



FCCA Journal

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2009 FCCA Conference

Spring 2009

July 19-23, 2009
Detroit, Michigan

Change: A Driving Force

Rosa Parks' bus at The Henry Ford



Comerica Park



Ambassador Bridge



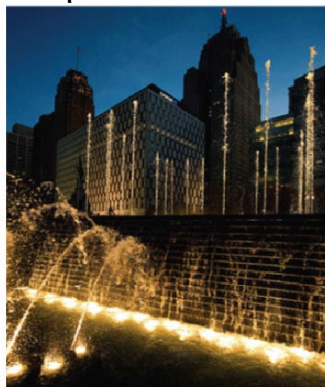
Spirit of Detroit



Detroit Skyline



Campus Martius Park



Hart Plaza



Hard Rock Cafe



Hittsville USA Locale



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PRESIDENT'S MESSAGE

By Bill McCool, Clerk, Northern District of Florida



Greetings,

This is the last message I will have the privilege to write as the President of FCCA. Our organization has accomplished much in the past two years, and we have much to accomplish in the next two years, and beyond.

I want to thank you, the members, for allowing me the opportunity to serve in this position.

I also want to thank your Board of Directors, all of the district representatives in all of the court units, all of the committee chairs and members of FCCA committees, and Director Jim Duff and the staff at the Administrative Office, and the Federal Judicial Center (FJC), for their support these past two years.

We are preparing for our Annual Conference this coming July 19-23 in Detroit, Michigan. The conference site is the Hyatt Regency Hotel in Dearborn. The theme of the conference is "Change: A Driving Force!". Team Detroit, led by Clerk of Court Dave Weaver and conference planning leaders Libby Smith and Kim Grimes, have assembled a very strong educational program consisting of 32 total hours of sessions over the four days. We are grateful to Team Detroit for their work in planning the conference and the social events. One of the highlights will be the first Graduation Ceremony for FCCA members receiving their certificate in court administration from Michigan State University (MSU). My congratulations to Mike Palus, Tracey Couling, Robin Tabora, Maria Carpenter, Jane Bauer, Ariana Estariel, Donna Hach, Jade Penn, Karen Kirksey Smith, Katherine Wright, Martha Strong, Adriana Camelo, and Kelly Davis, our first MSU graduating class!! Speakers for the graduation ceremony include Keynote Speaker Director Jim Duff from our Administrative Office of the U.S. Courts, Chief Judge Gerald E. Rosen, from our host court, the Eastern District of Michigan, and Mr. John Hudzik, Vice President for Global Engagement and Strategic Projects and a Professor of Criminal Justice at Michigan State University. I also want to thank the superb staff at the Federal Judicial Center (FJC) for their support and interest in planning the FCCA Annual Conferences. Stephanie Briscoe and her staff do an incredible job in organizing programs, and many of them also teach at the conferences. We all benefit greatly from their expertise. The FJC will be a major contributor to the Detroit Conference. We look forward to seeing everyone in Detroit.

Many of us know court family members with loved ones who have endured a natural disaster, fire, flood, hurricane, or other event. This past year was no exception. The court family in the Southern District of Texas persevered through Hurricane Ike, which caused extensive damage to the Galveston area and in Houston as well. FCCA partnered with the National Conference of Bankruptcy Clerks, and the Federal Probation and Pretrial Officers Association to raise funds for the court family in Southern Texas. My heartfelt thanks to all of you who donated to help our colleagues in Texas. Please allow me to share two of the notes I received from Southern Texas:

Dear Mr. McCool - Thank you and the association for the check to help offset the Hurricane Ike damage. It is greatly appreciated. Sincerely, Kathy Grant.

Dear Mr. McCool, We were so surprised and so thankful when we recently received your letter and the \$50 check. We are so touched by your consideration for the financial strain we experienced thanks to Hurricane Ike, and so appreciative of your generosity. Please pass on our heartfelt thanks to everyone on your team. Sincerely, Leanne Garcia.

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President's Message

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You have probably noticed our conversion of our membership functions to a new program called "MemberClicks." This automated service has given FCCA the capability to better communicate with new and existing members about FCCA business. This coming membership year you will receive an automated message reminding you to renew your membership. You can also go on-line and update your membership profile. I want to personally thank Cheryl Sweat, our new membership chair, for all of her efforts in successfully implementing the MemberClicks program for FCCA.

In closing, having the opportunity to serve as FCCA President has been the most rewarding experience of my professional career. The torch will pass to Jim Larsen, Clerk in Washington Eastern in Spokane, on July 24. I wish Jim all the best and pledge my full support as he undertakes this great endeavor.

Thank you all.

Sincerely,

Bill McCool
President

Federal Court Clerks' Association



From the Editor

By Pat McNutt, Clerk, Eastern District of Tennessee



"Nothing endures but change," observed Greek philosopher Heraclitus (c.535 BC - 475 BC). Not only is change enduring and constant, but the pace of change is ever-increasing. Futurist Alvin Toffler, author of *Future Shock* and other books, stated in *Rethinking the Future* that "The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn." Such is the pace of change today.

As members of the FCCA, we have many opportunities to develop skills to not only cope with, but to excel, in a changing environment. For starters, we can attend the FCCA Annual Conference in Dearborn, Michigan, which will focus on "Change: A Driving Force." The educational program offers a variety of exceptional classes on current issues from which we can update our skills to better adapt to change at work.

The FCCA membership drive begins July 1, 2009. Joining the FCCA is another excellent way to keep up with changing times. The FCCA keeps you informed through the *FCCA Journal*, FCCA Current Events, FCCA web site, and marketing flyers. The FCCA also is changing with the times and keeping pace with technological changes. Members can now join on-line through MemberClicks, receive automatic e-mail renewal of membership notices, and soon will be able to pay on-line.

An important, but underestimated benefit of membership in FCCA, is the fact that belonging to a professional organization related to your job demonstrates that you are dedicated to your profession and have a desire to learn and grow professionally. Membership also indicates that you are up-to-date with current information and trends in your organization. In these difficult economic times, belonging to a professional organization, like the FCCA, can give you more credibility in your job. Being an active participant in the FCCA, can further enhance your credibility and job skills. When you

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From the Editor

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are actively involved in the FCCA, you gain skills and experience, such as team building, networking, problem solving, interacting with many people and organizations, and helping others. These skills and experience will help you in your current job and any future jobs you may pursue. When seeking a job, it is recommended that you include on your resume professional organizations to which you belong and which relate to the job you seek *Professional and Personal Affiliations Sections of a Resume*, <http://www.askstudent.com/career/professional-and-personal-affiliations-section-of-a-resume/>. FCCA membership is great for your resume.

Change is constant and inevitable. To survive and prosper, we must be able to easily and quickly adapt to change. Successfully adapting to change requires that we assimilate and retain information, innovate, create, and learn, unlearn, and relearn. Joining and becoming active in the FCCA is a great place to start living and working successfully with change.



Deputy Clerks' Corner

By Jenine Wright, Chair

“Change: A Driving Force” is the theme of the 2009 FCCA Annual Conference July 19 - 23, 2009 in Dearborn, Michigan.

We all experience change in our lives. Some changes are positive while others are less positive. In April, my husband and I will experience a positive change in our lives with the birth of our first grandchild - a granddaughter. We are so excited that we are beside ourselves.

A less positive change will occur for me at the end of the Dearborn Conference in July. I will be stepping down as the Chair of the Deputy Clerks' Council (DCC). It has been my privilege and honor to serve you in this position for the past 4 years. I will continue to serve on the DCC Executive Board as the Immediate Past Chair. President Elect Jim Larsen will soon be appointing a new DCC Chair.

Serving as the DCC Chair has been a wonderful experience for me. My greatest pleasure over the past four years has been working with the other members of the DCC Executive Board - Geneva Ashby, Donna Barchard, Jane Bauer, Karen Brickner, Maria Carpenter, Yvonne Coronado, Mike Hearn, Rhonda Lafitte, Stephen Mandel, Michele Nelson, Cassandra Smith, Cristina Squieri, Rob Walker and Renee Young. My thanks to all of you for your willingness to serve FCCA in this capacity!

Members, I encourage you to support your Board of Directors and the Committee Chairs by getting involved in your professional organization. If you have any interest in getting more involved in the Association, please contact one of the Board members and let them know. It is great to get new ideas and perspectives about how the organization can benefit its members.

My thanks to President McCool and all of the other Past Presidents whom I have served under for their leadership, especially Jeff Apperson who appointed me to the DCC Chair position four years ago. Best wishes to President Elect Larsen on his upcoming tenure as President.

Remember - an organization is only as good as its members, and your membership matters!



Clerks' Council Report

By Karen Mitchell, Chair

I recently took time to compose a list of changes in federal court administration that have occurred during the fourteen years I have been with the district clerk's office. It is a bit overwhelming to think how far we have come in a relatively short period of time. Those of you who have been around for a while know what it used to be like when no one in the federal judiciary had a laptop, cell phone, or PDA. Now these devices are everywhere in the judiciary. We used to have employees who rarely used computers, but now all employees must have computers. These employees are connecting to the DCN from home, airports, hotels, and virtually everywhere there is an Internet connection.

Our websites are now critical to attorneys and the practice of law, and these sites have to be routinely monitored and updated. Telephone systems have evolved, and now courts are moving to telephone service over the Internet using VOIP. CM/ECF replaced ICMS, resulting in literally hundreds of thousands of new users to support (judges, chambers staff, attorneys, legal support staff, etc.).

During my tenure, we have been required to implement procedures for dealing with PLRA filing fees and mandatory restitution. Some courts are collecting and disbursing more restitution than ever before as a result of the Treasury Offset Program.

Continuity of operations and security issues came to the forefront after 9/11, hurricanes in the gulf states, particularly Hurricane Katrina, and floods in the Plains states. Clerk's offices have to ensure that they have viable plans in place to deal with a variety of emergencies.

Clerk's office employees now must train attorneys and their staffs to use CM/ECF, and we deal with their questions daily. Data quality reviews are critical. Prisoners still file on paper, and processing their paperwork in an e-filing system is much more cumbersome than it was when using ICMS.

New releases of CM/ECF fix old problems, but these releases must be extensively tested to ensure they do not "break" anything.

Courts are doing more outreach events with local, national, and international visitors. These events help promote goodwill for the judiciary, but they also can be very time consuming.

The judiciary implemented more extensive background checking, including fingerprinting all new hires, interns, contract interpreters, and contract court reporters. The number of interns processed through the courts each year seems to have exploded in a short period of time.

The stewardship initiative that was rolled out several years ago called for all courts to be diligent about internal controls, and the contracting officer program was initiated for all procurements. New guidelines and interpretations of old guidelines are frequent.

Many courts have dealt with huge high-profile cases in the recent past, including cases involving allegations of international terrorism, and now we are seeing similar cases involving securities mortgage fraud.

As the world becomes more and more complex, the courts must adapt. Court leaders of the twenty-first century have to be knowledgeable in many areas. Employees, even at the lowest level of the court hierarchy, must be leaders too.

The men and women in the federal judiciary have shown amazing adaptability and resilience, and I am confident that we will continue to work together to meet the challenges that are before us. Lack of funding is a major threat to our ability to serve the judiciary. In response to this threat, we must all continue to think "above the line" and find ways to do our jobs more efficiently than ever before.



Performance Management Plan

*By Steven Donnally, Assistant Division Manager
U.S. Bankruptcy Court of Maryland*

The performance management plan implemented by the U.S. Bankruptcy Court for the District of Maryland has been very successful. While performance management has been part of the court culture for more than a decade, a formal performance management plan has been in place since 2003. It was revised into substantially its current form in 2004, and a team evaluation component was added in 2007. I have had the opportunity to participate in the system both as a staff member and as a manager.

The Maryland Bankruptcy Court is largely a team-based management organization. Decision-making is, as much as is practical, delegated from managers to teams. It is in this context that our performance management plan was created and has evolved. It was established to ensure that employee conduct and performance reflects the core values and the goals of the court. Each employee receives a written evaluation once per year. Each team also receives an annual, written evaluation.

The evaluation is used as the basis for a number of personnel decisions and is composed of two to three major sections. The first section includes elements related directly to the core values of the court. Customer service is an example. The second includes elements, like docketing, that are specific to each position. For those positions that are organized into teams, such as case administration, there is a third section for the evaluation of the entire team. The standards of evaluation and the consequences of the various outcomes are available to all employees through a written policy and evaluation forms on the intranet.

Each employee is required to submit a self-evaluation describing how the employee feels he or she performed in each element. This is the employee's opportunity to provide examples of exceptional performance that may not otherwise be known to the manager(s). Also, each team submits to the manager(s) a co-worker evaluation of the team member being evaluated. The co-worker evaluation is a further opportunity to provide managers with examples of exceptional or below standard performance that may be unknown outside of the team. Each rating above or below a Successful rating must be supported with three or more detailed examples. The final performance evaluation that is to be presented to the employee is reviewed for consistency by a higher level of management.

The rating of each element and the overall rating directly impacts the employee in concrete ways: a monetary performance award, a time off award, eligibility to telework and how often, eligibility to perform data quality analyst duties, the within-grade increase, promotion, a Performance Improvement Plan, and an adverse action. Employees may ask managers to reconsider rating(s) informally. If the issue is not satisfactorily resolved, then employees may use a formal process to ask a higher level of management to review the rating(s).

There are a number of reasons why this system has been successful. First, employees receive regular feedback and are not left wondering how they are doing or where they stand. The second reason for the success of Maryland's performance management plan is that it is highly collaborative and not purely management driven. Employees are not simply passive recipients of evaluations but actively participate. This extends from serving on the committees that created the system, including the standards, to participating in their own evaluation and those of their teammates by submitting comments and examples for consideration. The third reason for success is a strong emphasis on transparency. The requirement to provide specific examples to support a rating based on written standards makes the rationale for each rating straightforward. Co-worker evaluations and other supporting documents are also made available to employees at the time of the evaluation. There must also be transparency by the team. Negative comments on the co-worker evaluation are permitted, but only if the issue has been previously addressed with the employee.

From an employee perspective, because they are deeply involved in the process, there is greater buy-in in the final outcome. The process also makes it far more difficult for managers to rely on assumptions or vague impressions when giving a rating. Managers must have a factual basis for our conclusions. When there is a disconnect between the facts

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Performance Management Plan

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available and the rating given, employees have a solid basis for disputing the rating and avenues to do so. The process is reasonably predictable and surprises are minimized. For managers, the task of writing evaluations and assigning ratings is more clear and straightforward. The input from employees, when done well, can supply most of the information included in the final evaluation. The transparency of the process also promotes a sense of fairness from the outset and makes disputes over rating(s) less likely.

The success of the plan for the organization as a whole lies in accountability. Employees are held accountable for upholding the core values and for their performance. Where an employee fails to reflect the core values in their conduct or to meet the standards set for performance, the plan provides the basis for eventual improvement and success or eventual removal. Retention of underperforming employees indefinitely is strongly discouraged. Outstanding employees, on the other hand, are encouraged to remain with the organization by rewarding them in a variety of ways. Over time, the organization has experienced improved morale among employees. In addition, turnover has been low among high performing employees and dramatically higher for poor performing employees. The result is that the Clerk's Office now delivers higher levels of service for both the Bench and the public than ever before.



MEMBERSHIP UPDATE

Change Your Membership Status to Current

By Cheryl Sweat, Membership Chair

The implementation of the MemberClicks Membership Module on February 13, 2009, is providing opportunities for members to take an active approach to review and maintain their membership.

The 2009-2010 membership goal is 1350. We are making progress toward reaching our goal. Between February 13 and May 22, 2009, the FCCA membership database profiles of nonmembers and members are grouped in the following five categories:

2008-2009 Current/Paid Members - 1277
2009-2010 Current/Paid Members - 142
Expired Members - 1271
Separated from the Judiciary - 39
and
Retired - 33

We continue to make a concerted effort, through our Marketing and Outreach Committee, chaired by *Journal* Editor Pat McNutt, to distribute marketing messages on a regular basis as one method of increasing membership. During the upcoming membership drive, the Committee and Circuit and District Representatives will continue to focus their efforts on the expired members category and will encourage renewal of membership.

The 2008-2009 membership expires June 30, 2009. In mid-May, automatic membership renewal reminder notices for the 2009-2010 membership year were disseminated via MemberClicks. Membership dues for the 2009-2010 membership year (July 1, 2009 - June 30, 2010) have not changed and are: **Unit Executive- \$75, Chief Deputy- \$50, Deputy Clerk- \$20.**

Individuals can join or renew **any time** during the membership year. The FCCA encourages joining during the FCCA membership drive to enjoy a full year of benefits. To assure membership dues are applied appropriately to either

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Membership Update

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the 2009-2010 membership form or the renewal form, members are required to submit, depending on their membership status, the appropriate form on-line and submit the dues to the Membership Chair during the annual membership drive of **June 1-August 30, 2009**, or during the drive coordinated in each member's particular court, to guarantee receiving a *Journal* and other pertinent FCCA information.

The 2009-2010 membership renewal form for current and/or expired members and the 2009-2010 membership form for new members are posted under the JOIN NOW tab on the MemberClicks home page toolbar. Access the forms by logging onto the FCCA web site and choose MEMBERCLICKS. New members will not have a password and must first access the 2009-2010 membership form under the NEW MEMBERS heading and enter their e-mail address.

Members can modify their personal profile, run reports, export FCCA data from the MemberClicks database, and view various reports under the six headings located in the member's profile. Please take this opportunity in the upcoming membership drive to change your membership status from expired to current.

MemberClicks provides a feature to prepare various types of reports. After logging in, go to MEMBER DIRECTORY->ADVANCED SEARCH->and choose from the various search options.

For answers to and questions about membership or to locate your District Representative, visit the FCCA web site at <http://www.fcca.ws/membership.htm> or the hyperlink posted on the MemberClicks home page. Circuit Representatives are posted on the FCCA home page, are listed as the first option on the toolbar and are ADMIN-> http://www.fcca.ws/docs/FCCAOfficers_And_Board.pdf.

The on-line dues renewal feature is expected to be implemented after July 1, 2009. Notification will be sent to all members with a valid e-mail in their profile. Please review your e-mail address in your profile to assure your e-mail address is valid.

Membership questions should first be directed to your local Circuit or District Representative. However, if additional inquiries or clarification are required in reference to your membership, contact me at cheryl_sweat@ned.uscourts.gov or at 865-545-4234, x2225.

To renew - Go to the FCCA home page at <http://www.fcca.ws/>, click on MEMBERCLICKS, choose the JOIN NOW tab, choose 2009-2010 MEMBERSHIP RENEWAL FORM (for prior/current members).

To join - Go to the FCCA home page at <http://www.fcca.ws/>, click on MEMBERCLICKS, choose the JOIN NOW tab, choose 2009-2010 MEMBERSHIP FORM (for new members).

Continue to submit membership dues preferably **between the membership drive of June 1 and August 30 to Membership Chair, Cheryl Sweat, 800 Market Street, Suite 130, Knoxville, Tennessee 37902**. (The Membership Chair's address is also listed on the Memberclicks home page at <http://web.memberclicks.com/mc/page.do?sitePageId=70962&orgId=fcca>.)

2009-2010 membership year is July 1, 2009 - June 30, 2010

2009-2010 membership drive is June 1, 2009 - August 30, 2009

Membership continues to be important and we encourage joining the FCCA so together we can improve the administration of justice. Let us continue to increase membership and grow together.



Using the ECF Forms Module to Become More Efficient for Today and Tomorrow

*By Russell Eslinger, Courtroom Deputy
U.S. District Court, Eastern District of Tennessee*

An important issue facing the federal courts is how to optimize the allocation of staff. One way of doing so is through the assessment of efficient work processes, using tools that are currently available to court personnel. An excellent tool that I learned about at the 2008 ECF Operations Forum in Washington, D.C., that is available to all courts, is the ECF forms module.

At the request of Magistrate Judge Susan K. Lee, and as part of my project for the Federal Court Leadership Program, I decided to look at a more efficient process for entering initial appearance orders in criminal cases. On April 16, 2009, the Chattanooga Clerk's Office went "live" on the ECF forms module. The Chattanooga office is utilizing the forms module to prepare orders which are generated from initial appearances in criminal cases. These orders include appointments of counsel, orders of detention, memoranda on arraignment, and consulate orders.

By utilizing the forms module, these orders no longer have to be created in WordPerfect and then converted to PDF. The order is automatically generated and attached to the docket entry during the docketing process.

In order to use a form in the ECF forms module, an HTML template is created. The HTML template contains the standard text, Perl tags which retrieve the specific case data, and HTML tags which format the text and data.

The templates in the forms module provide court staff with the ability to create standard orders, notices, and other documents as part of docketing an event. When docketing an event that has an associated template, the user has one of two options: the user can either use the template in the ECF forms module, or the user may upload a previously created PDF document.

Because few courts use the forms module, it is a challenge to get information and hints from other users. There is a lack of training available for this module. A training class would be very beneficial for courts wanting to take full advantage of the forms module. If more training is made available, other courts may be able to take advantage of the forms module and realize what a powerful, time-saving tool it can be.

The forms module is a powerful tool that courts can use to streamline certain processes. By using the forms module, the chambers staff in the Chattanooga Division of the Eastern District of Tennessee has reduced the time spent on initial appearance documents by approximately seventy-five percent.

As court personnel become more proficient using the ECF forms module, additional templates can be created for other types of documents. The court can evaluate whether notices and other types of frequently filed documents would be appropriate candidates for inclusion within the ECF forms module.



2009 Conference Update

The 2009 Annual Conference is right around the corner. The conference will be held at the Dearborn Hyatt Regency in Dearborn, Michigan July 19-23, 2009. The total registration count is over 200 and growing!

As of June 1, 2009, the conference registration fee increases to \$350; and **registration closes on June 15, 2009**. If you have not done so already, register now!

The Detroit planning team has been working hard to put together a conference to remember. You can look forward to some innovative workshops; a technology showcase; and diverse cultural experiences. Be sure to view the agenda and register on-line at <http://www.mied.uscourts.gov/fcca/>.

We hope to see you in July!



Coming July 19 - 23

**CHANGE:
A DRIVING FORCE**

Featuring:

**Creative Problem Solving
Working with You is Killing Me
In the Pole Position:
Overcoming Resistance to
Change
Performance Management
Business Etiquette
Get Better Mileage Out of Your
Work Teams: Tune Up Your Tool
Kit**

**E-Learning: 21st Century
Innovation
Humor in the Workplace
Motivating Employees
From Passenger to Driver:
Leading your Former Peers
Going Green the Federal Way
Project Management
Technology Showcase
Technology Expo**

**President's Reception ♦ Motor City Bash ♦ Tiger's Game
Motown Museum ♦ Henry Ford Museum ♦ Casinos**

Detroit, Michigan

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2009 FCCA Conference

2009 FCCA Conference Agenda

Saturday, July 18

1:00 PM - 5:00 PM Early Registration

Sunday, July 19

8:00 AM - 4:30 PM Surprise Excursion
(First 25 attendees to arrive on July 18)

8:30 AM - 1:00 PM FCCA Board Meeting

9:00 AM - 4:00 PM Open Registration

12:00 PM - 5:00 PM **Technology Showcase - Change: A Driving Force!**
New developments in technology occur every day. Our judiciary is constantly evolving and embracing new technological systems.

Explore the ongoing progress in the high-tech world, and how new technologies may work for you --- from enhancing current capabilities to streamlining processes. Attend dedicated interactive sessions from industry leaders on the latest advances in technology. Visit the 2009 Technology Showcase, ***"An Experience in Innovation!"***

Representatives will also be available on Monday, July 20 and Tuesday, July 21. Refer to the Technology Showcase program for more information on times and location.

3:00 PM - 4:30 PM **MSU Orientation**
This information session is open to all FCCA members who are interested in learning more about the MSU/FCCA jointly offered noncredit judicial administration certificate, as well as the other academic credit-bearing online opportunities at MSU. The orientation will also provide a description of the MSU courses offered at the 2009 conference and how students can participate even though they are not currently MSU students.

6:30 PM - 10:30 PM President's Reception - **Buses begin loading at 6:10 PM**
Automotive Hall of Fame

Monday, July 20

7:30 AM - 8:30 AM Continental Breakfast
First Time Attendee Orientation

7:30 AM - 10:00 AM Late Registration

2009 FCCA Conference Agenda

8:30 AM - 10:00 AM	Opening Ceremony
10:00 AM - 5:00 PM	Technology Expo
10:15 AM - 12:30 PM	MSU Class: Case Flow Management Part 1
10:15 AM - 12:15 PM	Get Better Mileage Out of Your Work Teams: Tune Up Your Tool Kit Stand Up on the Pedal: Steering Your Way to Being a Better Presenter Through Comedy In the Pole Position: Overcoming Resistance to Change The Image of Chambers Humor in the Workplace Creative Problem Solving Motivating Employees Going Green the Federal Way
12:30 PM - 2:15 PM	Lunch - Shuttles to and from local area restaurants available
12:45 PM - 1:30 PM	Lunch (MSU Participants) - Shuttles to and from local restaurants available
1:45 PM - 5:00 PM	MSU Class: Case Flow Management Part 2
2:30 PM - 4:30 PM	Get Better Mileage Out of Your Work Teams: Tune Up Your Tool Kit Stand Up on the Pedal: Steering Your Way to Being a Better Presenter Through Comedy In the Pole Position: Overcoming Resistance to Change The Image of Chambers Humor in the Workplace Creative Problem Solving Motivating Employees Going Green the Federal Way
5:00 PM - 8:00 PM	Dinner - Shuttles to and from local area restaurants available Last shuttle pick up for return to hotel is at 8:00 PM.
7:00 PM - 11:00 PM	Cocktail Reception

2009 FCCA Conference Agenda

Tuesday, July 21

6:30 AM - 8:00 AM	Fun Run/Walk
7:30 AM - 8:30 AM	Continental Breakfast
8:30 AM - 11:45 AM	MSU Class: Case Flow Management Part 3
8:30 AM - 11:30 AM	Overcoming the Five Dysfunctions of a Team Projecting an Image of Professionalism Structured Writing Project Management From Passenger to Driver: Leading Your Former Peers Power-Up: Energize Yourself for Work Part 1 Applying Basic Economic Concepts in Making Decisions Working with You is Killing Me
10:00 AM - 5:00 PM	Technology Expo
12:00 PM - 1:30 PM	Clerks' Luncheon - Guest speaker: Honorable George Singal, Chair of the Committee on Judicial Resources
12:00 PM - 1:30 PM	Deputy Clerks' Luncheon
1:15 PM - 4:30 PM	MSU Class: Leadership Part 1
1:30 PM - 4:30 PM	Overcoming the Five Dysfunctions of a Team Projecting an Image of Professionalism Structured Writing E-Learning: 21 st Century Technology From Passenger to Driver: Leading Your Former Peers Power-Up: Energize Yourself for Life Part 2 Applying Basic Economic Concepts in Making Decisions Working with You is Killing Me
5:00 PM - 5:45 PM	Group Photo
6:00 PM - 11:00 PM	Downtown Casino (Buses begin loading after group photo) Last return shuttle leaves casino at 11:00 PM
7:05 PM	Detroit Tigers Game (Buses begin loading after group photo)

2009 FCCA Conference Agenda

Wednesday, July 22

- 7:30 AM - 8:30 AM Continental Breakfast
- 8:45 AM - 11:00 AM MSU Judicial Administration Program Graduation Ceremony
Plenary Session
Keynote Speaker:
James Duff, Director of the Administrative Office of the U.S. Courts
Guest Speakers:
Honorable Gerald E. Rosen, Chief Judge, Eastern District of Michigan
William McCool, FCCA President
John Hudzik, MSU Vice President for Global Engagement and Strategic Projects and Criminal Justice Professor
- 11:30 AM - 5:00 PM **The Henry Ford Museum Excursion
(Box Lunch Provided)**
Henry Ford was an ambitious and innovative man who "changed the direction" of life as it was known. He is credited with "Fordism," the mass production of large numbers of inexpensive automobiles using the assembly line. Ford had a global vision, with consumerism as the key to peace. Witness his journey from his humble beginning as the son of a farmer to an automotive pioneer who revolutionized transportation and American industry.
- 11:30 AM - 5:00 PM **Motown and African American Museums Excursion
(Box Lunch Provided)**
- Hitsville USA (Motown Museum)**
Berry Gordy, Jr. was an African-American entrepreneur who changed the soul of music and fathered the "Motown Sound." He hoped to provide upward mobility for African-Americans by cultivating talented teens from the streets of Detroit to make them accepted by Mainstream America. Gordy directed the public image of his performers by managing their dress, manners and choreography for across-the-board appeal. His vision and progressive approach made him an awe-inspiring force in the music industry! Experience where it all started...
- The Charles H. Wright Museum of African American History**
The African American Museum strives to be a world-renowned repository with outstanding collections and research used to produce innovative exhibits that celebrate significant events and accomplishments of African Americans. Explore... "And Still We Rise," a journey that begins in prehistoric Africa and crosses the Atlantic Ocean; "Detroit Performs," a photo montage dedicated to those who gained national and international prominence in the performing arts; "Genealogy," a work designed by local artist, Hubert Massey which depicts the struggles of African Americans in this country.
- 5:30 PM - 8:30 PM Dinner - Shuttles to and from local area restaurants available.
Last shuttle pick up for return to hotel is at 8:30 PM.
- 9:00 PM - 12:00 AM Themed Hospitality Suites

2009 FCCA Conference Agenda

Thursday, July 23

7:30 AM - 8:30 AM	Continental Breakfast
8:30 AM - 11:45 AM	MSU Class: Leadership Part 2
9:00 AM - 11:00 AM	Performance Management Taming Your Inbox Speech Arts Business Etiquette Financial Planning: CSRS Adobe Forms: Look What You Can Do! Clerks' Round Table Internal Controls Evaluation System (ICE)
11:15 PM - 12:45 PM	Lunch - Shuttles to and from local area restaurants available For Non MSU Participants
12:00 PM - 12:45 PM	Lunch (MSU Participants) - Box lunch provided
1:00 PM - 3:00 PM	Performance Management Taming Your Inbox Speech Arts Business Etiquette Financial Planning: FERS Adobe Forms: Look What You Can Do! Chief Deputy Clerks' Round Table Internal Controls Evaluation System (ICE)
3:15 PM - 4:30 PM	FCCA Business Meeting
6:00 PM - 12:00 AM	Motor City Bash
11:30 PM - 2:00 AM	The Hospitality Suite Crawl

Courses may be subject to change

**MICHIGAN STATE UNIVERSITY JUDICIAL ADMINISTRATION PROGRAM
NONCREDIT CERTIFICATE PROGRAM STUDENT GRADUATES
With Capstone Project Title and Partner Provider Affiliation**

Student Name	Capstone Project Title	Partner Provider Affiliation
Jodi Barrette	A Roadmap for Judicial Transition	MCMC
Zenell Brown	Improving the Third Circuit Court's Divorce Mediation Program	MCMC
Jeanine Blakely	To Protect and Serve at a Window	MCMC
Victoria Courterier	The Need for Juvenile Jail Alternatives/Diversion/Restorative Justice Programming in Otsego County, Michigan	MCMC
Lisa Smith	The Front Line – Judicial Staff Training	MCMC
Charleston Carter ¹	Addressing Emerging Trends in the Tifton Judicial Circuit (<i>conversion project</i>)	GCCA
Laura Oles	Metal Detectors Used for Courtroom Security in an Unsecured Building	GCCA
William Simmons	The Effectiveness of Georgia DUI & Drug Court Programs	GCCA
Cynthia Walker	The Economic Impact of Interventional Incarceration: Does Effective Court Management Make a Difference?	GCCA
Susan Hutchison	Meeting the Needs of Pro Se Litigants Need for Help Centers	MAACM, Virginia Supreme Court
Stephanie Marion	Mental Health Courts in the Commonwealth of Virginia	MAACM, Virginia Supreme Court
Tammy Taylor	Providing Additional Court Clerk's Office Hours: Enhancement to Customer Service	MAACM, Virginia Supreme Court
Bethny Scheuerman	Language Other Than English (LOTE) E-Filing Program	MAACM
Sandra Acardo	New Employee Orientation – Getting Off on the Right Foot	MSU Online – No Partner Provider Affiliation/Identification
Rick Thompson	The Jail Policy of Catch and Release: A Case Study of Space verses Safety	MACA, NACM
Jane Bauer	Telework in the District of Connecticut	FCCA
Adriana Camelo	Automated Performance Evaluation System for Federal Employees	FCCA
Maria Carpenter	A Summary and Review of the Development of the eJuror Program	FCCA
Ariana Estariel	A National Court Reaches Out: Creating a Wikipedia Article for the United States Judicial Panel on Multidistrict Litigation	FCCA
Donna Hach	Central Violations Bureau Procedures	FCCA

Continued on Page 18



**MICHIGAN STATE UNIVERSITY JUDICIAL ADMINISTRATION PROGRAM
NONCREDIT CERTIFICATE PROGRAM STUDENT GRADUATES
With Capstone Project Title and Partner Provider Affiliation**

Student Name	Capstone Project Title	Partner Provider Affiliation
Karen Kirksey Smith	Managing Low Morale within the Federal Court Organization	FCCA
Michael Palus	Creating a Court-Sponsored Community Outreach Program	FCCA
Martha Strong	Investigating Information Needs for Prisoner Pro Se Litigants: Preliminary Research	FCCA
Robin Tabora	Creating a New Mission Statement for the Clerk=s Office for the District of Connecticut	FCCA
Katherine Wright	Just What the Local Public Needs: More Educational Information from the Federal Court	FCCA
<hr/>		
April Colling ²	Help Desk Service Center (HDSC)	NCBC
Ronald Hayward	New Employee Orientation Program for the Illinois Central Bankruptcy Court Clerk's Office	NCBC
Rhonda Hylton ¹	CM/ECF Testing Procedures (<i>conversion project</i>)	NCBC
Kathy Noel	Development and Automation of Individual Training and Development Plans	NCBC
Haley Poindexter	On-Line Completion Form: Putting your Mission Statement to Work	NCBC
Monette Warren	Staff Training Program: Implementing Cross Training into Courtroom Services	NCBC

Partner Provider Acronym	Full Partner Provider Name
MCMC	Michigan Court Managers Conference <i>(Michigan Court Administration Association and Michigan Association of Circuit Court Administrators)</i>
GCCA	Georgia Council of Court Administrators
MAACM	Mid-Atlantic Association for Court Administration
MACA	Missouri Association for Court Administration
NACM	National Association for Court Management
FCCA	Federal Court Clerks Association
NCBC	National Conference of Bankruptcy Clerks

Notes:

¹Student is converting the noncredit certificate into academic credit by completing a research project and reporting the results in the conversion paper.

²First MSU Judicial Administration Noncredit Certificate Program graduate



William (Bill) Carver's Organ Donation

Submitted By Alycia Marshall and Marshall Fox
Middle District of Florida



We would like to introduce you to William (Bill) Carver. Bill is the Space and Facilities Support Technician with the United States District Court, Middle District of Florida, Tampa Division, and has been with the Court for 21 years. Bill has known for many years that one day he would need a kidney transplant. In early 2008, this became a reality when his kidneys started to deteriorate and he was officially placed on the organ recipient list. A few of his co-workers read a news article about a woman who worked as a barista at a Starbucks in Tacoma, Washington. After talking with a customer to whom she had served coffee for three years about her need for a kidney, she offered to be tested to see if she was a candidate to donate. What started as a simple blood test turned into a perfect match. The operation was a complete success and today, both women remain the best of friends.

Even though it is more desirable to have a genetic match, donors and recipients can be unrelated and only need to have the same blood type. The organ most commonly given by a living donor is the kidney. People usually have two, but only one is needed to live a normal life. More and more, parts of other organs, including the lung, liver and pancreas, are being transplanted from living donors.

After seeing how successful the FCCA Blood For Life Program and the Leave Sharing Program have been, Bill's co-workers asked their Clerk of Court, Sheryl Loesch, if there may be an interest in FCCA assisting to get the word out about organ donation. Ms. Loesch contacted current President Bill McCool and President-elect Jim Larsen. Ironically, one of Mr. Larsen's focus topics during his tenure will be Health and Wellness and he agreed to incorporate *organ donor awareness* as part of FCCA's ongoing commitment to members.

Only 15 years ago, just 2,500 kidney transplant recipients were living. Today, that number has risen to 7,000, due to advances in medicine and safety. The living donor procedure itself has been reduced to a laparoscopy with three small incisions to remove the kidney and donors are discharged in less than a week. Most often, in the case of a donor, the process starts with basic blood tests and normally all costs are covered by the recipient's insurance. Additionally, Volume I of the *Guide to Judiciary Policies and Procedures* states that an employee may use up to seven days of paid leave each calendar year to serve as a bone-marrow donor. Thirty days of paid leave each calendar year may be used to serve as an organ donor. Leave for bone marrow and organ donation is a separate category that is in addition to annual and sick leave. Agencies are responsible for informing their employees of the entitlement to leave for bone marrow and organ donation. See 5 U.S.C. 56327.

If anyone is interested in reading more about organ donation or possibly becoming an organ donor, the following links provide very good information - <http://lifelinkfound.org> and <http://livingdonorsonline.org>. These include information as to both living and non-living organ donation.

We would like to continue to provide information on this subject matter since unfortunately there may come a day when other FCCA members or their family members may be in need of an organ. Bill wanted to express that while he hopes to receive a kidney, asking people to consider organ donation for the benefit of others is also extremely important to him. If you would like to speak to him personally or e-mail him, he can be reached at 813-301-5414 or william_carver@flmd.uscourts.gov.

You just never know where that perfect match may come from.



Jury Management System Web Page

By Dan Elsroad and David Williams, Administrative Office of the U.S. Courts

The existing Jury Management System (JMS) used by courts for their day-to-day jury operations has been enhanced to include a web-based juror services component – the eJuror system. Eighty districts have signed on to implement eJuror. The JMS Web page is designed to be an easy-to-use, fully-integrated, juror constituent self-service module for the JMS. It provides jurors with 24-hour access to on-line information and assistance. The Web page provides jurors with the option of responding to juror questionnaires and summonses and obtaining information on jury service via the court's website. Prospective jurors are able to complete qualification questionnaires and summons information forms, complete pre-screening questionnaires, query status and reporting information, request excuses and deferments, and complete exit surveys.

The eJuror language, graphics, links and options are flexible and configurable for individual districts. Based on court experience, as many as 20% percent of potential jurors initially will take advantage of the JMS Web page and even more from metropolitan areas. Courts will save on postage costs and eliminate unnecessary delays by communicating with jurors via e-mail. Also, many functions that require the intervention of court staff will be automated and available on-line for the public, thereby reducing staff time. The JMS workflow management screens will allow for a streamlined review and approval process of juror requests along with e-mail notification. The JMS will maintain a history by storing snapshots of the on-line versions of the qualification questionnaire and juror information form.

Over the past two years, ten district courts have helped develop and test the JMS Web page. The remaining courts will install the JMS Web page software in monthly waves beginning in June 2009 and extending through March 2010. A successful implementation requires the active participation of the court's CM/ECF and JMS technical support personnel as well as the jury administrator.

Implementation of eJuror is divided into two phases. Phase I includes all prerequisite work that must be completed before a court's installation wave begins. Courts will be contacted about two months prior to their assigned wave, so they should have plenty of time to prepare. Phase II consists of weekly Tuesday conference calls throughout the assigned wave. During the month, a court will install eJuror and establish an initial configuration of the Web page. Each court will require a different amount of time before going live on eJuror that will be driven by the level of customization done to the initial configuration and resources dedicated to the project.

The goal is that by the end of Phase II a court will have installed eJuror and established a working configuration. Courts that successfully complete Phase II can participate in recurring Thursday conference calls that will be dedicated to eJuror configuration and use.



NOMINATIONS ARE IN!

By Anne Stygles, Chair

The following nominations have been received for Circuit Representatives of odd-numbered Circuits:

1st Circuit: No nominations received

3rd Circuit: Michael A. Palus, Courtroom Deputy Clerk, Western District of Pennsylvania

5th Circuit: No nominations received

7th Circuit: No nominations received

9th Circuit: No nominations received

11th Circuit: Nancy Gilman, Deputy Clerk, 11th Circuit Court of Appeals

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Nominations Are In!

Continued from Page 20

Since there are no contested races for Circuit Representatives there will be no elections within the Circuits.

President-Elect James Larsen will appoint someone after the annual conference to be the Circuit Representative for the 1st, 5th, 7th, and 9th Circuits.

One nomination was received for President-Elect:

Patricia L. McNutt, Clerk of Court, District Court, Eastern District of Tennessee

One nomination was received for Secretary:

Sue Rigan

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

The profiles for the nominees for FCCA President-Elect and Secretary are featured in this issue of the *Journal*. For those of you who plan to be at the conference in Dearborn, Michigan, you will meet the candidates for President-Elect and Secretary in person and hear their platform and the platforms of any further nominees for President-Elect and Secretary.

All members are urged to participate in the voting process at the annual conference in Dearborn. However, if you have voted by absentee ballot, you will be ineligible to vote during the election at the annual conference.



FCCA Secretary



Sue Rigan

Greetings, FCCA members. I am the FCCA's Secretary and I am honored to be nominated for another term. Also, I serve as chair of the Awards Committee and member of the Marketing and Outreach Committee. Previously, I served as Sixth Circuit Representative, and member of the Awards Committee and Membership Committee. I joined the FCCA sixteen years ago and I received the FCCA's Special Service Award in 2005. I have attended nine annual conferences and I encourage everyone to attend future conferences whenever possible.

Being involved in the FCCA is a richly rewarding experience. We have amazing talent on the Board of Directors and I am proud to be part of the team.



Consent to Run

*Pat McNutt, President Elect
Eastern District of Tennessee*



I am very excited to be nominated to run for the position of President Elect of the Federal Court Clerk's Association (FCCA). Since becoming Clerk of Court in 2000, I have been very involved in the FCCA. At the suggestion of then President Jeff Apperson, I joined the FCCA in 2000. I have attended every FCCA conference since 2001 and have found them to be the best all round educational programs in the judiciary.

In 2003, at Jeff's request, I became Editor of the *FCCA Journal*. Being the *Journal* Editor has been a great experience that has allowed me to keep members informed of important information in the judiciary, to solicit ideas and articles from members to improve the *Journal*, and to involve the Federal Judicial Center (FJC) and the Administrative Office of the U.S. Courts (AO) to submit *Journal* articles and to support the FCCA. In 2005, I received the FCCA Special Service Award.

As Editor of the *Journal*, I have been invited to attend the Mid-Year Board Meetings and the Annual Board Meetings. Through these meetings, I have learned much about the operation of the FCCA. I also have had the great fortune to work with FCCA leaders

Jeff Apperson, Past President; Sheryl Loesch, Past President; Bill McCool, President; and Jim Larsen, President Elect. My observation of their leadership of FCCA has been an inspiration.

Bill appointed me to serve as chair of the Marketing and Outreach Committee (MOC). The goal of this Committee is to inform members and nonmembers about FCCA and to attract new members and retain current members. I work with a great team of people on this Committee. In the last two years we have produced 13 marketing flyers and have implemented other ideas to increase membership. Membership has increased under Bill's leadership and creation of the MOC.

I also served as a member of the FCCA Legislative Affairs and Policy Communication Committee. This Committee, chaired by Sheryl Loesch, hired a lobbyist to assist the FCCA in its efforts to support the FERS sick leave bill. In April 2009, The House approved H.R. 1804 which would give federal government workers FERS credit for their unused sick leave when they retire.

Further, at the suggestion of a Board member, I have been preparing the FCCA Current Events that have appeared monthly on the FCCA web site since 2006. My hope is that the Current Events will keep all FCCA members informed about important events in the judiciary.

I look forward to serving the FCCA members in a position of leadership. The theme of my campaign is "Growing Together" - as an organization, as professionals, as friends and colleagues. I believe my close working relationship with the past and current leaders of FCCA, my work with FCCA members on various committees and the *Journal*, my work on the District Clerk's Advisory Group, and my strong relationships with FJC and AO professionals, prepare me for serving as FCCA President Elect. I would appreciate your support and your vote.



"Change is the law of life. And those who look only to the past or present are certain to miss the future."

- John F. Kennedy -

Spotlight on Members

Mary Beth Hill



Mary Beth Hill has been with the federal government for 17 years. She currently serves as a Jury Administrator/Courtroom Deputy in the District Court in Topeka, Kansas. She previously held the position of Intake Clerk/Docket Clerk.

Mary Beth joined the FCCA this year and is looking forward to attending her first conference in Dearborn, Michigan.

She graduated from Bishop Ward High School in Kansas City, Kansas in 1982. She has one fantastic son who recently graduated from Wyotech and is 18 years old.

Mary Beth's hobbies include reading crime and mysteries, baking cakes and other yummy desserts, walking the two dogs (Mille and Dakota), hanging out with friends, dancing to classic rock/country and making people laugh.

She volunteers her time and is Secretary of Altrusa International of Lawrence, Kansas, an organization of women who volunteer their energies and expertise in projects dedicated to helping the community. The Lawrence organization has a primary focus on literacy. Mary Beth also serves as vice chair of the River City Reading Festival in Lawrence, Kansas.

As a member of the JMS Working Group since 2000, Mary Beth has assisted courts with implementing the Jury Management System and is assisting in the testing/implementation of e-Juror. Through the Working Group, Mary Beth has been to many courts throughout the country and has met many wonderful people.

Mary Beth has been recognized by her office for the Arthur J. Stanley Award for Excellence.



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Update on FERS Sick Leave Bill

By Sheryl Loesch, Clerk, Middle District of Florida

There is positive news to report on the FERS Sick Leave bill. On April 1, the House approved H.R. 1804 (also known as the 2009 Federal Retirement Reform Act) which would give federal government workers under FERS credit for their unused sick leave when they retire. Essentially, this change would put federal employees under FERS on par with their counterparts who are under CSRS. Here's how the new proposed legislation would impact FERS employees (*Government Executive*, April 3, 2009):

"The hours of unused sick leave would be converted to months and days of creditable service to be used to compute the FERS basic retirement benefit. Although the time would not count towards eligibility to retire, a balance of 2087 hours – about a year – of unused sick leave would add 1 percent of the employee's high-three average salary (or 1.1 years of service) to the retirement benefit. If the employee's high-three average salary were \$60,000, the benefit would go up by \$600 per year. This is similar to the credit of unused sick leave under CSRS."

Keep in mind, any provisions included in H.R. 1804 when/if passed will affect only those employees who retire on or after the enactment date. Also, H.R. 1804 does not include an option for FERS employees to be able to cash out their unused sick leave instead of having it count toward their annuity calculation.

While this exciting legislation still has a long way to go, federal employee organizations have urged the Senate to take up the measure and pass it quickly.

Only time will tell.



MSU Students "Pay it Forward" with Service Learning

By Maureen E. Conner, Ph.D.
Judicial Administration Program Director

Call it service learning or engaged scholarship, Michigan State University Judicial Administration Program students who are in the first graduating cohorts across the country have conducted research, developed programs, established systems, and investigated trends and issues affecting court operations and the administration of justice through their capstone projects.

Thirty-one students, as of this writing, have concluded their capstone projects. Three primary themes emerged. The first theme was focused on creating and sustaining high levels of customer service. The second theme was educating for excellence, and it involved internal and external education and training. Developing high functioning court environments was the third theme. In every case, the outcome of the capstone project represented opportunities for court improvement.

The capstone projects were diverse in subject matter. The students methodically researched their topics by investigating current processes, policies, and procedures; engaging in a review of the relevant literature; or conducting interviews of affected parties or subject matter experts. Once they completed their research they analyzed their findings and suggested policies, processes, procedures, programs, and/or equipment to close the gap between what they found and their recommendations.

Service Related Capstone Topics

Students who chose customer service-related themes addressed many topics. All of the projects involved systems analysis. Many also involved interfacing with agencies or groups outside of the court. Topics included:

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MSU Students "Pay it Forward"

Continued from Page 24

- Divorce mediation
- Restorative justice for juveniles
- Court security
- Economic impact of interventional incarceration
- Mental health courts
- Expanding office hours
- E-filing programs in multiple languages
- Jail catch and release policies
- E-Juror programs
- Central violations bureau procedures
- CM/ECF testing procedures
- Help desks, needs of self-represented litigants, and expanding the service window
- Effectiveness of DUI and drug courts
- Information needs of prisoner pro se litigants
- On-line completion forms

Educating for Excellence Capstone Topics for Court Personnel

This theme area covered education programs for court personnel. Programs were suggested for new employees as well as for more seasoned employees. Topics included:

- New employee orientation programs
- Training dedicated to front line personnel
- Cross training between clerk office staff and courtroom staff
- Automated individual training and development plans

Educating for Excellence Capstone Topics for the Public

Three students pursued educating the public about the courts for their capstone projects. Two students approached the topic by developing court-sponsored community outreach and education programs. The other student developed a Wikipedia article for internet users.

Developing High-Functioning Courts Capstone Topics

The remaining students addressed organizational culture issues. In their capstone projects, they looked at aspects of the internal environment that contribute to or detract from optimal systems and human functioning. Topics included:

- Roadmap for judicial transition
- Trends affecting the courts
- Telework
- Automated performance evaluation systems
- Employee morale
- Creating mission statements

The intent of the Judicial Administration Program is to develop strong, competent, and visionary leaders who will chart the course of court organizations across the United States and the world. The journey starts with improving the knowledge and skills of the students through the Judicial Administration Program course work. Next, the students have to demonstrate their abilities through adding value to the court in which they serve via their capstone projects. Third, the courts, training and research organizations, and professional associations need to access the knowledge and talent held by these individuals so that everyone can benefit from their knowledge. For a more detailed listing of the capstone projects, reference the table below.



Weight Watchers at Work

By Maria Carpenter, Second Circuit Representative, District of Connecticut

Week 1: It was with trepidation that 17 of us walked into the room for our first Weight Watchers at Work meeting. After all, we were going to get weighed in today! For some of us, it was a shock. For others, well, we knew what we were up against.

Our leader was very cheerful as she informed us of how Weight Watchers works, and how to determine how many points we can eat in a day. She also helped us determine our goal weight. Should we ask for a couple of pounds more than we really want to be so we can reach our goal? Or should we be honest and really say where we want to be? We each made our individual choices and set on the path to healthy eating and new habits . . .

We receive helpful information every week. For instance, do you know how much salt you eat every day? Well, the maximum amount of salt needed for one day is 1/4 tsp., or 500 mg. sodium. The maximum amount of salt recommended is 1 tsp. or 2400 mg. sodium. The average amount of salt Americans consume daily? That is a whopping 2 tsp. salt, or 4500 mg. sodium! Here is an easy way to think about sodium:

Sodium Free	Less than 5 mg.
Very Low Sodium	35 mg. or less (fruits, vegetables, plain popcorn, macaroni, spaghetti, noodles)
Low Sodium	140 mg. or less (bread, meat, chicken, fish, milk, margarine)
High Sodium	Over 140 mg. (cheese, luncheon meats, hot dogs, bacon, ketchup, mustard, soy sauce, many frozen entrees, canned soups, canned entrees, hamburger helper, many snack crackers, most chips and pizza)
Reduced Sodium	At least 25% less sodium

How can you make better choices:

- Do not add salt while preparing meals
- Use less salt at the table
- Substitute herbs, spices and lemon juice for salt
- Read labels. Choose foods low in salt (i.e., reduced sodium crackers)
- Choose fresh meats, vegetables, and fruits
- Choose less processed foods

Week 10: We have collectively lost 180 pounds! By following the above salt guidelines, watching our food points, and exercising, we are well on our way to a healthier lifestyle!



Calling All Retirees!

By Mary Delap and Edith Jazmin, CoChairs

As a retiree, what do you do with your time now? Isn't that the second question that you get from someone when you say you are retired? Or when you see a former co-worker?

I am now asking you that question as I would like you to drop me a line or find me at the Detroit Conference telling me what you have done since you have retired.

I am trying to put together a class for the Eugene 2010 conference on the various ways that retirees are enjoying their life 'after work in the courts.' It will also help those people who think "What would I do with my time if I retired." Yes, there is a small number out there who do think that!

Tell me what you have found that you love to do now and also what you found that you don't like to do. I found that I will never be a kayaker after taking a Kayak Class.

My e-mail address is mdelap3060@aol.com and home address is 3368 SE Woodward, Portland, Oregon 97202.

And Retirees - Remember to update your membership information on the new membership system on the FCCA website.



Historian Report

By David Stechmann, Historian



Pat McNutt and Cheryl Sweat visiting the Henry Ford Museum

The 81st Annual FCCA Conference in Dearborn, Michigan, promises to be a roaring good time in the Motor City. Michigan, known as “The Great Lakes” state, will be hosting its third FCCA conference. It’s been 77 years since FCCA last visited this beautiful state. FCCA’s first two conferences were held in Washington, D.C., in 1922 and 1923. The 1924 Detroit conference was the third FCCA conference and the first held outside of D.C. Eight years later Grand Rapids hosted the 1932 conference. I am excited about FCCA returning to Michigan after so many years and look forward to attending the conference this year from July 19 through July 24, 2009. A special lodging rate of \$107 has been arranged at the beautiful Hyatt Regency Dearborn Hotel.

Team Detroit has been busy preparing for our visit and is offering a variety of classes and opportunities to enhance our skills and knowledge to better serve our courts. The benefits range from fostering a professional manner and environment to gathering ideas from other federal courts throughout the country. Everyone has the opportunity to learn from peers about the different applications being used in courts everywhere. It is one of the few chances that all deputy clerks receive that not only benefit the individual, but the court as a whole.

This year is particularly special with the first Michigan State University Judicial Administration Graduation Ceremony. If you want to meet the Director of the Administrative Office of the U.S. Courts, James Duff, this will be your chance.

He will be the keynote speaker of the graduation ceremony. Also, in attendance at the welcoming ceremonies will be the honorable Chief Judge Gerald E. Rose of the Eastern District of Michigan.

Team Detroit is prepared to host outstanding social activities as well as a truly historical educational conference. The conference kicks off on Sunday with the President’s Reception at the Automotive Hall of Fame. On Tuesday they have a planned trip downtown to Comerica Park to hear the roar of the crowd, ride the Ferris wheel and catch their beloved Detroit Tigers in action against the Seattle Mariners. If baseball is not your game, take one of the shuttles that provides transportation for all attendees to one of the popular local downtown Detroit casinos. Wednesday will offer one of the truly historical opportunities to visit the Henry Ford Museum or Hitsville USA (Motown Museum) and the Charles H. Wright Museum of African American History. Unfortunately, you must choose either the Henry Ford Museum or the Motown/African American excursions. Finally on Thursday we conclude the week with the Motor City Bash. The Motor City Bash will give everyone a chance to enjoy fabulous music and food and to say our final farewells. To learn more about the educational and social activities please take a moment to visit <http://www.mied.uscourts.gov/fcca/> or <http://www.fcca.ws/>.

I will again be taking photos at the conference and welcome any volunteers to assist with the many duties of the Historian. I have been impressed with the many offers of help in the past and look forward to the much needed help. While attending the conference, I would like to invite everyone to visit the 7th Annual Historian Room. The show will run from July 19 - 23, 2009, at the Hyatt Regency Dearborn Hotel. 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 hope everyone is as excited as I am about spending a fabulous week in Dearborn. I am looking forward to another outstanding conference and encourage more members to attend and get involved.



Ian Keye, Pat McNutt and David Stechmann visiting the Henry Ford Museum



BLOOD FOR LIFE 2009

By Deenah Levine, Chair

The world today is changing at a rapid pace. Some changes are for the better; some are not.

In these days of economic chaos, we spend a lot of time worrying about our families and friends. It is a good time to reflect on what is good and appreciate what we have. We are all very lucky to be members of the FCCA, where we can attend one educational conference in different cities every year, meet great people, and enjoy the educational opportunities. Also, we have many chances to help others people. One way to help others is by donating blood.

Please keep up the marvelous job of having Blood Drives and donating blood or blood platelets.

I know that our conference is two months away, but before you know it the time will be here.

The Blood for Life forms deadline was May 15, 2009, for blood donated from May 2008 through April 2009. We will again have a drawing of five names for five \$50 prizes. A name will be entered for each pint of blood/blood platelets that a person donates.

The FCCA has donated many, many pints and platelets over the years. Also, the members have organized many Blood Drives. Your donations and work are very much appreciated. I am looking forward to seeing many of you in Dearborn.



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Do You Have a Question? We Have an Answer.

By Cheryl Sweat, Administrative Assistant, Eastern District of Tennessee

This column is created to benefit all members by printing questions and answers (Q&As) of interest to members. The Questions and Answers are posted in the FCCA Journal at <http://www.fcca.ws>. Please send questions to Cheryl Sweat at cheryl_sweat@tned.uscourts.gov.

QUESTION: *How does a member log into the FCCA MemberClicks Membership Module if they are logging in from outside the DCN?*

ANSWER: Member login by typing the following link my.memberclicks.com/fcca or using the following URL <http://web.memberclicks.com/mc/page.do?orgId=fcca>.

QUESTION: *Does MemberClicks offer various types of reporting features?*

ANSWER: Yes. MemberClicks uses profile fields and attributes from a member's profile.

A variety of reports can be compiled using these simple steps: First, access the MemberClicks link or URL, login using your username and password and then: (1) On the MemberClicks toolbar, choose MEMBER DIRECTORY, (2) Choose ADVANCED SEARCH, (3) Choose one or more of the options provided, (4) Choose SEARCH button at bottom of page, (5) Profiles/information will be listed under the SEARCH RESULTS page, (6) Choose EXPORT on toolbar, (7) Choose SUBMIT button, (8) Choose OPEN or SAVE, and (9) File will save onto an Excel spreadsheet.

Additional reporting information is found on the HELP CENTER button at the top of and after logging into your MemberClicks profile.

QUESTION: *Where do I locate and update my profile in MemberClicks?*

ANSWER: Log into MemberClicks using your username and password, and follow these steps: (1) Go to the FCCA home page at <http://www.fcca.ws/>, (2) choose MEMBERCLICKS button, (3) at the login screen, enter your username and password, (4) Choose the MEMBER DIRECTORY tab, (5) Choose MY PROFILE, (6) Your profile will always be located here.

QUESTION: *Why should I become a FCCA member?*

ANSWER: The FCCA is a professional organization dedicated to Clerks and Deputy Clerks in the federal judiciary. It strives to provide quality education and training, and networking opportunities. With a strong membership, we help present matters of concern to the Judicial Conference. The FCCA also helps out in the community through blood and food drives throughout the year.

QUESTION: *How do I benefit from joining and becoming a member of FCCA?*

ANSWER: Membership not only looks good on your resume because it shows you care enough about your job to be a member of a professional organization. The more members we have, the stronger our voice on matters that are important to federal court personnel. We were instrumental in having a bill presented on FERS sick leave credit. The retirement reform bill (H.R. 1804) cleared the House on April 1, 2009. We also provide members with an opportunity to get supplemental insurance through Gallagher Benefit Services.

Kembra Smith, member since 1985, and has maintained her membership every year since then, writes: "I am a member of FCCA because (1) Networking: It's a great opportunity to meet other folks, from other places, doing basically the same work that we do; (2) education: (a) FCCA offers the ONLY comprehensive education and training opportunities in one place, over one week that are focused solely on the work of the federal courts, and (b) FCCA's tie-in with MSU; allows conference attendees to pursue classes that

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Do You Have a Question? We Have an Answer

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count toward a bachelor or master's degree; (3) it is "the voice" of the federal court employees; (4) leave sharing; and (5) travel: FCCA conferences alternate locales each year and thus provides a great opportunity to visit other areas of the country."

QUESTION: *I am a current FCCA member but my membership has expired. What are the steps to renew FCCA membership?*

ANSWER: Log onto the FCCA web site at <http://www.fcca.ws/>, choose MEMBERCLICKS button, on the JOIN NOW tab, choose MEMBERSHIP RENEWAL FORM, complete and submit, then submit membership dues.

QUESTION: *I am a new Judiciary employee and want to join the FCCA for the first time. What are the steps to join the FCCA?*

ANSWER: Log onto the FCCA web site at <http://www.fcca.ws/>, choose MEMBERCLICKS button, on the JOIN NOW tab, choose 2009-2010 MEMBERSHIP FORM, complete and submit, then submit your membership dues. A profile will be created in the MemberClicks Membership Module and your login information will be e-mailed to your preferred e-mail address for FCCA notifications.

QUESTION: *(1) Where do I mail the membership dues? (2) When will the on-line payment feature be implemented? (3) How often will I receive a membership renewal reminder? (4) What are the dates of the 2009-2010 membership drive? (5) What are the dates of the 2009-2010 membership year?*

ANSWER: (1) Continue to mail your membership dues to **Cheryl Sweat, FCCA Membership Chair, 800 Market Street, Suite 130, Knoxville, Tennessee 37902**. The Membership Chair's address is also listed on the MemberClicks home page at <http://web.memberclicks.com/mc/page.do?site PageId=70962&orgId=fcca>.

(2) Members will be able to renew their membership dues on-line when the feature is implemented after July 1, 2009, and instructions will be disseminated to all members with a valid e-mail address in their profile when the feature is implemented. The automated e-mail generated in early-May from MemberClicks is meant to serve as a reminder about renewing membership for the 2009-2010 membership year.

(3) This year, members will receive two to three reminders, the first at 60 days and at least one or two more reminders before the June 20, 2009 membership expiration date. In the future, MemberClicks will send annual membership reminders to all members on at least one to three occasions prior to the membership expiration date. The automatic reminder disseminated in early-May from MemberClicks was provided to all members as their first notification and as a reminder that if members have not already renewed for the 2009-2010 year, members are encouraged submit **dues preferably between the membership drive of June 1 and August 30**, and mail dues to the Membership Chair until the on-line payment feature is implemented.

(4) The **membership drive is June 1, 2009 - August 30, 2009**. Individuals are encouraged to join during the membership drive to enjoy a full year's benefits.

(5) The **2009-2010 membership year/period/term is July 1, 2009 - June 30, 2010**.

NOTE: Please filter membership questions first through your Circuit or District Representatives. If additional assistance with your inquiry is required, inquiries may be e-mailed to the Membership Chair at cheryl_sweat@tned.uscourts.gov.

The District Representatives contact list is posted at <http://www.fcca.ws/membership.htm>. There is also a link on the MemberClicks home page of the PDF version. The Circuit Representatives (a/k/a Board of Directors) are posted in the *FCCA Journal's* table of contents, on-line at http://www.fcca.ws/docs/FCCAOfficers_And_Board.pdf.



2009 DATES TO REMEMBER

- ◆ Detroit, Michigan Annual Conference: 07/19/2009 - 07/23/2009
- ◆ 2009-2010 Membership Drive: 06/01/2009 - 08/30/2009
- ◆ 2009-2010 Membership Term: 07/01/2009 - 06/30/2009

FCCA *Journal* Article Submission Deadlines:

04/15/2009

08/15/2009

12/14/2009

FCCA *Journal* Publication Dates:

06/01/2009

10/01/2009

02/01/2010

QUICK LINKS

MemberClicks Home Page:

<http://web.memberclicks.com/mc/page.do?orgId=fcca>

Current District Representative List:

On MemberClicks home page, choose the link titled
“CLICK HERE TO VIEW DISTRICT REPRESENTATIVE LIST” and
On FCCA home page at <http://www.fcca.ws/membership.htm>

Register for 2009 Annual Conference in Detroit, Michigan (July 19-23, 2009):

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

FERS Sick Leave Passes House

http://moran.house.gov/apps/list/press/va08_moran/FedReforms.shtml

Current Events

<http://www.fcca.ws/CurrentEventsMay2009.htm>