



FCCA *Journal*

Official Publication Of The Federal Court Clerks Association

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See You in Portland!

FCCA 2002 Annual Conference

July 28 - August 1, 2002

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The Journal is published quarterly by the Federal Court Clerks Association. Articles for publication may be sent to one of the Managing Editors. Inquiries regarding the association may be directed to the President, Joseph Haas, at (605) 330-4447, U.S. District Court, 128 U.S. Courthouse, 400 South Phillips Avenue, Sioux Falls, SD 57104-6851.

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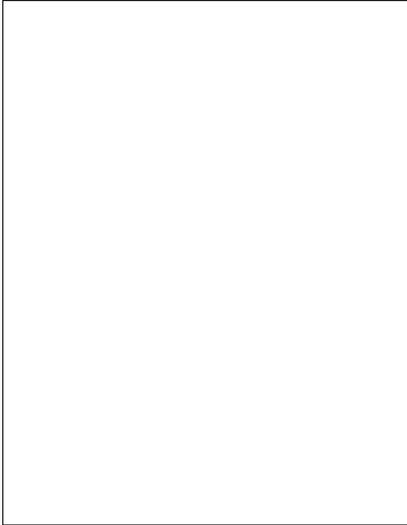


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PRESIDENT'S MESSAGE

By Joe Haas, Clerk, District of South Dakota



April Showers Bring...

When you live in an agricultural area, you become very aware that it is the work done in the spring that creates the bountiful harvests of the summer and fall. If FCCA's harvest is in any way related to the amount of work that has been done this spring by members of the association on its behalf, we should find ourselves enjoying bumper crops as the year continues.

The Portland conference committee continues their hard work toward hosting a high quality educational and social program for our annual meeting this summer. This is the first FCCA conference held without corporate sponsorship, which made it necessary to raise the registration fee to a level higher than has been charged in recent years. There was some concern that this increase would lead to smaller than normal attendance at this year's meeting. Having reviewed the registration numbers at the end of April, I am pleased to report that the attendance will be at a level that meets or exceeds the averages for recent years. I am also pleased to report that more people are having their attendance subsidized by their local courts. I believe that this

positive trend of having courts subsidize attendance is a direct reflection on the quality of the educational program that has been developed by the Portland committee.

Betsy Paret, Clerk in the Eastern District of Virginia, and Hilarie Gaylin who works in that court, have taken the lead in developing the first FCCA sponsored educational event focused toward a specific group of people who work in the federal courts. The FCCA Federal Jury Summit will be held at the Old Town Alexandria Holiday Inn on August 19 and 20. Information about the summit can be found on the South Dakota District Court website at www.sdd.uscourts.gov. We expect a good turnout at this event and hope that this will establish a new and expanded role for FCCA in sponsoring specific training programs in areas of concern to people who work in the Federal Courts.

A committee, chaired by president-elect Jeff Apperson, is drafting a letter that will be sent to the Ethics Committee of the Judicial Conference to help us determine whether the FCCA can, in the future, accept corporate contributions to help offset the expenses of our annual conferences. We hope that the response to this letter will clarify a number of issues for future host clerks. We also hope that the response to this letter will allow members of the FCCA Foundation to determine what the future role of the foundation should be.

As this issue goes to press, Maria Carpenter, who chairs the Blood for Life Program, is working with the members of the FCCA Board to gather information about blood donations in the Federal Courts during the past year. The Blood for Life program has been in existence for seventeen years and has resulted in the donation of 5,216 units

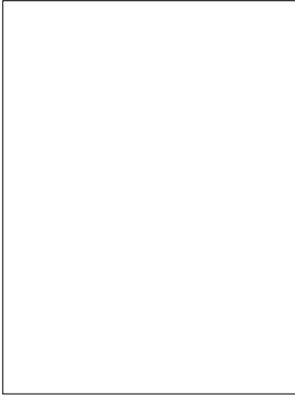
of blood. I have a very personal interest in this program because it began in the District of Maryland during my tenure as clerk. I want to thank all of you who have participated in this program in the past and encourage everyone who can to donate and participate in this program in the future.

Another new initiative this year is the mentor program sponsored by the FCCA. Sheryl Loesch, Clerk in the Middle District of Florida and chair of the Clerks Council, has paired all of the new clerks who have been appointed during the last year with mentors. Each mentor is an experienced clerk who has volunteered to serve. Cris Beeman, Supervisor in the Central District of California and chair of the Deputy Clerks Council, is working to develop a similar program for chief deputy clerks and for a number of other senior management positions.

In his introduction to Law Day, William S. Sessions notes the present challenges to America's core values and our commitment to the rule of law. He challenges us to better understand the common ground we share as Americans in a diverse society and as members of the global community. He emphasizes that, in these difficult times, it is wholly appropriate to ask how the law, our commitment to justice, and our commitment to democratic values bind us together as a people. As the issues that face our country and our world become more complex, I am struck by the foresight of those who drafted our constitution. Their vision of the federal judiciary has proven to be a stabilizing force for our nation and a model for the world. I am also inspired by the members of our association who have put in long hours to work on these and other FCCA projects. They will enable us to better serve the judges of our courts in their efforts to provide justice between ever more diverse interests in an ever more complex and dangerous world. It is my privilege to work with a group of people who are so dedicated to the mission of the Federal Courts.



From the Editors



By Jeffrey A. Apperson, Clerk
Western District of Kentucky

Showing appreciation is an important component of any organizational endeavor. In helping to compile this Spring Edition of the Journal, I am again reminded that if not for those contributing so much to this organization there wouldn't be much to write about. Fortunately, we have officers, board members, committee chairs and other members that contribute greatly. To mention a few of the many, I want to thank Le Kelleher for the nominations report, Sheila Beauchene for the excellent minutes, Maria Carpenter for the blood drive report, Michell Valen-

tine Smith for the special service awards report, and Sheryl Loesch and Cris Beeman for their reports. In addition, it is rewarding to profile the officers and board members that will carry on for Eileen Levine, Sharon Howard and Val Pulley. We hope they will continue to give to our organization. We thank them for what they have given.

Liv Kilpatrick has sent information for registration and about the FCCA annual conference. Indeed, to show how far we've come and the tradition we represent, we selected for the cover the 1928 FCCA Annual Conference in St. Louis. A striking contrast to today's organization! As Joe Haas said, we are entering a new age in global relationships. Much different from the first annual conference held in Washington, D.C. in 1922. Our web site, which has been recently updated, is an outstanding example of the progress of our association. Take a look at it, www.id.uscourts.gov/fcca. Cam Burke and staff have done a great job with the site.

There is always more we can do as an association. Indeed, in my ca-

capacity as long range planning chair, I believe we should assess a more contributory role in the international development of judicial institutions. Comparatively speaking, we possess the applied knowledge experts in the fields of court training, automation, court management, personnel, finance, case management, etc., that other developing countries need as they implement the rule of law in place of the rule of a few people. I have found that to have the rule of law, the institutional machinery must work well. While in Croatia recently, I told a group of judges and clerk's office staff that the perception the public had of the professionalism of each judicial employee affected the credibility of the institution's performance in the public eye. I know that same public perception and its importance applies in our country. The FCCA contributes to the enlightened perspective employees gain by interacting with others. We are fortunate.

By the way, in a recent question and answer section of "The Federal Times," the following was asked:

"Question: As I understand it, FERS employees do not receive retirement "credit" for unused sick leave as do those employees in CSRS. Is there anything afloat to change this so that FERS employees will have an incentive to save their sick leave?"

Answer: Nothing formally has been introduced in the Congress to allow this. It is hard to say whether anything will be introduced in this or in a future congress. Edward Zurndorfer.

I think we should explore this issue and network with other organizations, the AO and Congress. There are so many good reasons for pursuing this change. Perhaps even an additional contribution option.

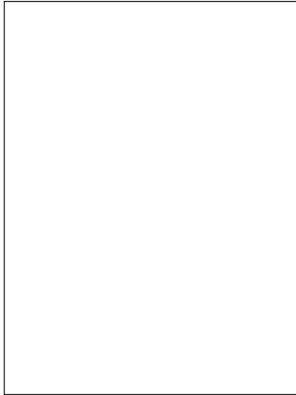
Continued on page 3



2002 Mid-Year Board Meeting: Seated L-R: Norbert Jaworski, Jim Davey, Eileen Levine, Linda Lee, Sheila Beauchene, Jenine Wright. Standing L-R: Cam Burke, Jim Starr, Val Pulley, Sharon Howard, John Zingo, Ian Keye, Joe Haas, June Phillips, Ralph DeLoach, Sheryl Loesch, Betty Jackson, Jeff Apperson, Judy Shelton, Cris Beeman, Corrine Szalay.

From the Editors

Continued from page 2



By Ralph DeLoach
Clerk, District of Kansas

Dear FCCA members: I have offered my editorial space in this edition of the FCCA Journal for an important message from Cathy McCarthy, Deputy Associate Director for Management and Operations Administrative Office of the U.S. Courts.

I am pleased to have this chance to communicate with the FCCA Journal's readers about an initiative under way in the Administrative Office that I think may interest you.

Communicating effectively with the courts is a top priority for the AO. In the past couple of months, I have talked about communications with various advisory groups of judges and court managers who have come to the AO. This wasn't the first time I've done this in my fourteen years here and it won't be the last. I was gratified to hear that the judges and court executives think the AO is generally doing a good job of keeping the courts informed. Even though chief judges, clerks of court and others are receiving a great deal of electronic mail, no one wants less communication from the AO. Everyone seems to have embraced the efficiency of electronic forms of communication, including e-mail and the J-Net, although paper newsletters and other printed publications are still desired by most. Specific helpful sugges-

tions I heard included such things as providing more summaries of the contents of attached correspondence (which you should see soon) and redesigning the J-Net to make it easier to find materials (which will take a little longer).

In a system as large and diverse as ours, it can be a challenge to keep everyone informed and it is an even bigger challenge to involve everyone who has something to contribute during the development of new policies and programs. We use various methods to get input, including consultation and sharing draft documents with individuals and advisory groups. This approach gives us a good cross-section of viewpoints and it is an efficient way for us to obtain court feedback on the viability and implications of proposed changes.

We will continue to rely on advisory groups to give us input on policy and guideline changes, but we also want to experiment with a process that will invite feedback from court officials who are not members of advisory groups or task forces. We are going to try inviting broader input by posting exposure drafts of certain policy and program documents on the J-Net for a fixed comment period. We will test this approach with substantive revisions to the *Guide to Judiciary Policies and Procedures*, IRM Bulletins, and similar key guidance documents. We will send out e-mail notices to let you know when a draft is available for comment.

Your comments can help us clarify confusing language and address practical concerns prior to the issuance of new program guidelines. This new approach is already being tested with a recent IRM Bulletin, which was posted in early May for a 30-day comment period.

We are not quite sure what to expect. I must admit, a few folks here are a little nervous about the possibil-

ity that they may have to sort through a hundred different comments. Judiciary personnel can usually be counted on to offer a wide array of ideas, and sometimes conflicting thoughts. Some people may even get mad if we don't listen to them. But we are going to try this experiment in system-wide communications, and I hope it works.

Cathy A. McCarthy

Deputy Associate Director for
Management and Operations

Administrative Office of the U.S.
Courts



Special Service Award Nominations

Michell Valentine
Awards Chair

Nominations for the FCCA Special Service Award are welcome and encouraged! Any FCCA member who has made a substantial contribution or provided outstanding service to FCCA may be a recipient of this award.

Please send your nomination and a brief description of the contribution by your nominee to FCCA to: Michell Valentine, U. S. District Court, 600 West Capitol, Ste. 402, Little Rock, AR 72201-3325. E-mail:

michell_valentine@ared.uscourts.gov.

You may also fax your nomination to: (501) 604-5179. The deadline is: Friday, May 31, 2002.

The Awards Committee will review nominations. After approval by President Haas, the awards will be presented at the Annual Conference in Portland, Oregon. Please use this opportunity to honor a special service provided by one of our members!



From the Executive Board of the Clerks Council

By Sheryl Loesch, Chairperson
Clerk, Middle District of Florida

The Executive Board of the Clerk's Council has maintained an active role in administering the mentor program for newly appointed Clerks of Court. This program has proved to be invaluable to the new clerks and those clerks serving as mentors have benefitted as well. This program will be made available to all newly appointed District Court Clerks. We hope to implement a similar program for newly appointed Bankruptcy Clerks in the future.

To briefly change "hats" for a moment, as host clerk for the 2003 FCCA conference, I would like to give you a glimpse of some exciting activities we have planned for the 2003 conference in Orlando. We are finalizing plans for our "big event" at the Kennedy Space Center. This event will include seeing the International Space Station Center, the Apollo/Saturn V Center, and a look at NASA's Space Shuttle Landing Facility. Back at the Visitor's Center, attendees will be able to meet astronauts face-to-face at the Astronaut Encounter program, visit the space-age attraction, explore the New Millennium, where attendees can touch a piece of Mars, view the IMAX movies, visit the historic Rocket Garden, and see the awe-inspiring Shuttle Plaza and Early Space Exploration exhibit. For children of "all ages" there is a wacky, educational show entitled, Mad Mission to Mars, an interactive and entertaining show that puts an out-of-this-world spin on rocket science.

In addition to the side trips attendees may make to the area theme



parks and beaches, we are planning to offer a side trip to the Daytona International Speedway that includes an actual ride on the track (for those of you who like to live on the edge!).

Team Orlando is anxious to see all of you in Portland and begin to share our excitement and enthusiasm about our 2003 conference with you. See y'all there!



Profile in Courage

Vladimir Gredelj
President, Croatian Judges Association

In November of 1997, our court hosted a delegation of judges from Croatia. Among our guests was one Vladimir Gredelj, President of the Croatian Judges Association, as well as President Judge of the District Court of Bjelovar. Fate worked its way and we formed an unusually strong bond of friendship. The bond was so strong that I became one of his inner circle of friends and, by way of this inclusion, an observer of Croatian Judicial Reform.



In January 1999, I was invited to speak to members of the Croatian Judges Association and their staffs in three Croatian cities, Rijeka, Zagreb and Bjelovar. I was also fortunate enough to sit as an observer of the first democratic national election in several decades as the dictatorships of Tito and Tudjman had vanished. In Croatia, the President Judges administer the elections, so I had a ringside seat.

During my visit to Croatia, there were rumblings that the government was going to reduce the salaries of lifetime appointees by 25%. Judge Gredelj went on the record opposing this reduction as a dangerous precedent to the independence of the judiciary. In addition, the new State Judicial Council began removing president judges, or proposing to do so. Judge Gredelj went public and criticized the government's proposed violation of the Croatian Constitution. During the course of his public opposition, charges were brought against him for using government property inappropriately, etc. He fought the charges vigorously and they were dropped.

In the fall of 2001, Judge Gredelj went on record during the European Judges' Association meeting criticizing

the Croatian government for interfering in the independence of the judiciary by once again reducing salaries. I

was in Istria, Croatia, meeting with our sister-court when he was again charged for various crimes the day he returned from this conference. I was with him

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Profile in Courage

Continued from page 4

when he learned about them. Most of the indictment was for the same crimes that had previously been dismissed. He fought the charges again, publicly, and won vindication at the Croatian Supreme Court. During his battle, he won re-election as President of the Croatian Judges' Association with 80% of the members supporting him.

Little has been gained by these battles over the independence of the judiciary; however, the public is beginning to understand the relationship between individual liberty and the independence of the judiciary. The emotional sacrifice, however, of defending this democratic principle, has been great, especially on his wife, Rahela, and his three children, Davia, Igor and four year old Sara.

Judge Gredelj is still fighting, notwithstanding, the long strain. On May 7, 2002, Judge Gredelj again attended the annual European Association of Judges meeting. The resulting HRT article reported on his visit. It stated:

"Gredelj attended the annual meeting of EAJ in Switzerland and said the naming and sacking of court presidents by justice ministers, the lack of abiding by their mandates and the cutting of judges' wages had not improved the independence of the Croatian justice system, but had worsened it. The EAJ is to inform the Council of Europe and the European Commission of its findings and will issue a declaration warning senior officials of the situation."

This is a man that stands on a principle that is fundamental to the rule of law. His example has been a learning experience for me. Primarily, because I realize that we have had judges that have fought for the same fight. Men like Chief Justices Marshall and Taft. We must strive to preserve the principle of judicial independence just as hard as Judge Gredejl is fighting to gain it.



From the Deputy Clerks' Corner

By Cristina Squieri-Beeman

Hello fellow FCCA members! Hopefully by now you have sent in your registration for our annual conference in Portland, Oregon. The education agenda looks to be one of the best ever presented and team Portland has also put together an exciting social agenda. I am looking forward to this year's conference and seeing everyone.

The deputy clerk's council has asked Jim De La Torre, from Gallagher Benefit Services, to be our guest speaker at the deputy clerk's lunch. Jim was a speaker at the annual conference last year in Cleveland and has appeared in several district and bankruptcy courts throughout the country. We look forward to hearing what Jim has to share with us at our luncheon in Portland.

The deputy clerk's council has developed a mentoring program and we'd like to hear from you. Since a mentoring program among deputy clerks can be an overwhelming endeavor, we have started it in only three categories - chief deputies, financial clerks and jury clerks. We have three individuals who are the facilitators in each category and pair up individuals who have similar jobs in similar court sizes for mentoring. If you or someone you know falls into one of these three categories, please contact me at the number or e-mail address listed below and I would be more than happy to connect you with the proper facilitator.

The cost of putting on a conference has grown every year. This burden of putting on the conference traditionally lies with the host court. In an effort to assist the host court, the deputy clerk's council would like to

start conducting a fund raiser every year. Our first attempt will begin this year at the conference in Portland. We hope to sell pins containing the FCCA logo and hopefully design a new pin every year so that we can develop a pin collection, FCCA style. The proceeds from the sale of these pins will be divided with half of the proceeds going to FCCA and the other half going to the host court for the following year's conference. Please spread the word to members and non-members alike and don't forget to find one at the conference so that you can stock up on your supply of pins.

I want to continue to remind everyone that it's never too late to become a member. If you know of someone who is still interested in becoming a member, or who would like to attend this year's conference and is not yet a member, please have them contact their district representative or visit our website at, www.id.uscourts.gov/fcca.htm, for more information on how to become a member.

Please do not forget that I am here to assist you and I would love to hear from you. If you need assistance in locating or contacting your district or circuit representative, do not hesitate to contact me at the number listed below. Any questions, ideas or suggestions you may have please feel free to contact me. I am always happy to help and I am eager to hear from you.

I look forward to seeing you all in Portland.

Cristina_Beeman@cacd.uscourts.gov
714-338-4760



Nominations Are In!!

By Le Kelleher,
Nominations Chair

BOARD OF DIRECTORS FOR THE
EVEN-NUMBERED CIRCUITS ARE:

2nd Circuit: **Maria Carpenter**, District
of Connecticut

4th Circuit: **Judy Shelton**, Northern
District of West Virginia

6th Circuit: **Sue Rigan**, Western District
of Michigan

8th Circuit: **Michell Valentine**, Eastern
District of Arkansas

10th Circuit: **Jenine Wright**, District of
Kansas

D.C. Circuit: No nominations were re-
ceived.

President-Elect Joe Haas will ap-
point someone prior to the annual con-
ference.

Congratulations to the incoming
directors. The Nominations Commit-
tee extends a sincere thank you to these

members for accepting the responsibili-
ties of being a member of the Board of
FCCA. The term of office for the new
Board will be effective at the conclu-
sion of the joint annual conference in
Portland, Oregon.

Only one nomination was re-
ceived for the office of Treasurer: Betty
Jackson, District of New Mexico. No
nominations were received for the of-
fice of Historian. Nominations for both
offices will be taken from the floor at
the annual conference. Write-in votes
can only be accepted at the annual con-
ference.

The profiles for the new members
of the Board of Directors and the Na-
tional Office candidate are all featured
in this issue of the Journal. For those
of you who plan to be at the confer-
ence in Portland, you will meet the can-
didate in person and hear their plat-
forms and the platforms of any addi-
tional nominees.

Absentee ballots have been dis-
tributed throughout the Districts.
**Remember, in order to vote by Absen-
tee Ballot, you must be an active and
paid member for 2001-2002. Absen-
tee Ballots must be postmarked by
May 31, 2002, and returned to:**

Le Kelleher, Nominations Chair
U.S. District/Bankruptcy Courts
550 West Fort Street
Boise, Idaho 83724

**Absentee Ballots that are post-
marked after the deadline will be dis-
qualified.**

All members are urged to partici-
pate in the voting process, either by
Absentee Ballot or vote at the Confer-
ence. However, if you have voted by
absentee ballot, you will be ineligible
to vote during the election at the Con-
ference.

SEE YOU IN PORTLAND!!



BETTY A. JACKSON
Financial Administrator
U.S. District Court
District of New Mexico

The nomination for FCCA Trea-
surer for a second term is such an

honor and pleasure for me. The recent
availability of on-line registration for
FCCA membership is a unique and
useful automated tool, which will
eventually streamline member infor-
mation to include an updated mailing
list and a record of dues payments. The
new process has been useful to me and
will benefit all members for years to
come.

My career with the U.S. District
Court, District of New Mexico began
in July of 1980 and included previous
positions as Criminal Docket Supervi-
sor, Intake, and Civil docketing deputy.
My present position of 14 years is as
the Financial Administrator. My cur-
rent responsibilities include the man-
agement of the District's Federal Bench
and Bar Fund, preparation and submis-

sion of all financial reports and assist-
ing in the preparation of the Internal
Controls Manual. Our court will soon
be converting to FAS4T (Financial Ac-
counting System for Tomorrow) and I
have a very active role in this project.

On the personal level, I have two
daughters. My daughter, Nancy, is
married to Rick, and they have one son,
Christian. My second daughter, Kriss,
is married to Robert. They now have a
beautiful daughter, Stephanie Eliza-
beth, who is 14 months. Many of you
have met my Dad, Manuel (affection-
ately known as Manny) and of course,
Larry, my fiancé. Manny and Larry are
great family supporters of FCCA and
have attended many conferences.

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Nominations Are In!!

Continued from page 5

Some of my hobbies include listening to a variety of music from country to classical. At home and when traveling I enjoy attending concerts, plays, operas and dancing. One of the best ways to travel is by attending an FCCA conference. I've also traveled to Hong Kong, Singapore, Malaysia, Hawaii, and St. Maarten in the Caribbean. My travels last year also took me to London, Paris, and Dublin, Ireland for an Irish wedding.

My membership with FCCA began in 1980. My first conference was in Hawaii 1987 and I became a dedicated conference attendee. I have also attended conferences in Las Vegas, New Orleans, Boston, San Diego, Philadelphia, Sun Valley, New York, Washington, D.C., Miami, Spokane, Cleveland and, of course, the 70th FCCA Conference in Albuquerque in June 1998. During our conference, along with my responsibilities as the Finance Chair, I also organized many of the events. In previous years, I was the FCCA District Representative for five years and served on the 1998 FCCA Site Selection Committee.

My aspiration is to continue as the FCCA Treasurer and pursue the honored traditions of integrity and professionalism of this organization and the office of Treasurer. The Treasurer duties will be performed with the proficiency and expertise I have gained from past, personal and professional experiences.

I encourage all FCCA members to cast your vote and I actively solicit your support. You may vote by absentee ballot or cast your vote at the Portland 2002 FCCA Conference. I will continue to **"GIVE TO FCCA WHAT FCCA HAS GIVEN TO ME."** When you see **"\$ \$ \$," VOTE FOR BETTY FOR FCCA TREASURER.** Thank you in advance for your consideration and support.

MARIA J.Q. CARPENTER U.S. District Court, Second Circuit Hartford, CT 06103

I wish to thank Eileen Levine for nominating me for the Second Circuit Representative position.

I have been a member of the FCCA since 1988. I have attended six conferences and am continually amazed at the great training opportunities presented and the number of friends I make each year. The FCCA is a great networking tool of which I encourage all members to take advantage.

In 1998, I became the Connecticut District Representative. As District Representative, I publish a newsletter about upcoming FCCA events and membership news. I distribute information about the FCCA conference to the membership when I return. I have written several articles for the Journal, and encouraged several members to do the same.

I presently serve on the Membership Committee, and devised a booklet describing the FCCA, the board positions, and committees. My positions as Leave Share Coordinator and Blood Drive Coordinator have been very rewarding.

I am a proponent and active member of the FCCA. With your vote, I hope to give the same support to the Circuit members as I presently do for my District.

Thank you.



JUDY SHELTON
Board, 4th Circuit
Northern District of West Virginia

I am honored to again serve the 4th Circuit as their Board of Directors Circuit Representative. I have been an FCCA member since 1986, a year after beginning my federal court career as a deputy clerk. Both of these decisions have been good ones, as both organizations have become important in my life. Throughout my tenure as an employee of the court, I have had several different job descriptions, each a learning experience, and have now found the perfect fit for me as the court's personnel specialist. As an FCCA member, I have had the opportunity to meet and network with so many highly motivated people that have taught me that work in the federal court is more than just a job. Although my years as a public school teacher and later, as a teacher at West Virginia University were good years, I have always felt that my choice to start a new career path in the federal court system was the better one.

After joining the Federal Court Clerks Association, I volunteered for committee work, and was able to serve on several different committees through the years. I have attended every conference except one since 1987. The interaction with fellow employees from all over the United States has taught me so much more about the court and its inner workings than I ever would have known by staying isolated in one district court. FCCA is our pro-

Continued on page 7

Nominations Are In!!

Continued from page 6



SUE RIGAN
Board, Sixth Circuit
Western District of Michigan

I am honored to represent the Sixth Circuit on the Board of Directors. I joined the FCCA in 1993 and I've served on the Membership Committee and the Awards Committee. I attended the last three annual conferences (Portland will be my fourth). While there, I attended the Board of Directors meetings as an observer. My experiences gained from those meetings inspired me to serve the FCCA in a greater capacity. We are truly honored to have such a talented Board of Directors and I am eager and proud to join the team.

My federal career began in 1991 when I was hired as CJRA Staff Attorney at the U.S. District Court for the Western District of Michigan. Since then I have worn a number of "hats" and I currently serve as our court's Procurement Administrator. Prior to joining our court family, I was a practicing attorney in both the public and private sector, having worked in New York City and New Jersey prior to returning to my home state of Michigan. Additionally, I was an Adjunct Professor at Western Michigan University and The American Institute for Paralegal Studies. My personal interests include hunting, traveling, sightseeing, and searching for the perfect beach.

I believe communication is the key to effective leadership and I promise to keep those lines open while serving as Circuit Director. Being involved in the FCCA is a richly rewarding experience. I look forward to serving on the Board and encouraging others to become more active as well.



MICHELL VALENTINE
8th Circuit Representative

I am honored and look forward to serving the 8th Circuit on the Board of Directors. I work for the U. S. District Court, Eastern Arkansas, in Little Rock. I joined FCCA in 1996 and as I learned about the benefits derived by all deputy clerks, not just members, the value of our organization became apparent to me. For the past two years, I've represented the 8th Circuit on the Board and also served in 2001 as Awards Chair.

A native of Louisiana, I began my service for the U. S. Courts in 1993 with the U. S. Probation Office, Western District of Louisiana. I worked as a probation clerk during graduate school and transferred to the Little Rock court in 1996, shortly after graduating in the HR field from Louisiana Tech University. I now work as a personnel specialist and truly enjoy my job. It allows me to meet everyone in our of-

fice, provide assistance and deal with many different administrative issues.

My favorite things about FCCA are attending conferences and reading the "rejuvenated" Journal. I've attended two conferences (2000-Spokane; 2001-Cleveland) and look forward to going to Portland to see my friends in the FCCA. I appreciate the chance to serve the 8th Circuit again and welcome your ideas, concerns, or comments. Please call me at (501) 604-5307 or e-mail me at:

michell_valentine@ared.uscourts.gov



JENINE WRIGHT
District of Kansas, Wichita

Hi! My name is Jenine Wright. I have been employed by the U.S. District Court, District of Kansas, Wichita Division since 1994. After serving as a docket clerk for one and one-half years, I moved into jury, which continues to interest and challenge me.

My husband, Doug, and I have been married 33 years. (I was a child bride!) We have two daughters. Our oldest daughter, Stephanie, is married to Steven Daas, a native Minnesotan, who whisked her away from Kansas to the cold north country in 1999. But

Continued on page 9

Welcome to Portland!

Nominations Are In!!

Continued from page 8

the good news is they are moving back to Kansas (Overland) in April. It will be fun having them closer.

Our youngest daughter, Stacey, graduates in May with an Elementary Education Degree from Wichita State University. She is anxious to obtain a teaching position and become gainfully employed, so she can move to a place of her own. Doug and I are looking forward to not paying college tuition for the first time in 10 years. I don't think we'll suffer from "The Empty Nest Syndrome."

I can't believe that two years have passed since I was elected as the Representative for the 10th Circuit. Time flies when you're having fun! I have enjoyed serving on the Board of Directors. I feel that I have learned a lot about FCCA and its workings since being on the Board. I was made to feel very welcome as a new member of the Board.

Although I did a lot of listening and observing during this term, I always felt comfortable voicing my opinions on the subjects the Board was discussing. However, I feel that I'm just getting warmed up, so that is why I would like the opportunity to serve another two-year term as 10th Circuit Rep.

I have diligently tried to pass on information concerning our organization to the District Reps in my circuit and have encouraged them to disseminate the information to members within their districts.

Thank you!



The District Court of Oregon welcomes you to the majestic city of Portland and the 2002 FCCA Conference. From July 27th to August 2nd, we have planned a varied array of educational opportunities and social activities. From dancing at the Crystal Ballroom to learning conversational Spanish, this conference offers something for everyone, and we look forward to seeing you here!

On the following pages you will find a recent copy of the schedule of events, class schedules, and hotel information. For additional up-to-date information, please visit our web site:

<http://www.ord.uscourts.gov/fcca>

If you have questions not answered in this article or on our web page, please contact one of the FCCA conference contacts.

Registration:

Mary Anne Delap
(503) 326-8052

Vendor Info:

Danny Armstrong
(503) 326-8091

Training:

Camile Hickman
(503) 326-8090

Hotel:

Monica McLain
(503) 326-8176

Entertainment:

Lisa Miller
(503) 326-8026



Hotel Information:

Just a reminder to make your hotel reservations at the Marriott! The FCCA conference room rate is \$129.00 per night; which includes one breakfast and one lunch Monday - Thursday, per paid night. When making a reservation, make sure and mention that you are with the FCCA conference.



Marriott Hotel
1401 S.W. Naito Parkway
Portland, Oregon 97201

1-800-228-9290 Toll Free Guest Reservation Phone Number
(503) 226-7600 Local Guest Reservations Phone Number
(503) 221-1789 Guest Fax Number



Federal Court Clerks Association

Annual Conference Sites

1922	Washington, D.C.	1966	Miami, Florida
1923	Washington, D.C.	1967	Denver, Colorado
1924	Detroit, Michigan	1968	Des Moines, Iowa
1925	Atlantic City, New Jersey	1969	Seattle, Washington
1926	Philadelphia, Pennsylvania	1970	Washington, D.C.
1927	Lexington, Kentucky	1971	Puerto Rico
1928	St. Louis, Missouri	1972	Jackson, Mississippi
1929	Cleveland, Ohio	1973	Bedford, New Hampshire
1930	Duluth, Minnesota	1974	Las Vegas, Nevada
1931	Chicago, Illinois	1975	Jackson Hole, Wyoming
1932	Grand Rapids, Michigan	1976	Hampton, Virginia
1933	Niagara Falls, New York	1977	Honolulu, Hawaii
1934	Washington, D.C.	1978	Sun Valley, Idaho
1935	New York, New York	1979	Atlanta, Georgia
1936	South Bend, Indiana	1980	Kansas City, Missouri
1937	Cincinnati, Ohio	1981	San Diego, California
1938	Virginia Beach, Virginia	1982	Philadelphia, Pennsylvania
1939	Los Angeles, California	1983	Reno, Nevada
1940	Washington, D.C.	1984	Nashville, Tennessee
1941	Milwaukee, Wisconsin	1985	Rapid City, South Dakota
1942-1945	None	1986	Orlando, Florida
1946	Chicago, Illinois	1987	Honolulu, Hawaii
1947-1949	None	1988	Baltimore, Maryland
1950	Chicago, Illinois	1989	Las Vegas, Nevada
1951	Cairo, Illinois	1990	New Orleans, Louisiana
1952	Indianapolis, Indiana	1991	Tucson, Arizona
1953	Denver, Colorado	1992	Boston, Massachusetts
1954	Memphis, Tennessee	1993	San Diego, California
1955	Old Point Comfort, Virginia	1994	Philadelphia, Pennsylvania
1956	Milwaukee, Wisconsin	1995	Sun Valley, Idaho
1957	San Francisco, California	1996	New York, New York
1958	Asheville, North Carolina	1997	Washington, D.C.
1959	Boston Massachusetts	1998	Albuquerque, New Mexico
1960	Cleveland, Ohio	1999	Miami, Florida
1961	East Glacier, Montana	2000	Spokane, Washington
1962	New Orleans, Louisiana	2001	Cleveland, Ohio
1963	Norfolk, Virginia	2002	Portland, Oregon
1964	Minneapolis, Minnesota	2003	Anaheim, California
1965	Honolulu, Hawaii		

2002 FCCA Conference Educational Program

Registration Form

NOTE: Additional Classes are Being Offered !

(Please check the boxes for your classes selections)

Class Description	1 st Offering	2 nd Offering
Settlement Process in the U.S. Courts	7/30/02 10:15 am <input type="checkbox"/>	
State of the Judiciary Budget	7/29/02 3:00 pm <input type="checkbox"/>	
Leadership & Government Service	7/31/02 8:30 am <input type="checkbox"/>	
“Is it Legal Advice”	7/31/02 10:15 am <input type="checkbox"/>	
Analysis v Assumption in the Workplace	7/30/02 10:15 am <input type="checkbox"/>	
The FISH ilosophy	7/29/02 3:00 pm <input type="checkbox"/>	
Ethics and the Code of Conduct	8/1/02 9:30 am <input type="checkbox"/>	
Court Outreach Programs	7/30/02 8:30 am <input type="checkbox"/>	
What Do You Stand For? Leadership in the Courts	8/1/02 8:30 am <input type="checkbox"/>	
Fed. R. Cv. P. & Fed. R. Cr. P.	7/29/02 3:00 pm <input type="checkbox"/>	7/30/02 10:15 am <input type="checkbox"/>
FAS₄T	7/31/02 1:30 pm <input type="checkbox"/>	
“WeberPerfect” Forms Generation	7/30/02 1:30 pm <input type="checkbox"/>	7/31/02 10:15 am <input type="checkbox"/>
Adobe Acrobat - Working with PDF Documents	7/30/02 3:00 pm <input type="checkbox"/>	7/31/02 1:30 pm <input type="checkbox"/>
Case Management - 2002	8/1/02 2:15 pm <input type="checkbox"/>	

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2002 FCCA Conference

Educational Program

Registration Form

Continued from page 12

Class Description	1 st Offering	2 nd Offering
“Coping with Stress/Traumatic Instances”	7/31/02 1:30 pm <input type="checkbox"/>	8/1/02 9:30 am <input type="checkbox"/>
Rules of Practice in an Electronic Environment - Panel Discussion	7/31/02 10:15 am <input type="checkbox"/>	
CM/ECF - A Deputy Clerk’s Perspective Panel Discussion	8/1/02 9:30 am <input type="checkbox"/>	
Alternate Dispute Resolution in the Federal District Court	8/1/02 9:30 am <input type="checkbox"/>	
Employee Dispute Resolution	7/30/02 3:00 pm <input type="checkbox"/>	
Developing Internal Controls Plans	7/30/02 3:00 pm <input type="checkbox"/>	7/31/02 10:15 am <input type="checkbox"/>
Spanish Phrases for Court Staff	7/30/02 10:15 am <input type="checkbox"/>	7/30/02 1:30 pm <input type="checkbox"/>
Courtroom Technology	7/31/02 10:15 am <input type="checkbox"/>	7/31/02 1:30 pm <input type="checkbox"/>
Courthouse Construction	7/30/02 10:15 am <input type="checkbox"/>	7/30/02 1:30 pm <input type="checkbox"/>
“Own Your Share of America”	8/1/02 2:15 pm <input type="checkbox"/>	
Time Management - 2002	7/30/02 3:00 pm <input type="checkbox"/>	7/31/02 10:15 am <input type="checkbox"/>
CM/ECF - Electronic Filing Demonstration	7/30/02 1:30 pm <input type="checkbox"/>	
ABC’s of Internet Use	7/30/02 3:00 pm <input type="checkbox"/>	
Breakout Group Sessions	7/31/02 3:00 pm <input type="checkbox"/>	
Mark O. Hatfield U.S. Courthouse Tours	7/30/02 1:30 pm <input type="checkbox"/>	7/31/02 1:30 pm <input type="checkbox"/>

FCCA Jury Summit

Joe Haas, FCCA President

Last summer, the National Center for State Courts sponsored a jury summit in New York. The program attracted hundreds of people from state and federal courts from around the country. While those who attended felt that the experience was very worthwhile, people from the federal courts wished that at least some of the program would have been directed specifically to the Federal court portion of the audience. There was a further feeling that while lots has happened in the area of juror service management, it has been a long time since a program has been put on for the people in federal courts who work with jurors. Those discussions prompted the FCCA to underwrite a jury summit directed primarily to a federal audience. Betsy Paret, Clerk in the Eastern District of Virginia, who has a substantial background in jury administration, agreed to develop the program. Hilarie Gaylin of her staff agreed to handle the organization of this federal jury summit that will be held at the Holiday Inn in Old Town, Alexandria, Virginia, on August 19 and 20, 2002. Betsy has developed the program based on her discussions with a number of experienced jury administrators and responses to a needs questionnaire that was sent to most of the jury administrators around the country. A letter was sent to all District Court Clerks inviting them, their jury administrators and any members of their staffs with an interest in jury issues to attend the national federal jury summit, hosted by the U.S. District Court for the Eastern District of Virginia, and sponsored by the FCCA.

The agenda, while not yet finalized, includes those issues identified as top priorities by jury administrators around the country. The summit will address issues as diverse as Technology and the Jury Office, Managing the Master Wheel, Juror Utilization and Management, Juror Satisfaction, and No Show Jurors and Jurors Who Do Not Respond. Tom Munsterman, nationally renowned jury expert from the National Center for State Courts, will be one of our speakers. This summit should provide those who attend many educational and networking opportunities through which current ideas, best practices, and future strategies may be shared.

The registration fee has been set so that it covers administrative and materials costs along with the expenses associated with breaks and a working lunch on the first day of the summit. Attendees will pay for their own travel and lodging. The early registration fee—before June 1, 2002—is \$150; the fee after June 1 is \$200. Checks should be made payable to the FCCA, with a notation that the payment is for the Jury Summit Registration, and should be sent to Hilarie Gaylin, U.S. District Court, EDVA, 401 Courthouse Square, Alexandria, VA 22314-5798. Hilarie is coordinating the summit logistics, and you may address any questions to her. Her phone number is 703-299-2180, and her e-mail is:

Hilarie_Gaylin@vaed.uscourts.gov

You may also call me at the number shown above. Updated information and additional registration forms can be found on the South Dakota District Court web site at:

sdd.uscourts.gov.

We have negotiated with the Holiday Inn Select of Old Town Alexandria and they have agreed to provide rooms at a rate of \$150.00 per night. Attendees will probably be able to stay extra nights (either before or after the conference) at this rate. The hotel says the rate is dependent upon room availability but does not anticipate much difficulty if you or your staff wish to arrive early or stay beyond the end of the summit. Attendees can start making reservations immediately and must call by July 19 to receive the \$150 rate. The hotel phone number is 703-549-6080, or outside Virginia, 800-368-5047. **When making reservations, people should reference THE FCCA JURY SUMMIT.** Because this is our first effort at sponsoring an event such as this, we have taken a conservative approach in setting our room guarantee with the hotel. We suggest that you make your reservations as soon as possible to make sure you can get a room and get it at the negotiated price. Parking is available beneath the hotel at a rate of \$10.00 per day for overnight guests and \$12.00 per day for non-overnight guests. The hotel does offer complimentary shuttle service to and from National Airport and the King Street metro station.



FCCA MEETING MINUTES

Board Meeting - Telephone Meeting Thursday, April 4, 2002

Sheila Beauchene, FCCA Secretary

The Board meeting was called to order by President Joe Haas at 11:30 a.m. on Thursday, April 4, 2002, via telephone conference call.

Those present: Joe Haas, President; Jeff Apperson, President-Elect; Sam Hamrick, Immediate Past President; Betty Jackson, Treasurer; Corrine Szalay, Historian; Sheila Beauchene, Secretary; Circuit Representatives: Jim Starr-1st Circuit; Eileen Levine-2nd Circuit; John Zingo-3rd Circuit; Linda Lee-5th Circuit; Sharon Howard-6th Circuit; Norb Jaworski-7th Circuit; Michell Valentine-8th Circuit; Ian Keye-9th Circuit; Jenine Wright-10th Circuit; June Phillips-11th Circuit; Val Pulley-National; Sheryl Loesch, Clerks Council Chair; Cris Beeman-Deputy Clerks Council Chair; Cam Burke-Professional Development Committee Chair; Lance Wilson-Membership Committee Chair; and Andrea Ward-District of Nevada, Membership Committee.

Membership:

Membership discussion led by Lance Wilson. Mr. Wilson and President Haas requested all board members to contact district representatives regarding FCCA membership and compare the listing from this year to last year, and to double check that all districts have reported to the circuit representatives. He will be sending out a copy of the membership report from last year for comparison. Mr. Wilson noted, as with all automation projects, things didn't go quite as planned with the on-line registration. However, they are working out the problem areas. They are also working on giving all district representatives the ability to review their membership information on-line.

Mr. Haas requested the circuit representatives follow up with any of the courts that may have experienced a significant drop in their membership. Ms. Beeman inquired as to if there has been any feedback as to why we are down in our membership listing. Jenine Wright noted in her district she has heard comments about membership such as: the expense for the conference; they don't get anything out of FCCA, so why join; they aren't going to the annual conference this year, so they don't join FCCA. The on-line registration caused a few registration problems for members as well, and duplicate *journals* were mailed out to members. The Board concurred that no on-line registration will be done at this time for corporate memberships.

The following suggestions were made to update the on-line registration. The registration screen should be changed to indicate the membership money is to go to the district representative, along with a copy of the form should be printed and given with the check to the district representative; the fields for job titles should be changed to: 1. Clerk; 2. Chief Deputy; 3. Deputy; 4. Retired and 5. Other. Mr. Haas also suggested that each member be given a membership number to avoid the duplication of records. Ms. Valentine will relay this information to Matt Mullins.

Portland Conference:

Mr. Haas reported that 96 members and 23 guests have already registered for the Portland conference. Rob Walch reports that the hotel also has reservations for some people who haven't yet registered for the confer-

ence. The Portland conference committee has inquired as to corporate memberships and how many representatives from corporate members are allowed to attend the conference. The issue of providing complimentary tickets for the events was discussed.

Approval of Meeting Minutes:

Minutes from the mid-year meeting held Saturday, January 19, 2002, were previously prepared and distributed. Linda Lee moved to approve the minutes as submitted. Betty Jackson seconded the motion. Motion carried.

Jury Summit:

Mr. Haas reported the Jury Summit, sponsored by FCCA, will be held at the Holiday Inn in Old Town in Alexandria, Virginia on August 19-20, 2002. He will be sending out a letter to all district court clerks by the end of this month inviting their jury administrators and anyone else interested in the jury process to attend the conference. The registration fee has not been determined yet, but may run approximately \$150. FCCA will not make a profit from the conference, but will not lose money on the conference either. There will be an informal get together set for Sunday, August 18th, and the conference should be completed by early afternoon on Tuesday.

Nominations:

Mr. Haas reported on behalf of Le Kelleher (see attached report). No nominations were received for Historian or for the National Board position. Absentee ballots were discussed. Ms. Lee noted the absentee ballots give the membership some "ownership" in the organization, especially if they don't

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FCCA Meeting Minutes

Continued from page 12

have the opportunity to go to the conference. Absentee ballots will be utilized for the Treasurer's election this year. Cam Burke will get together with Ms. Kelleher and Jeff Apperson to arrange to have absentee ballots included in the *Journal*.

Treasurer's Report:

Treasurer Jackson presented the Board with four reports: FY 01, 4th Quarter, 9/30/01; Statement of Receipts & Disbursements, FY01-4th Quarter 7/1/01 through 9/30/01; FY02-1st Quarter, 12/31/01; and Statement of Receipts & Disbursements, FY02-1st Quarter, 10/31/01-12/31/01. The report for the 2nd quarter FY02 will be finalized as soon as Ms. Jackson receives the bank statements and the reports will be forwarded to the Board.

911 Videotape:

Mr. Haas reported on the copies of the videotape from the 911 Funds collected by FCCA and the FCCA Foundation. Eileen Levine organized and coordinated the editing and duplicating of the tape at no cost to FCCA. Mr. Haas would like the authority to provide Dominic Chiodo with a \$50 certificate and our thanks for his work and for making 20 duplicate copies of the tape for distribution to FCCA members. The Board endorsed this suggestion. President Haas expressed his appreciation to Ms. Levine for all her work in this endeavor.

Fundraising Ad Hoc Committee & NCBC relationship/joint conferences:

Mr. Apperson reported on the work of the ad hoc committee to prepare a letter to the Ethics Committee of the Judicial Conference with several fund raising questions and issues. The first draft of the letter was sent out to the Board members for review and comment. The Board needs to plan for the future so if these sponsor questions

arise; the Board has some direction. Mr. Apperson has received a few comments from the Board members also have a call, he will coordinate the same.

Mr. Apperson also reported the Long-Range planning committee is looking into having a joint FCCA/NCBC conference in 2005. NCBC is not going to join FCCA in 2004 in Los Angeles. Mr. Haas has suggested to NCBC that they let FCCA know where they would like to go in 2005 for their conference and then we could coordinate with our organization. NCBC has mentioned Chicago or a possible New England conference location. The Board agreed to have NCBC take the lead for the 2005 site selection. Site selection chair Linda Lee agreed with this recommendation as well and will be available to assist, if needed.

Other business:

Cam Burke reminded the Board of the deadline for the Carol Fitzgerald Scholarship is April 30, 2002. President Haas noted he has received six nominations for the FCCA Foundation Public Service Award, and he will mail this information to Sheryl Loesch, Cris Beeman and Marv Helart (FCCA Foundation representative). (Following the meeting, Mr. Haas determined that there are, in fact, four nominations for the Public Service Award.)

Cam Burked moved to recess the meeting. Seconded by Jeff Apperson. Motion carried.

Meeting adjourned at 12:50 PM.

Respectfully submitted,

Sheila Beauchene, FCCA Secretary
Handouts:

1. Minutes from 1/19/2002 Board Meeting.
2. Treasurer's Reports (4)
3. Nominations Report
4. Opinion Draft # 1 (ethics questions)



Do you have something short to add here? Maybe the FCCA Calendar of Events?

Top Twenty Audit Findings for All Court Units

The Audit Division of the Administrative Office of the U.S. Courts has provided the following top twenty audit findings list.

1. Comprehensive evaluations of internal control procedures were not performed annually and the results documented.
2. Three bids were not obtained and documented in the procurement file for open market purchases between \$2,500 and \$25,000.
3. Access to undeposited collections was not restricted to one accountable employee.
4. Perpetual property inventory lists and accountable property lists were either not maintained or were not current.
5. The penalty postage meter was not locked during the day when the machine was not in use.
6. The required supporting documentation (i.e. purchase orders, receiving reports) was not attached to payment vouchers.
7. The required physical inventory of accountable property was not performed and/or accountable property was not adequately controlled (laptops).
8. The required periodic reconciliation of leave balances was not performed.
9. Mail remittances were not immediately restrictively endorsed at the time the mail was opened.
10. All required post award drug aftercare contract monitoring visits were not made, documented and/or reported.
11. Joint reconciliations of collections were not performed during the end-of-day closeout.
12. Open market purchases over \$25,000 were not submitted in advance to the Procurement Management Division for approval.
13. Mail remittances were not recorded on a mail log at the time the mail was opened.
14. There was no Internal Control Procedures Manual or the Internal Control Procedures Manual was not current or comprehensive.
15. Each cashier did not have his/her own locking cash drawer.
16. Reconciliations between the control and subsidiary ledgers for Deposit and Registry funds were not performed monthly.
17. Cashiers were opening and processing mail remittances.
18. The original mail log was given to the cashier instead of being forwarded to the financial deputy.
19. The Deposit and Registry Funds were not reviewed annually to clear out closed accounts.
20. The financial administrator was performing the reconciliation of undeposited collections.

Blood For Life Donors

*By Maria Carpenter,
Blood Drive Chairperson*

It is hard to believe, but almost a year has passed and the blood drive report is due on May 1, 2002, only a couple of months away!

Please use the form in the Journal and mail it to me by the end of April 2002. If you prefer, you may write to me via LotusNotes and I will e-mail the form to you.

Thanks to everyone for your continued support of this program. Remember, if your office does not have a formal blood drive, but an FCCA member has donated blood through a Red Cross blood drive, their donation counts. Please give your District Representative the date(s) you donated blood so you can be counted. **Blood Drive Report Almost Due!**

Date of Report: _____ Reporting Period: May 1, 2001-April 30, 2002

Report due: on or before May 15, 2002

U. S. Bankruptcy or District Court: _____

Address: _____

City: _____ State: _____ Zip: _____

Local FCCA Blood Drive Coordinator: _____

Telephone: () _____ Total number of court employees: _____

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	Total # of Pints	Name of FCCA Donor	Total # of Pints

Send report to: Maria Carpenter, FCCA Blood Drive Chair
 United States District Court
 450 Main Street
 Hartford, CT 06103

Telephone: 860-240-3208
 Facsimile: 860-240-3211

2002 ABSENTEE BALLOT FOR ELECTION OF NATIONAL OFFICERS & BYLAWS REFERENDUMS

FCCA PROCEDURE FOR ABSENTEE VOTING

1. Complete the ballot, by marking the selection for the office of Treasurer.
2. Complete the ballot and Verification.
3. Return the ballot with verification attached to:

Le Kelleher
FCCA Nominations Chair
U.S. Courts
550 West Fort Street
Boise, ID 83724

ALL ABSENTEE BALLOTS MUST BE POSTMARKED AND RETURNED TO NOMINATIONS COMMITTEE CHAIR NO LATER THAN MAY 31, 2002.

4. Upon receipt, Nominations Committee Member will
 - a. Verify membership status and remove verification form.
 - b. Tabulate ballots and deliver to Annual Conference.

ABSENTEE BALLOT FOR NATIONAL OFFICER - 2002

TREASURER

BETTY A. JACKSON, Financial Administrator
U. S. District Court- District of New Mexico

Membership Verified by Nominations Chair Yes No Initialed: _____

VERIFICATION

Printed Name _____ Signature _____
Court (Please Print)