerns or issues as they arise, and ensure that the court's perspective is understood and considered.

We encourage you to use the staff auditor as a resource throughout the audit process. Also, your feedback is important to us. We welcome your comments and suggestions as we continue to make improvements to the audit process.

What's New in Cyclical Financial Audits

Continued from Page 7

Internal Controls Evaluation (ICE) will provide court unit executives with the tools to protect court funds and preclude improper disbursements by enhancing separation of duties. ICE presents rules (judiciary policy), compensating controls and what if scenarios for courts to enhance their internal controls within the FAS₄T accounting system, as well as in other administrative processes that are not part of FAS₄T. In addition, ICE will provide fifty data-mining reports for court unit executives and others to use in managing financial and administrative activities, and as a tool in conducting periodic reviews of internal controls. This tool will improve internal controls while streamlining the courts' internal control security procedures.

We have received positive feedback from the pilot courts. The next phase, to expand ICE into all court unit types within the pilot courts, will begin in October 2008. The ICE system is scheduled to be implemented in all court locations between April 1, 2009, and June 30, 2010.

In another internal control initiative, our office is providing staff support to the ASMAP steering group that is developing enhanced internal control tools. The group is identifying the internal controls tools that are available, both locally and nationally and exploring ways the Judiciary can structure, consolidate, and/or develop new tools that will help the courts meet the annual internal controls review requirement. The steering group is hopeful this process will enhance and streamline the internal controls review process.

Internal Controls and Audit Web-Site

The Office of Audit and other AO program offices post information relevant to audits and internal controls on the J-Net in order to provide courts with resources for reviewing controls and preparing for an audit. The current audit programs and questionnaires used by the contract auditors are posted on the Internal Controls and Audit website, <http://jnet.ao.dcn/Reports/InternalControls.html>.

There is a separate audit program and questionnaire for each court unit type, providing an opportunity to review the exact audit steps that the contract auditors will be following during an audit and a chance to begin preparation for a regularly scheduled audit even before it is scheduled.

In response to repeated requests, the Office of Audit has created detailed listings of all findings, by court unit, for the current audit cycle and posted them on the website. These listings may help you and your staff identify any pitfalls to avoid in your operations.

As always, the Office of Audit staff are available to discuss all issues affecting your financial audits, or the audit process. Please contact our office at 202-502-1000.



Most of the important things in the world have
been accomplished by people who have kept on
trying when there seemed to be no hope at all.

Dale Carnegie

Judicial Administration Program at Michigan State University

Sharon Lynn George, Ph.D.
Academic/Student Services Administrator
Judicial Administration Program

We are encouraging conference participants who have completed course work for the JA Noncredit Certificate to submit applications and payment forms so that files can be updated. We wish to remind interested course participants and students to update email addresses so that we can communicate program information. If you did not receive the major mailing in January 2008, which included our suggested deadlines for completion of coursework and the capstone experience, or a transcript of your coursework, it could be that we do not have a functioning email for you. Through a separate email, we sent the session dates and times for the FCCA courses being offered at the Louisville conference this June for the JA Noncredit Certificate. The course offerings are Resources, Budget, and Finance; Court and Community Communication; and Education, Training, and Development. If you have questions, contact Sharon George at georges@msu.edu.

We are pleased to announce the new FCCA 5-year plan for JA coursework which was approved by the Executive Board:

Approved FCCA/NCBC Five-Year Plan for the MSU Judicial Administration Program Noncredit Certificate (2009-2013)

FCCA	NCBC
2009 Leadership (6) Caseflow Management (8)	2009 Human Resources Management (7) Purposes & Responsibilities of Courts (6)
2010 Purposes & Responsibilities of Courts (6) Human Resources Management (7)	2010 Court & Community Communication (5) Caseflow Management (8)
2011 Essential Components of Courts (5) Information Technology Management (6)	2011 Resources, Budget, & Finance (7) Leadership (6)
2012 Resources, Budget, & Finance (7) Education, Training, & Development (5)	2012 Information Technology Management (6) Visioning & Strategic Planning (5)
2013 Visioning & Strategic Planning (5) Court & Community Communication (5)	2013 Education, Training, & Development (5) Essential Components of Courts (5)
FCCA Total Hours Available: 60	NCBC Total Hours Available: 60

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Judicial Administration at MSU

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FCCA Course Offerings for the JA Noncredit Certificate at the 2008 Louisville Conference

FCCA Resources, Budget, and Finance Course Offered for the MSU Noncredit Certificate Program Students must attend all of the following required sessions in order to receive course contact hour credit for Resources, Budget, and Finance (**7 contact hours**). Session information is as follows:

Topic	Faculty	Dates/Times Offered
MSU Orientation, Program Update, and 2008 Course Offerings optional but encouraged for new students and/or current students for program updates	Conner	Sunday (June 22) @ 3:00-4:00pm
Budget and Finance Training (MSU) Required (session not repeated)		Monday (June 23) @ 1:30-6:00pm
Planning the Financial Management Future for the Courts (MSU) Required (session not repeated)	Singh, Kurlancheek, Burke, Smith, Steutermann	Tuesday (June 24) @ 9:00-11:45am

FCCA Court and Community Communication Course Offered for the MSU Noncredit Certificate Program Students must attend all of the following required sessions in order to receive course contact hour credit for Court and Community Communication (**5 contact hours**). Session information is as follows:

Topic	Faculty	Dates/Times Offered
MSU Orientation, Program Update, and 2008 Course Offerings optional but encouraged for new students and/or current students for program updates	Conner	Sunday (June 22) @ 3:00-4:00pm
Public Outreach (MSU) Required (session not repeated)	Fanning	Wednesday (June 25) @ 8:30-11:30am
Public Outreach (MSU) Required (session not repeated)	Fanning	Thursday (June 26) @ 8:30-11:30am

FCCA Education, Training, and Development Course Offered for the MSU Noncredit Certificate Program Students must attend all of the following required sessions in order to receive course contact hour credit for Education, Training, and Development (**5 contact hours**). Session information is as follows:

Topic	Faculty	Dates/Times Offered
MSU Orientation, Program Update, and 2008 Course Offerings optional but encouraged for new students and/or current students for program updates	Conner	Sunday (June 22) @ 3:00-4:00pm
Education and Training Class (MSU)	Briscoe	Friday (June 27) @ 9:00am-3:00pm



Do you have a question? We have an answer.

By Cheryl Sweat, Sixth Circuit Representative

This column was recently created to benefit all members and it will be posted on the FCCA web site. Members' questions will be answered and posted in the following *FCCA Journal*. The goal is to provide at least five or more questions and answers. Please send questions to Cheryl Sweat at cheryl_sweat@tned.uscourts.gov.

LISTSERV

QUESTION: *I am signing up on ListServ. When I go into email and type the ListServ address, it comes back saying "This page cannot be displayed." Can you help?*

ANSWER: It sounds like you are accessing the top left hand side of the Lotus Notes toolbar where it makes references to an "Address" and a URL/web site. To solve this, click on the 'NEW MEMO' button (as you are creating a new email) and begin typing the information on the subject line.

ANNUAL CONFERENCE

QUESTION: *Can Non-FCCA Members Attend Conference?*

ANSWER: No. See Bylaws of the Association, Article III, Section I, Meeting of Members.

FCCA WEB SITE

QUESTION: *I can't find the blood for life form?*

ANSWER: Go to the middle of the page at <http://www.fcca.ws/FCCABloodReport.htm> and click on the "To report the blood drive stats for your court, click here."

QUESTION: *Can a search button be added to the web site?*

ANSWER: Yes, send your request via email to the FCCA webmaster Stephen Mandel at Stephen.Mandel@FLND/11/USCOURTS.

QUESTION: *Can a print button be added to the web site?*

ANSWER: Yes, send your request via email to the FCCA webmaster Stephen Mandel at Stephen.Mandel@FLND/11/USCOURTS.

BLOOD FOR LIFE

QUESTION: *Can non-members be counted on the blood for life form?*

ANSWER: Every pint is counted. Blood that is donated by nonmembers or the public counts, as blood drives usually have some outside people participate. However, the Chair needs the members names and how many pints they donated for the drawing. The total number of pints donated for the court includes members and nonmembers.



Who Advertises in the FCCA Journal?

By Cheryl Sweat, Sixth Circuit Representative

Do you ever wonder where the *FCCA Journal* obtains its advertisers? Do you know anything about advertising? It all started in 2004, when I began assisting the *Journal's* Managing Editor Patricia McNutt.

Advertising in the *Journal* provides a great opportunity to solicit new clients and provide our members beneficial information about products and services. **The FCCA cannot, however, endorse any product and is not our policy to accept articles which are written specifically to advertise a particular product.**

Continued on Page 12

Who Advertises in the FCCA Journal?

Continued from Page 11

Most of the advertisers in the *Journal* are obtained at the Annual Conference vendor fair. Prior to attending the conference, an information/introduction packet is compiled and consists of a business card, one on-line *Journal* and one hard copy, a list of publication dates and advertising rates and a copy of our home page web site. The Managing Editor and I visit each vendor, introduce ourselves and provide each vendor with a packet.

On an average, there are three advertisements in each *Journal*. The goal is to obtain at least two ads for each issue. In an average year, the revenue is \$2000+. Some individuals prefer to advertise in a single issue, but many are repeat advertisers who are vendors from the Annual Conferences. Occasionally, an FCCA member will forward an e-mail from an interested individual to the Managing Editor and one of us will quickly respond. Unsolicited individuals will also contact the Managing Editor and will sometimes advertise in four issues, which is a 10% discount.

The process to advertise is posted at <http://www.fcca.ws/journal.htm> and is summarized below.

The *Journal* Editor or Assistant sends an introductory letter on FCCA stationery to the prospective advertiser. If the company decides to advertise, the advertiser confirms the number of issues to advertise and the *Journal* Editor or Assistant will send the advertisers a letter listing the advertising details and including a signature line. Once signed by the advertiser, the letter is a written contract. The advertiser returns the signed contract within 30 days and also mails one check to the FCCA Treasurer for the full amount. The advertiser e-mails the advertisement to the *Journal* Editor and/or assistant. Except for the one hard copy issue published after the FCCA Annual Meeting, the *Journal* issues are posted on-line. The *Journal* Editor's assistant informs the advertiser by email when the *Journal* is posted on-line and mails a *Journal* to the advertiser via U.S. Mail. **[NOTE TO FCCA MEMBERS: This is for informational purposes for prospective advertisers and not for FCCA members to solicit vendors they do business with because it could be a conflict of interest under procurement regulations.]**

If you know an interested individual, please ask them to contact the Managing Editor Patricia McNutt at 865/545-4234, ext. 2221 or by e-mail at patricia_mcnutt@tned.uscourts.gov. You may also contact me at 865/545-4234, ext. 2225 or by e-mail at cheryl_sweat@tned.uscourts.gov.



FERS Sick Leave Initiative Update

By Sheryl Loesch, Immediate Past-President

The Subcommittee on FERS Sick Leave continues to remain hopeful over the potential passage of the FERS Sick Leave legislation. While our pursuit of this legislation has been an arduous process, it has been time well spent and the fruits of our labors may be in sight. While the Bill is still pending approval, the FCCA has recently learned that the Administrative Office (including the Human Resources Office, the Legislative Affairs Offices, and Director Duff) as well as the Judicial Conference, have endorsed their support of the FERS Sick Leave legislation. Letters to that effect are included below.

I wish to personally thank the members of the Subcommittee on FERS Sick Leave (representing four Associations of judiciary employees) for their tireless work on this effort. The members are as follows:

William McCool (FCCA)
Karen Mitchell (FCCA)
Patricia McNutt (FCCA)
Yvonne Goodloe (FCCA)
Robin Tabora (FCCA)
Kenneth Gardner (NCBC)
Jim M. Patterson (FPPOA)
Jenny Rudolph (FJSA)

We will continue to keep you informed of any developments on the movement of this important Bill.





JAMES C. DUFF
Director

JILL C. SAYENGA
Deputy Director

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

WASHINGTON, D.C. 20544

CHARLOTTE G. PEDDICORD
Assistant Director

NANCY E. WARD
Deputy Assistant Director
Office of Human Resources

May 6, 2008

Mr. William M. McCool
President
Federal Court Clerks' Association
111 North Adams Street
Tallahassee, FL 32301

Dear Mr. ^{Bill} McCool:

As you may be aware, at its March 2008 meeting the Judicial Conference agreed to express to the congressional sponsors the support of the Judiciary for changes to improve the crediting of unused sick leave for employees who retire under the Federal Employees Retirement System (FERS). In line with that decision, the Secretary of the Judicial Conference sent the enclosed letter to the three sponsors of H.R. 5573, a bill that would change the treatment of unused sick leave upon the retirement of employees covered by FERS. As noted in the letter, H.R. 5573 is seen as a significant advance toward resolving concerns about this issue. We are optimistic that the Judiciary will be given an opportunity to provide further comments as the bill proceeds through the House of Representatives.

We understand that your association has some interest in this matter, and we hope that this information may be useful to you and your membership.

Sincerely,

A handwritten signature in cursive script that reads "Charlotte".

Charlotte G. Peddicord
Assistant Director

Enclosure

A TRADITION OF SERVICE TO THE FEDERAL JUDICIARY



JUDICIAL CONFERENCE OF THE UNITED STATES

WASHINGTON, D.C. 20544

THE CHIEF JUSTICE
OF THE UNITED STATES
Presiding

JAMES C. DUFF
Secretary

April 24, 2008

Honorable Frank R. Wolf
Member
United States House of Representatives
241 Cannon Building
Washington, D.C. 20515

Dear Representative Wolf:

On behalf of the Judicial Conference of the United States, the policy-making body for the Federal Judiciary, I am writing to express the support of the Judiciary for changes to improve the crediting of unused sick leave for employees who retire under the Federal Employees Retirement System (FERS).

Consistent with the experience across the federal government, the Judiciary has found that FERS employees tend to use sick leave at a higher rate than their counterparts under the Civil Service Retirement System. This situation may be an unintended consequence of the decision to exclude credit for unused sick leave at retirement under FERS.

The bill that you have sponsored on this subject (H.R. 5573) is a significant advance toward resolving this issue, and we would welcome the opportunity to provide comments or advice from the perspective of the Judiciary as the bill proceeds through the House of Representatives.

Our point of contact on this matter is Cordia A. Strom, Assistant Director, Office of Legislative Affairs, Administrative Office of the U.S. Courts, at 202-502-1700.

Sincerely,

James C. Duff
Secretary

cc: Linda M. Springer, Director
U.S. Office of Personnel Management

Identical letter sent to: Honorable Thomas M. Davis
Honorable James P. Moran

World Champion Oyster Eater

By Pat McNutt
Eastern District of Tennessee



David with Patrick "Deep Dish" Bertoletti - 2008 Competitive World Champion Oyster-Eater

a crowd of several thousand in attendance, after a performance by the Topcats band, platters of oysters were laid before each of the six contestants on a table in front of the stage. David's technique was to use his fingers, left and right, back and forth, to pull the oysters out of the shell, and eat them quickly. He ate two dozen oysters in under thirty seconds, while his competition had barely eaten half of their platters. David won a \$50 gift certificate to Acme Oyster House, tickets to the Hornets v. Golden State Warriors on April 6, 2008, and a chance to compete in the final oyster eating contest at the arena.

FCCA Historian David Stechmann added another accomplishment to his already long list. He won the Acme World Champion Oyster Eating contest in the Hero, Celebrity, and Dignitary category on April 19, 2008, at the New Orleans French Quarter Festival.

What does it take to be a world champion oyster eater? Championship spirit, love of oysters, ability to eat oysters (and keep them down) in front of thousands of people, and technique.

David's quest for the championship began on March 14, 2008, at the Hornets v. L.A. Lakers game at the New Orleans Arena. At a pre-game celebration outside the arena, Acme Oyster House sought volunteers to participate in an oyster-eating contest. David agreed and so began his journey to the championship. With a



Celebrity David Stechmann - 2008 World Champion Oyster-Eater in the Hero, Celebrity, Dignitary Category

On April 6, the competitors sat in special seating at the ABC-televised game waiting for the competition to begin. Surrounded by four other oyster-eating winners, David kept calm and quiet, while others touted their oyster eating skills and claimed they "would not be denied." During a time out in the third quarter, tables were set up on the arena floor before a sell out crowd of 18,000. The oyster-eating competitors, each assigned a coach for security purposes, took their places on the arena floor behind their platter of oysters. Using his same technique, David was the first to finish his platter of 18 oysters. So much for the jive talkers. As winner, David received a \$200 gift certificate to Acme Oyster House, Chris Paul jersey, tickets to the Hornets v. LA Clippers game, t-shirts, hats and other Hornets memorabilia and qualified to compete in the world championship.



2007 Ralph Cramden Hero Award Winner

The Acme World Championship Oyster-Eating contest was held on April 19, 2008, at the New Orleans French Quarter Festival. There were about 15 contestants in the Hero, Celebrity and Dignitary category. The crowd favorite and last year's champion, who had been named "Mr. September" in the Fireman and Policeman calendar, was hoping for another win. His hopes were dashed. Platters of two dozen oysters were again laid before each contestant. From his reconnaissance of



Dignitary - Caesar at 2004 FCCA Annual Conference in Ahaheim

Continued on Page 16

World Champion Oyster Eater

Continued from Page 15

the competition of professional oyster-eaters held at the festival earlier the same day, David learned that the oysters could not be touched with the hands. Thus, he had to abandon his technique of using fingers. Instead, he used his fork to spear three oysters at a time and eat them as quickly as possible. A tie was called between David and Chef Andre, requiring an eat-off. The first to eat another dozen oysters would be declared winner. David won by eating his dozen in 10.3 seconds. David was declared the World Champion Oyster Eater in his category and received a championship plaque.

The championship was covered by national television networks. Friends from across the country, including Baltimore, Orlando, New York, and North Carolina, saw David compete. David also was pictured with the winner of the professional oyster-eating championship, Patrick "Deep Dish" Bertoletti, from Chicago, who ate 35 dozen oysters in eight minutes.

David said he had never entered an oyster-eating contest or other eating contest before, but would do it again if asked. Hats off to David - world championship oyster-eater - hero, celebrity and dignitary. The world is your oyster.



Education

Federal FIRST is a leading provider of educational financial and retirement planning programs to the Federal Judiciary.

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Spotlight on Members



Alice Montz

Alice has been with the District Court of Connecticut for 22 years and currently serves as courtroom deputy/scheduling clerk to the Honorable Alan H. Nevas. In addition, she worked with the U.S. Attorney's Office for three years and one year she worked with the Honorable Daniel Mahoney in the Second Circuit. She has also held the position of criminal docket clerk.

She joined the Federal Court Clerks Association in 1986 and has attended two conferences. Her special memory from a conference was when she attended the Kennedy Center and F. Lee Bailey's Office in Boston. She notes that this was the first year that the Administrative Office offered disability insurance.

Alice earned an Associate's Degree at South Central Community College in Health and Human Services and in addition graduated from Court Reporting School in New Britain.

She was married to her husband Ernie for 50 years and has five children and four granddaughters. Alice enjoys spending her spare time reading, walking, swimming, attending Broadway shows and traveling.

Alice has volunteered her time in her community at the Leukemia Society and Yale New Haven Hospital. She also has participated in special projects at work, such as breast cancer walks, food drives, and has donated at blood drives.

Alice plans to retire on May 30, 2008, after 26 years of service with the government. Alice's first plan is to travel to Europe for two weeks. After that, she is planning on traveling, playing cards, going out to lunch with her friends, and some volunteer work, probably with the Red Cross. Even though she has four grandchildren, she is planning on doing very little babysitting.

Matthew currently serves as the Judicial Operations Manager at the District Court in Albuquerque, New Mexico. Matthew started his court career in the District of Arizona, Tucson Division, as a Mail/Scanning clerk. During his tenure in Arizona, he also held the positions of Fileroom Clerk, Docketing Clerk, CVB Clerk, and finally, Magistrate Courtroom Deputy. In 2005, Matthew accepted the position of Division Manager for the Northern District of Florida, Tallahassee Division. After three years in Tallahassee, he accepted his current position of Judicial Operations Manager for the District of New Mexico.

He originally joined FCCA in 2000. He has attended two Annual Conferences. His recollections of his favorite conference was last year in Tempe. He has always enjoyed meeting fellow colleagues, attending classes and learning different ways to achieve success.

He is currently pursuing a PhD in Organizational Psychology and currently has a Bachelor's Degree in Business Administration, and Masters Degree in Management.

Matthew is married to Jaime and has two children, Sebastian, six and Ethan, three. His hobbies include music, painting, wood-working, and basketball.



Matthew L. Zehm

Continued on Page 18

Spotlight on Members

Continued from Page 17

When he is not at work, he gives back to the community and works closely with his local church in the youth outreach programs. He also enjoys coaching his sons' sports teams and volunteering with local organizations to clean and paint houses for troubled youths.

He is currently working on a jury outreach project that could potentially change the way the District of New Mexico uses qualified jurors. He was also responsible for many projects in his prior positions in the District of Arizona and the Northern District of Florida, that saved the courts valuable time, money, and resources.

In 2001, Matthew received the Special Service Award for his contributions to the District of Arizona. He has received numerous awards over the years for his dedication of service and for the leadership he has shown in his duties.

Matthew's goal as a Judicial Operations Manager is the same goal that he has carried over three states and nine years: To produce the most accurate, efficient work and to make those around him more efficient. He enjoys teaching fellow colleagues how to set goals and achieve them. Finally, he enjoys learning from his colleagues on a daily basis and would not be where he is today without a solid mind set and a life full of mentors.



Spotlight on Members Excerpts

This document was created as a marketing tool to encourage active members to renew their FCCA membership and interested individuals to become new members.

The brief excerpts below were extracted from prior Spotlights submitted in the *FCCA Journal* and are descriptions of members' accomplishments, their involvement on committees and roles they have volunteered to serve or how the FCCA has helped in their professional or personal life.

Jeff Apperson - Member Since 1992 – Served on several FCCA Committees, is Past-President and has been involved with helping other countries develop their court systems.

Cheryl Sweat - Member Since 2003 – Served as Sixth Circuit District Representative and currently serves as Sixth Circuit Representative. As a result of her efforts, several new members joined the FCCA.

Barbara Cravens - Member of FCCA for 33 years (as of 2004) - Member of the first graduating class of the Federal Court Manager Leadership Program.

Mary Lou Gonzalas - Member Since 1992 – Become more involved - "Our Association needs every member to contribute their part to make it successful! When we all put in our part, it enhances our Court Family members, our annual conferences, and our communities . . . FCCA is truly an exceptional group of people . . . Won't you consider becoming one of us? Please see your local District Representative for details."

Bill McCool - Member Since 1996 – Currently serves as FCCA President, who is actively pursuing several goals, such as increasing membership, renewing efforts to engage retired members, supporting the FERS Sick Leave initiative and other potential legislative and policy issues. Has designed two committees to promote membership and facilitate better and constant communication with the members and judiciary employees, and has created job descriptions for the various positions on the Board.

Christina Squieri - Member Since 1989 – Recipient of the FCCA Special Service Award in 2002, and enjoyed being a part of Team California, host court for FCCA Annual Conference in 2004. Cris credits the FCCA for giving her the opportunity to met new friends throughout the country, and because of these contacts, gained access to various information resources throughout the Federal Court community.

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Spotlight on Members Excerpts

Continued from Page 18

Virginia (Ginny) Hurley - Member Since 1976 -- Previously served as FCCA District Representative and as Circuit Representative. Currently serves on Marketing and Outreach Committee. Coordinates blood drives. In 2005, Massachusetts won two awards for donating the most pints of blood. "This is an amazing feat in itself, since I grew up deathly afraid of needles and blood." Boston was host court for the FCCA Annual Conference in 2006, and Ginny played an active role in coordinating that event.

Eileen Levine - Member Since 1980 – Has attended more than 25 FCCA Conferences and more than 15 mid-year meetings. Served as 2nd Circuit Representative and District Representative.

Geneva Ashby - Member Since 1981 – As of 2004, serves as District Representative for the Eastern District of Tennessee in Chattanooga, Tennessee and has attended two annual conferences.

Sandy Smith O'Neill - Member Since 1986 – Has attended more than nine FCCA Annual Conferences. Actively supports FCCA blood drives and other charitable events each year.

Edis Feldhouse - Member Since 2002 – Participates in the annual Daffodil Days fund-raiser at the Massachusetts Courthouse. Prepared a video presentation to promote the 2006 conference in Boston which was shown at the 2005 Chicago Conference.

Fernando Galindo - Member Since 2005 – Attended his first FCCA Annual Conference in Boston.

Tracey Couling - Member Since 2002 – Serves as District Representative for Middle District of Tennessee. Chicago was the first conference she attended where she gained valuable information that continues to aid her in her personal and professional growth.

Scott Atchue - Member Since 1999 – Attended the 2001 FCCA/NCBC conference in Cleveland, Ohio. Currently serves as Washington DC Federal Courts Representative and was formally the District Representative for the DC Circuit US Court of Appeals.

Andy Coomes - Member Since 2001 – In 2006, winner of the new FCCA "I WANT YOU" advertising ad, created for the FCCA and was submitted in The Circuit Rider's magazine and is also used during annual membership drives.

Ralph DeLoach - Longtime Member, currently retired Member – Was actively involved in co-chairing the FCCA International Relations Committee. Received the FCCA 1992 Director's Award for Administrative Excellence, the 1995 FCCA Angie Award, and the 1999 Director's Award for Outstanding Leadership.

June Phillips - Member Since 1982 – Served the organization as Chair of the Nominations Committee and as the 11th Circuit Representative for the 2001-2003 period.

April Colling - Member Since 2005 – Attended two conferences and recently volunteered as District Representative for Ohio Northern Bankruptcy Court. Completed the Michigan State University Judicial Program's non-credit bearing certification program offered by the FCCA and recommends it to everyone working in any court system.

Ian Keye - Member Since 1976 – Enjoys working with dedicated teams of host conferences to ensure high quality educational programs are provided to all members at the conferences. His decision to join FCCA and participation in the organization has contributed greatly to his success at work and personally, has enhanced his life through the many good friends and acquaintances he has made since becoming a member. Served two terms on FCCA Board of Directors, representing the 9th Circuit and currently serves as District Representative for the Northern District of California, serves as Chair of Professional Development Committee and the Carol C. Fitzgerald Scholarship Committee. Received Special Service Award at 2007 Annual Conference in Tempe for contributions to FCCA.

Spread the word, get involved and make your mark in the FCCA. Contact your local Representative to volunteer on a variety of FCCA committees.



NOMINATIONS ARE IN!

By Anne Stygles, Nominations Chair

The following nominations have been received for Circuit Representatives of even-numbered Circuits and the DC Federal Courts:

2nd Circuit:	Maria Carpenter
4 th Circuit:	Robert Walker
6 th Circuit:	Contested Race
8 th Circuit:	No nominations received
10 th Circuit:	No nominations received
DC Federal Courts	No nominations received

Since there are no contested races for Circuit Representatives in the 2nd and 4th Circuits, there will be no elections within those Circuits.

President William McCool will appoint someone after the annual conference to be the Circuit Representative for the 8th and 10th Circuits and DC Federal Courts.

One nomination was received for Historian:

David Stechmann, Courtroom Deputy, Eastern District of Louisiana

There was no nomination for Treasurer.

Nominations for Historian and Treasurer will be taken from the floor at the annual conference. Write-in votes can only be accepted at the annual conference.

The profile for the nominee for FCCA Historian is featured in this issue of the *Journal*. For those of you who plan to be at the conference in Louisville, you will meet the candidate for Historian in person and hear his platform and the platforms of any further nominees for Historian and Treasurer.

All members are urged to participate in the voting process at the annual conference in Louisville.



Consent to Run

**David Stechmann, Historian
Eastern District of Louisiana**



I am honored to be nominated for a fourth term for the office of Historian. We have made much progress these past six years and I look forward to the next two and what can be accomplished. I became an FCCA member in 1983 when I started with the Clerk's Office for the Eastern District of Louisiana. This will be my 25th year with the courts and I have shown my support of FCCA by attending 20 Annual Conferences and co-hosting the 1990 Annual Conference in New Orleans. As Chairman of the Long Range Planning Committee, we established the Professional Development Committee, which is responsible for providing the educational program at the organization's annual conference. I've served as a member of the Nominations Committee, Awards Committee, Deputy Clerks Council Long Range Planning Committee, 5th Circuit Board Rep for four years, Eastern District of Louisiana District Rep for 19 years, and have attended many board meetings. Recently, I've been a member of the FCCA Marketing and Outreach Committee that is working extremely hard at encouraging active members to renew their memberships and creating interest for individuals to become new members. I'm sure you have seen one of the many new flyers promoting FCCA and its many accomplishments. I'm also serving with the Deputy Clerk's Council on reviewing the conference survey and reporting to the board issues or items for consideration. The survey has produced many interesting comments and action items for FCCA.

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Consent to Run

Continued from Page 20

While serving as chairman of the Deputy Clerks Council, we developed and published the FCCA Retirement Reference Manual and supported the passage of the Leave Sharing Act. We have all seen the benefits of Leave Sharing and the manual was a useful tool used as a source of information in the days before technology. What I'm especially proud of is the joining of efforts from many dedicated members who poured much time and effort in accomplishing our many goals. In recognition of these efforts I was awarded the 1999 Ross Levy Award and in 1998 a Special Service Award.

Maria Carpenter, Second Circuit Representative District of Connecticut



Hello, everyone in the Second Circuit! I am very happy to be nominated as your representative for the next term.

I have been with the District Court in Connecticut for 20 years, and I am reaching my 39th year of service with the Federal Government this July. I am presently the Jury Administrator, but have held the positions of docket clerk, appeals clerk, finance clerk, jury clerk, and attorney admissions clerk. I have been a member of the FCCA since I joined the Clerk's Office staff in May of 1988. I have been the District Representative for about 15 years.

My first FCCA conference was in New York City, and I got hooked. I have been to every one since then, and Kentucky will be my 12th conference. The contacts I have made throughout the country have proven invaluable to me in my job. It is always great to network and find out how things are done in other courts. The training sessions have been terrific. I am presently enrolled in the Michigan State University courses for the non-credit certificate in judicial administration. I hope to be part of the first graduating class at the 2009 conference in Detroit, Michigan.

My husband Steve and I have been married for 23 years. Our children are two blue merle collies, Jenni and Wizard, who are 11 years old. We live in a 1780s farm house, which we have slowly been renovating for the past 22 years. We enjoy hiking, swimming, boating, and motorcycle riding.

When I first started with the FCCA, I wondered how I could do more with the organization. I began by joining a committee or two. Once I started attending conferences and got to know more people through committees and meeting them in classes, I was able to get more involved and was eventually chosen as the Second Circuit representative for two terms. I am presently the co-chair of the Site Selection Committee. It is my pleasure to serve the FCCA in any capacity that I can. If selected, I look forward to serving you as the Second Circuit representative for the next two years.



Robert L. Walker, Fourth Circuit Representative U.S. District Court for the Eastern District of Virginia

For the past 23 years, I have thoroughly enjoyed a rewarding and exciting career with the federal courts for the Eastern District of Virginia at Richmond.

From 1986 to 1988, I served as a Deputy Clerk for the U.S. Bankruptcy Court. From 1988 to 1998, I served as a Courtroom Deputy Clerk for the (late) Honorable Robert R. Merhige, Jr., U. S. District Judge. Since 1998, I have served as a Case Manager in the U.S. District Court Clerk's Office.

I proudly joined the FCCA in 1988 and have attended every conference since 2002. I served as Chair of the Docket Clerk Council from 2003 to 2005. Currently, I serve on the Executive Board of the Deputy Clerk's Council and am Co-Chair of the Site Selection Committee.

Continued on Page 22

Consent to Run

Continued from Page 21

I am honored for the opportunity to serve another term as Circuit Representative for the Fourth Circuit. The past several years have been exciting and rewarding. For the next two years, I intend to stay on the path of effectively communicating the current events and rewarding benefits of our association, and will make a good faith effort to increase the membership within my circuit.

I look forward to continuing the work of the Board of Directors to help build and strengthen our association, and most important, to actively represent and serve my colleagues throughout the Fourth Circuit.



Historian & Nominations Report

April 2008

By David Stechmann, Historian

I would like to thank everyone for supporting me as your Historian over the last six years. More important, thanks for all the support and sincere appreciation shown toward our efforts to present the history and evolution of past FCCA events in a fun and interesting way. My two-year term as Historian is up for reelection this year in Louisville. We've made great progress over the last few years. It has taken great effort to accomplish all that we have done and continue to do: taking, editing and maintaining the photo collection of each annual conference in binders; creating displays of historical materials; setting up, taking down and storing the traveling Historian Room; creating screen displays of photos daily at the conference, and much more.

As many of you know, thousands of photos have been taken with the purchase of the digital camera equipment since the 2003 conference in Orlando. Many members have expressed their pleasure in viewing the photos and look forward to seeing them on the FCCA website at www.FCCA.ws, and at the annual conference. In a small way we have struggled in presenting the photos of the previous conference each year. They are currently stored in photo albums for viewing and on the website. It is time consuming to prepare these large photo albums and with so many albums in the Historian room many members miss them all together. We are all accustomed to taking digital photos and viewing them in different electronic fashion. My proposal at the next Board of Directors phone conference is to secure funding for digital photo frames. I would like to purchase a number of these digital frames and strategically place them in the Historian room as well as the registration table at the annual conference in Kentucky. I believe this will allow many more members to view the photos in a more casual fashion and also create more interest among members as they watch the photo slide show. I have one of these digital photo frames at home and they are amazing. I find myself watching the photos constantly and appreciate how much nicer this is than just one photo in the frame or looking through a photo album. I hope to have them purchased and ready for your viewing at the 2008 annual conference.

Speaking of the Louisville conference, I would like to invite everyone to visit the 6th Annual Historian Room. The tradition was started in 2003 and continues in Louisville with the opening of the Historian Room from June 22-27, 2008, at the Galt House Hotel and Suites in Louisville, Kentucky. Please join us and enjoy looking back and remembering the people, fun times, and many accomplishments that help make FCCA what it is today. I'm excited about the contributions from many FCCA members to enhance the exhibit with personal memorabilia as it continues to grow each year. I'm looking forward to presenting the digital photo frames if funding is approved.

I'm in the process of planning a Historian Committee meeting to organize our volunteers for the upcoming conference. A Big "Thank You" goes out to Denise Vought, Maria Carpenter, Tracey Couling, Cheryl Sweat, Renee Young, Jess Nelson, and Robert Walker for volunteering to assist with the many duties of the Historian. I'm excited about the offers of help and look forward to seeing everyone in Louisville.

In conclusion, I hope everyone is as excited as I am about the progress we've made and spending a week in beautiful Louisville. I'm looking forward to another outstanding conference and hope to encourage more members to get involved in helping us continue our efforts. I encourage all FCCA members to vote in person at the Louisville conference or by absentee ballot and I strongly ask for your support. Please vote David Stechmann, Historian. Thank you in advance for your consideration and support.



Current FCCA Numbers

FCCA Educational Conference (June 22-27, 2008)

326 registered and over 400 are attending including guests (As of May 19, 2008)

NOTE: REGISTRATION IS CLOSED.

Membership Count: 1447 (As of May 19, 2008)

(59 Unit Executives, 56 Chief Deputies and 1332 Deputy Clerks and Others)

Interested?

Fill out the application located at

<http://www.fcca.ws/membership.htm>,

submit the form and check to your District Court Representative,

listed on the FCCA District Representative Contact List at

<http://www.fcca.ws/membership.htm>

MEMBERSHIP TERM IS JULY 1, 2008 – JUNE 30, 2009

ListServ Count: 479 (As of May 19, 2008)

Interested?

Check the “yes” box on membership application at

<http://www.fcca.ws/membership.htm>,

subscribe and then follow the instructions listed below.

To subscribe to the listserv, open Lotus Notes, type in the address field: listserv@listserv.fnd.circ11.dcn. Leave the Subject field blank. In the body of the message, type the command: SUBSCRIBE FCCA Your Name. For example, SUBSCRIBE FCCA Cheryl L. Sweat. The command is not case-sensitive, so you can use upper or lower-case.

[NOTE: Membership Chair will continue to send the “yes” applications throughout the next membership drive to ensure that everybody is properly registered and receives the FCCA Calendar.]

2008 FCCA Conference - Agenda



Home Registration Accommodations Agenda Education

Agenda

Sunday, June 22

Historian Room

Clements Room in the Galt House East Tower

9:00 A.M. - 2:00 P.M.

FCCA Board Meeting

9:00 A.M. - 4:00 P.M.

Open Registration

The registration table will be available in the East Tower of the Galt House Hotel to the right of the lobby.

3:00 P.M. - 5:00 P.M.

MSU Orientation

6:00 P.M. - 10:00 P.M.

President's Reception

Located at the Muhammad Ali Center a few blocks away from the Galt House Hotel.

9:00 P.M.

Hospitality Suite Opens

Beverages and light snacks will be served.

Located in the Presidential Suite in Galt House East Tower.



The Muhammad Ali Center

Monday, June 23

Continued on Page 25

2008 FCCA Conference - Agenda

Continued from Page 24

Historian Room

Clements Room in the Galt House East Tower

7:30 A.M. - 8:30 A.M.

Orientation - First Time Attendees

Continental Breakfast

7:30 A.M. - 9:00 A.M.

Open Registration

The registration table will be available in the East Tower of the Galt House Hotel to the right of the lobby.

8:30 A.M. - 9:30 A.M.

Opening Ceremonies and Welcome

9:30 A.M. - 10:00 A.M.

Keynote Address

Jim Duff, Director, Administrative Office of US Courts

10:00 A.M. - 10:15 A.M.

Morning Break

10:15 A.M. - 11:45 A.M.

Panel Discussion

What does the future hold for the Federal Judiciary?

10:15 A.M. - 11:45 A.M.

Budget and Finance Training (MSU) - Part 1

Presenters:

- Chief Judge John G. Heyburn II, Former Chair, Budget Committee, Judicial Conference
- Ken Allread, Budget Division, AO
- Jacquelyn White, Budget Division, AO

12:00 P.M. - 1:45 P.M.

Deputy Clerks Luncheon

Clerks and Chief Deputy Luncheon with Bob Lowney

1:30 P.M. - 5:00 P.M.

Budget and Finance Training (MSU) - Part 2

Continued on Page 26

2008 FCCA Conference - Agenda

Continued from Page 25

2:00 P.M. - 4:30 P.M.

An 'Across the Board' Review and Discussion of the Leading Management and Leadership Books and Publications

Presenters:

- Stephanie Briscoe
- Corrin Gee

ECF Roundtable

Presenters:

- Bruce H. Curran, Deputy Chief, Technology Division, Office of Court Administration
- Michelle Goetzinger

Benefits Planning with an Emphasis on TSP

Presenter:

- Michael Lanway

IT Roundtable

Presenters:

- Ross Anderson
- Mark Richmond

6:00 P.M.

Louisville Bats Baseball Game (Optional)

Optional event

\$20 per person

Dinner begins at 6:00 P.M.

Ballgame begins at 7:00 P.M.

10 minute walk to ballpark

Optional trolley transportation available at 6 P.M. and 7 P.M. Trolley then available from 8 P.M. till end of ballgame.



The Louisville Bats

9:00 P.M.

Hospitality Suite Opens

Beverages and light snacks will be served.

Located in the Presidential Suite in Galt House East Tower.

Tuesday, June 24

Historian Room

Clements Room in the Galt House East Tower

8:00 A.M.

Buses Leave for U.S. Courthouse

Buses will be departing from the Galt House Hotel.



Continued on Page 27

2008 FCCA Conference - Agenda

Continued from Page 26

8:30 A.M. - 9:00 A.M.

Continental Breakfast

Served at the U.S. Courthouse.

Gene Snyder Courthouse

9:00 A.M. - 11:45 A.M.

Planning the Financial Management Future for the Courts (MSU)

Presenters:

- Randolph Singh
- Stuart Kurlancheek
- Tess Carter
- Dana Scott
- Brenda Steutermann

9:00 A.M. - 11:30 A.M.

An 'Across the Board' Review and Discussion of the Leading Management and Leadership Books and Publications

Presenters:

- Stephanie Briscoe
- Corrin Gee

ECF Roundtable

Presenters:

- Bruce H. Curran, Deputy Chief, Technology Division, Office of Court Administration
- Michelle Goetzinger

Benefits Planning with an Emphasis on TSP

Presenter:

- L. Michael Lanway

Clerk of the Court Roundtable

Presenter:

- Chief Judge Joseph F. Bataillon, Chair, Space and Facilities Committee, Judicial Conference
- Chief Judge John G. Heyburn II, Chair, Multidistrict Litigation Panel

12:00 P.M. - 6:00 P.M.

Journey to Abraham Lincoln's Birthplace

A box lunch will be provided.

1:30 P.M. - 2:30 P.M.

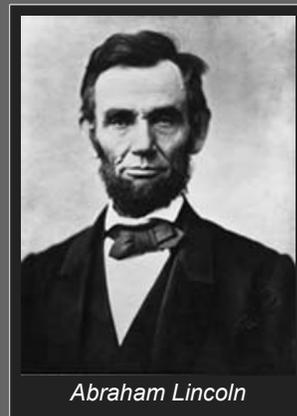
FCCA Group Photo and History Tour at Lincoln's Birthplace

This will be used as the official 2008 FCCA photo.

2:45 P.M. - 4:15 P.M.

Leadership and Lincoln

Presenters:



Abraham Lincoln

Continued on Page 28

2008 FCCA Conference - Agenda

Continued from Page 27

-Judy Roberts
-Abraham Lincoln

4:30 P.M.

Buses Leave for Return to Louisville

8:00

Hospitality Suite Opens

Beverages and light snacks will be served.

Located in the Presidential Suite in Galt House East Tower.

Dinner on Your Own

Wednesday, June 25

Historian Room

Clements Room in the Galt House East Tower

7:00 A.M.- 8:00 A.M.

Fun Run/Walk for Juvenile Diabetes

8:00 A.M.- 9:00 A.M.

Continental Breakfast

Served at the Galt House Hotel.

8:30 A.M.- 11:30 A.M.

Public Outreach (MSU)

Presenter:

-Rebecca Fanning

9:00 A.M.- 11:30 A.M.

Clear Communication in a Legal Culture

Presenters:

-Joann Spicer

-Stephanie Gregory

-Allison Jones

Race Down the Employee Development Track with PEI

Presenter:

-Phyllis Drum

Leading Your Team Across the Finish Line: Leadership Lessons from Shackleton's Antarctic Expedition

Continued on Page 29

2008 FCCA Conference - Agenda

Continued from Page 28

Presenter:

-Marilyn Vernon

Jury Roundtable

Presenter:

-David Williams

12:00 P.M.

An Afternoon at Churchill Downs / Derby Hat Contest

Bring a hat in order to participate in the Derby hat contest.

Lunch will be provided.

Business casual dress is required.



Churchill Downs

6:00 P.M.

Return from Churchill Downs

6:30 P.M.

Exhibitor Fair Opens

There will be a reception during the fair.

8:00 P.M.

Hospitality Suite Opens

Beverages and light snacks will be served.

Located in the Presidential Suite in Galt House East Tower.



Derby Hat Contest

Dinner on Your Own

Thursday, June 26

Historian Room

Clements Room in the Galt House East Tower

7:30 A.M.- 8:30 A.M.

Continental Breakfast

Served at the Galt House Hotel.

8:30 A.M.- 11:30 A.M.

Public Outreach (MSU)

Presenter:

Continued on Page 30

2008 FCCA Conference - Agenda

Continued from Page 29

-Rebecca Fanning

8:30 A.M. - 11:00 A.M.

Clear Communication in a Legal Culture

Presenters:

- Joann Spicer
- Stephanie Gregory
- Allison Jones

Dealing with Difficult Conversations

Presenter:

- Michael Siegel

Leading Your Team Across the Finish Line: Leadership Lessons from Shackleton's Antarctic Expedition

Presenter:

- Marilyn Vernon

11:00 A.M. - 3:00 P.M.

Exhibitor Fair

Box lunch included

3:00 P.M. - 5:00 P.M.

FCCA Business Meeting

No cost for room

6:30 P.M.

Reception and Derby City Ball

Banquet with black-tie optional attire and includes dinner and dancing.

Friday, June 27

8:00 A.M.- 2:00 P.M.

Education and Training Class (MSU)

Presenter:

- Stephanie Briscoe

2008 FCCA Conference - Louisville, Kentucky - June 22-26

2008 FCCA Conference - Education



Home Registration Accommodations Agenda Education

Education

An 'Across the Board' Review and Discussion of the Leading Management and Leadership Books and Publications

MON 6/23/2008 - 2:00 P.M. to 4:30 P.M.

TUE 6/24/2008 - 9:00 A.M. to 11:30 A.M.

Presenters: Stephanie Briscoe, Corrin Gee

The goal of this class is to review and discuss books and publications dedicated to management, court administration, and other court related fields. This should be an opportunity to broaden perspective and identify material that will enhance your own special library. Be prepared to share your favorite reading materials!

Benefits Planning with an Emphasis on TSP

MON 6/23/2008 - 2:00 P.M. to 4:30 P.M.

TUE 6/24/2008 - 9:00 A.M. to 11:30 A.M.

Presenters: L. Michael Lanway

This fast-paced seminar is designed to introduce federal benefits and what to expect at retirement. Each employee can meet with one of our trained planners and get suggestions and help with making decisions to fit their personal needs. Employees can receive an analysis of their federal benefits. We can calculate current benefits and what you can expect in the future.

Discussed topics include:

- Eligibility for Retirement / CSRS / CSRS Offset and FERS
- Computation on Annuity
- Creditable Service
- Maximizing Survivor Benefits
- Voluntary Contributions
- Federal Employee Health Benefits
- Federal Employee Group Life Insurance
- Social Security and Medicare
- Thrift Savings Plan (including withdrawal options and new L fund)
- Deposit Time / Redeposit Time
- Post 56 Military Service Deposits
- Long Term Care

Continued on Page 32

2008 FCCA Conference - Education

Continued from Page 31

Clear Communication in a Legal Culture

WED 6/25/2008 - 9:00 A.M. to 11:30 A.M.

THU 6/26/2008 - 8:30 A.M. to 11:00 A.M.

Presenters: Joann Spicer, Stephanie Gregory, Allison Jones

Tools and Techniques for Court Staff. This workshop will discuss effective communication with the bar, court staff, and the public, including the challenges of communicating with pro se litigants. It will also include a refresher on the basics and evaluation of threat assessments through the use of interactive examples.

Clerk of the Court Roundtable

TUE 6/24/2008 - 9:00 A.M. to 11:30 A.M.

Presenters: Chief Judge Joseph F. Bataillon, Chief Judge John G. Heyburn II

Join Chief Judge Bataillon, Chair of the Space and Facility Committee of the Judicial Conference, Chief Judge John G. Heyburn II, Chair of the Multidistrict Litigation Panel, and others for a casual discussion of topics of the day, including theory related to institutional dynamics.

Court Outreach: Raising the Positive Profile of the Judiciary (MSU)

WED 6/25/2008 - 8:30 A.M. to 11:30 A.M.

THU 6/26/2008 - 8:30 A.M. to 11:30 A.M.

Presenter: Rebecca Fanning

Participants will learn the fundamentals of how to plan, promote, conduct, sustain, and evaluate the return on investment of a manageable court outreach function. A centerpiece of this approach is true-to-life, in-court simulations that are unique, pre-packaged, and courtroom ready. The events allow the target audience, high school students and teachers, to experience the citizen's role in the justice system and observe legal professionals firsthand in a way that raises the positive profile of the judiciary and justice system personnel. Participants will learn how positive media relations promoting outreach is an investment that brings returns during a media crisis.

Dealing with Difficult Conversations

THU 6/26/2008 - 8:30 A.M. to 11:00 A.M.

Presenter: Michael Siegel

Geared to supervisors and managers, this session uses video scenarios (customized for the judiciary) as the foundation for examining and formulating appropriate responses to difficult employee relations situations many managers will confront on the job. Participants will learn new skills and strategies to effectively deal with these difficult situations (instead of ignoring them in hopes they'll go away).

ECF Roundtable

MON 6/23/2008 - 2:00 P.M. to 4:30 P.M.

Continued on Page 33

2008 FCCA Conference - Education

Continued from Page 32

TUE 6/24/2008 - 9:00 A.M. to 11:30 A.M.

Presenters: Bruce H. Curran, Michelle Goetzinger

Discussions will include, but will not be limited to the following topics:

- Working Together to Improve the Software Upgrade Process
- Release 4.0 - What's In It and What's Next?
- How Many Ways Are There to Restrict Access?
- MR Process and How a MR Becomes Part of a Release

Education, Training, and Development (MSU)

FRI 6/27/2008 - 8:00 A.M. to 2:00 P.M.

Presenter: Stephanie Briscoe

This course will ground students in the fundamental principles of how adults learn best, and why this is critically important to judicial branch work. The contents of this course can be applied in any environment. In this course, students will identify their individual learning styles, and ways to extend learning experiences for more meaningful and transformational learning to take place.

A variety of learning activities will illustrate the importance of intentional and thoughtful participation by court managers in determining which education, training, and development programs the court and its justice partners will offer.

This course is not intended to develop students as judicial branch educators. Rather, students will be exposed to the key components of creating and supporting education, training, and development for themselves as learners, and for other judicial branch employees. Students will be able to participate in assessment and program development for their organizations.

IT Roundtable

MON 6/23/2008 - 2:00 P.M. to 4:30 P.M.

Presenter: Ross Anderson, Mark Richmond

This is an open discussion forum dedicated to topics of interest to court automation staff members. The goal is to inspire collaboration between court automation professionals on such topics as courtroom technology, network administration, data management, and possible application of emerging technologies.

Leading Your Team Across the Finish Line: Leadership Lessons from Shackleton's Antarctic Expedition

WED 6/25/2008 - 9:00 A.M. to 11:30 A.M.

THU 6/26/2008 - 8:30 A.M. to 11:00 A.M.

Presenter: Marilyn Vernon

What can court leaders learn about building and leading high performance teams in times of great flux and uncertainty from the inspiring story of Ernest Shackleton's 1914 - 1916 Antarctic expedition? By viewing video footage and photos of the expedition and examining Shackleton's leadership actions during the harrowing journey, participants will learn strategies for maintaining optimism and team morale during adversity and for effectively leading their team across the finish line.

Continued on Page 34

2008 FCCA Conference - Education

Continued from Page 33

Jury Roundtable

WED 6/23/2008 - 9:00 A.M. to 11:30 A.M.

Presenter: David Williams

Panel Discussion - What does the future hold for the Federal Judiciary?

MON 6/23/2008 - 10:15 A.M. to 11:45 A.M.

Planning the Financial Future for the Courts (MSU)

TUE 6/24/2008 - 9:00 A.M. to 11:45 A.M.

Presenters: Randolph Singh, Stuart Kurlancheek, Cam Burke, Geri Smith, Brenda Steutermann

Discussion on GWA requirements, internal controls, and preparing the courts to meet these requirements.

Race Down the Employee Development Track with PEI

WED 6/25/2008 - 9:00 A.M. to 11:30 A.M.

Presenter: Phyllis Drum

This program will focus on making PEI a natural choice when looking at employee development.

Resources and Budget Training for Court Leaders (MSU)

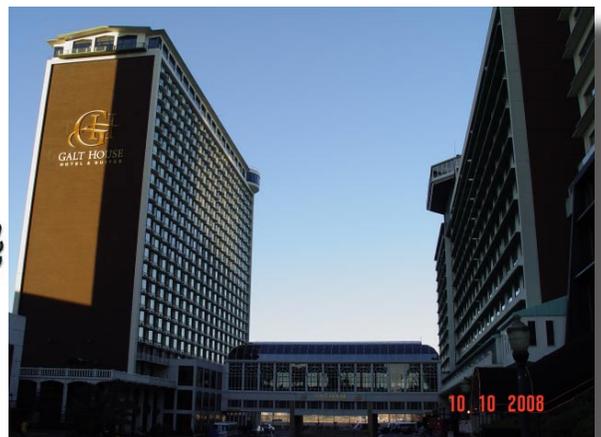
MON 6/23/2008 - 10:15 A.M. to 11:45 A.M. & 1:30 P.M. to 5:00 P.M.

Presenters: Chief Judge John G. Heyburn II, Ken Allread, Jacquelyn White, Cecelia Ashinhurst

2008 FCCA Conference - Louisville, Kentucky - June 22-26



Fourth Street LIVE!



Full view of Galt House

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New FCCA Membership Roster to Benefit Members

*By Dennis Bilecki and Cheryl Sweat
Members of FCCA Ad Hoc Marketing and Outreach Committee (MOC)*

At the January 2008, Mid-year Board Meeting in Louisville, Kentucky, a proposal was submitted to create a basic directory of members to post on the FCCA web site. The Board approved our proposal.

All current members will be added to this list, **unless members choose to opt out**. Members who want to opt out are asked to e-mail Dennis Bilecki at Dennis_Bilecki@canb.uscourts.gov by **December 1, 2008**. We anticipate the membership roster will be posted on-line by **January 1, 2009**. Thereafter, the on-line list will be updated quarterly.

This initiative involved discussions with the FCCA webmaster Stephen Mandel regarding the formatting guidelines to post the list on-line. Next we obtained the current membership list from membership chair Pam Twiford using only each member's name, alphabetically by last name and their court affiliation (e.g., Sweat, Cheryl - TNE.) We chose to include only this limited information because the FCCA web site is on a public domain. This article in the *Journal* has been prepared to provide advance information about this new web site directory and to provide all members with the opportunity to opt out if you elect to NOT have your name included.

Cheryl will be sending e-mails to the Circuit Representatives and District Representatives to remind their members to e-mail their opt out requests to Dennis Bilecki. Reminders will also be sent via the ListServ. Reminder notices will be distributed on a periodic basis and will conclude in November.

We look forward to providing members with this online user-friendly benefit.



MEMBERSHIP NEWS

"A Changing of the Guard—an Educational Experience"

By Pam Twiford, Membership Chair

I think the title of this article sums up everything happening with the membership drive for the 2008-2009 term.

I will be stepping down as membership chair after this drive and Cheryl Sweat with the Eastern District of Tennessee has graciously offered to step in and take over the reins as membership chair. So this year will be a "changing of the guard" for the membership chair and an "educational experience" for Cheryl where I will try to teach and explain to her everything I know about being a membership chair.

Being the membership chair since 2003, I have seen the membership grow from 1,277 in 2003 to 1,447 as of the printing of this article. This is due to the commitment of your Board members and members of the FCCA Ad Hoc Marketing and Outreach Committee (MOC). They have been able to spread the word to hundreds of fellow staff members on the importance of being an FCCA member. Something a membership chair can only hope to be part of and I am glad I was.

Please make note of the following dates: The membership drive will run from June 1, 2008 through September 1, 2008. The 2008-2009 membership period will run from July 1, 2008 through June 30, 2009.

As far as the educational experience, being a member of the FCCA is an experience you don't want to let go by. I want to remind everyone about a few things to think about if you are considering being a member of the FCCA. Whether it's benefiting from the many educational opportunities including programs from Michigan State University, the scholarship fund, the leave-sharing program, or the blood drives, not to mention the networking and social benefits of attending the annual FCCA conference, just imagine what you can do when you join us. Please join.



Site Selection Committee Report

Exciting Conferences Are Headed Your Way

By Maria Carpenter & Rob Walker, Site Selection Committee Co-Chairs

With permission from the Board of Directors, the Site Selection Committee recently solicited the district courts east of the Mississippi with an invitation to host the 2011 FCCA conference. The committee's invitation informed the Clerks of Court that hosting a conference is an exciting and rewarding team experience for their court staff.

The Site Selection Committee will present the 2011 bids to the Board of Directors at the next board meeting scheduled for June 22, 2008, in Louisville, Kentucky. Therefore, bids are due to the Committee by May 18, 2008. The winning bid will be announced shortly after the Board meeting.

So, where are we going until then? Well, for starters, the 2008 conference is slated for Louisville, Kentucky June 22-27, which promises to be another exciting conference. Louisville is situated on the Kentucky-Indiana border along the banks of the scenic Ohio River.

Louisville offers a vast array of attractions, many of which you will visit during the conference, including the Muhammad Ali Center, the Louisville Slugger Field (home of the Louisville Bats), Churchill Downs, and the Lincoln Memorial.

In the time before or after the conference, or in the evenings, attendees will have an opportunity to visit Fourth Street Live! (Louisville's entertainment district), the Louisville zoo, the Louisville Slugger Museum & Factory, or perhaps take a scenic steamboat cruise on the Belle of Louisville along the scenic Ohio River.

For more information about what Team Louisville has in store for conference attendees, including the educational agenda and social events, please read Team Kentucky's article in this issue of the *Journal*, or visit their website at <http://www.kywd.uscourts.gov/fcca/>.

In 2009, we travel to Detroit, Michigan, the home of Motown and American car manufacturers. Actually, the conference will be held in the suburb of Dearborn, which is located in the Detroit metropolitan area and Wayne County. The U.S. District Court for the Eastern District of Michigan is excited to host the conference and is committed to providing members with a memorable week-long educational and social experience.

They are hoping to hold the conference in mid-July and are working out the final details with the hotel. The Site Selection Committee extends its sincere appreciation to David Weaver and Team Detroit for their commitment and hard work thus far.

A highlight of the conference will include the first graduation ceremony for students enrolled in the Michigan State University Judicial Administration Program. Hopefully the graduation ceremony will be incentive for present or new enrollees in the program to keep on with their studies and attend future graduations. For more information about the MSU's *JA Program*, please visit their website at: <http://www.judicialadministration.msu.edu/>.

Good News! The Board of Directors is proud to announce the acceptance of the bid presented by the District of Oregon to host the 2010 conference in Eugene. If you enjoyed your visit to the 2002 conference in Portland, you will certainly enjoy Eugene, known as "The World's Greatest City of the Arts and Outdoors."

Eugene is Oregon's second largest city and is sometimes referred to as "The Emerald City." The city is nestled in the southern portion of Oregon's famous Willamette Valley between the breathtaking scenery of the Cascade Mountains and Oregon coast range. Eugene is a quintessential metropolitan city that offers the atmosphere and coziness of a small American town. Eugene will offer conference attendees a variety of arts venues and museums, plenty of sports and recreational activities, and a wide range of shopping venues, restaurants, cafes, brew pubs, and coffeehouses. Rest assured, there will be plenty to do and see during your visit.

Additional details about the 2010 conference in Eugene will be presented in upcoming editions of the *Journal*, so please stay tuned.

Please consider joining us for exciting times in Detroit and Eugene. These conferences will offer you valuable education opportunities, plus an opportunity to see our beautiful country with life-long friends and colleagues. A standing invitation awaits you!





Kentucky Glass Works Company



Full view of Ohio River from Galt Hotel

Good Reasons To Give Blood

By Deenah Levine, Blood for Life Chair

GIVE BLOOD

- **GIVE BLOOD** because you have too much.
- **GIVE BLOOD** because it's spring.
- **GIVE BLOOD** just because you feel like it.
- **GIVE BLOOD** because you're a good person.
- **GIVE BLOOD** because you're an FCCA member.
- **GIVE BLOOD** because you're going to the conference.
- **GIVE BLOOD** because everybody will like you.
- **GIVE BLOOD** because it's rainy.
- **GIVE BLOOD** because it's sunny.
- **GIVE BLOOD** just because.

These are not your ten best reasons to give blood, but any reason is a good reason.

I have already received some forms back. Another reminder to get them to me by **May 15**. I have attached a copy of the form.

Thanks again for giving blood.

Deenah Levine
Blood for Life Chairperson



BLOOD FOR LIFE DONORS

Date of Report: _____ **Reporting Period: May 1, 2007-April 30, 2008**
Report due: on or before May 15, 2008

U. S. Bankruptcy or District Court: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____

Local FCCA Blood Drive Coordinator: _____

Total # of pints donated in this year's Blood Drive _____
 (include **all** pints donated by your court, FCCA members *and* non-members)

Name of FCCA Donor (Please Print or Type)	Total # of Pints	Name of FCCA Donor (Please Print or Type)	Total # of Pints

Send report to: Deenah Levine
 FCCA Blood Drive Chair
 United States Bankruptcy Court
 450 Main Street
 Hartford, CT 06103

Telephone: 860-240-3675
 Facsimile: 860-240-3595
 E-Mail: **Lotus Notes**
 Deenah_Levine@ctb.uscourts.gov

FCCA Leave Share

By Laudan J. Batino, Leave Share Chairperson
Office of the Circuit Executive, Ninth Circuit

Share your time with a fellow FCCA member through the Voluntary Leave Transfer Program! This is a great program with rewards for both the recipient and the donor. The donor gets the satisfaction of knowing they've helped someone in their time of need and the recipient receives the leave donation so that they can concentrate on their personal or family medical emergency and recover without the worry of any financial burdens. The process is relatively simple. We review the request, validate the status of the member, and forward the request to the FCCA board members and circuit representatives for distribution to FCCA members.

The Voluntary Leave Transfer Program allows an individual employee, who experiences a personal or family medical emergency and exhausts all available paid leave, to receive donated annual leave from fellow employees. In order for an employee to receive donated leave, they must first meet the criteria in *The Guide*, Chapter 10, Subchapter 1630.1, Voluntary Leave Transfer Program. Once approved under the program, normally the Human Resources Specialist will send an e-mail to members of the district's court unit.

Here's how you can help. Sometimes, the word doesn't get to the FCCA Leave Share Committee. If you're aware of an FCCA member who is an approved leave recipient, please send me an e-mail by cc:Mail or at lbatino@ce9.uscourts.gov. Also, please send the following information: Name, Position, Title, and Grade of Employee; Type of Court and Location; number of years as an FCCA member; brief description of medical emergency situation; and leave donor forms. Leave donors must submit an Application to Become a Leave Recipient along with an SF 71, Application for Leave, to their local Time and Attendance Clerk for processing. These forms are available through their Personnel/Human Resources Unit. The Voluntary Leave Share Program has helped many Judiciary and FCCA employees since its inception. Feel free to give me a call at 415-355-8969 if you have any questions.

The process for FCCA members to request leave share donations are:

Top Most: The person must be a current FCCA member.

1) Person is first approved by the Court Unit Executive for leave share. The HR or an FCCA member then informs the Leave Share Coordinator of the approval, and provides information on the person and the circumstances to the Leave Share Coordinator.

2) Leave Share Coordinator e-mails Pam Twiford to verify membership with FCCA.

3) Pam Twiford verifies membership.

4) Leave Share Coordinator forwards e-mail to Circuit Reps requesting they distribute to FCCA members in their circuit.



Annual FCCA Calendar of Important Reminders

This calendar is created to promote timely submissions, emphasize the importance of communication, and inform Representatives of various important dates.

The calendar days will change but the month of each deadline will not

Circuit Representatives

One month prior to each FCCA Journal article submission and publication deadline, send reminder e-mail to District Reps to remind their members.

- ★ March 1 - Remind District Reps about March consent to run deadline.
- ★ April 1 - Remind District Reps about April nominations deadline for various awards.
- ★ May 1 - Remind District Reps about May blood for life report deadline.
- ★ Mid-May - Distribute annual membership materials received from the Membership Chair to District Reps.
- ★ August 1 - Remind Circuit Reps that they have 30 days to submit completed membership applications to membership chair.
- ★ September 1 - Last reminder to Circuit Reps. Membership forms not received by the Membership Chair by September 12 will not receive a printed *Journal*.
- ★ Contact District Reps frequently and share news-worthy information.

District Representatives

One month prior to each FCCA *Journal* article submission and publication deadlines, send reminder e-mail to their members.

- ★ March 1 - Remind members about March consent to run deadline.
- ★ April 1 - Remind members about April nominations deadline for various awards.
- ★ May 1 - Remind members about May blood for life report deadline.
- ★ Mid-May - Distribute materials received from the Circuit Rep to divisional members and nonmembers.
- ★ June 1, 2008-September 1, 2008 - Correspond with Circuit Reps during annual membership drive and process membership applications and checks from members, frequently forwarding application and checks to Membership Chair. Maintain copies of members' membership applications.
- ★ Contact members frequently and share news-worthy information.

Created: May 2008

DATES TO REMEMBER

- ◆ 2008/2009 Membership Drive / June 1, 2008 - September 1, 2009
- ◆ 2008/2009 Membership Term / July 1, 2008 - June 30, 2009
- ◆ June 22-27, 2008 - FCCA Conference in Louisville, Kentucky
- ◆ August 23, 2008 (for October 1 -HARD COPY) - Deadline to submit *Journal* articles for publication
- ◆ July 18-24, 2009 - FCCA Conference in Detroit, Michigan

NEW

- ◆ Annual District and Circuit Representatives Reminder Calendar - See *Spring Journal*
- ◆ Basic Membership Roster List - See *Spring Journal*
- ◆ Spotlight on Members' Excerpts - See *Spring Journal*

WEB UPDATES

- ◆ Membership Home Page and Application Form (Updated May 2008)

ON THE WEB

- ◆ Monthly Current Events
- ◆ Current Officers, Board of Directors and Committee Chairs Contact List (Updated January 2008)
- ◆ Current FCCA District Representatives Contact List (Updated 03/20/08)¹
- ◆ Annual District and Circuit Representatives Reminder Calendar

UPCOMING

- ◆ Spotlight on Board Members' Excerpts (in *Spring Journal* and will be available on-line)

¹ NOTE: *All lists are current as of this printing of the Journal. Any changes that are not reflected will be shown in the next issue and should be directed to the Circuit Representative AND Pam Twiford, Membership*