

The K.A.C.M. Docket

Volume 73

January, 2014

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THE PRESIDENT'S CORNER

By Amy Spittler

Happy 2014! I hope your January has started out magnificent!

I had a lovely Christmas season enjoying family and friends. I was excited that my daughter, Lexie (who helped me at the fall conference), completed her bachelor's degree in December and is continuing to graduate school which starts next week! My youngest daughter, Abby, will turn 12 in a few weeks, she keeps my husband and I very busy with gymnastics and volleyball almost every weekend. Feeling truly blessed

but trying to get back to somewhat of a normal routine seems virtually impossible!



Basketball season is in full swing and the Kansas teams are proving to rise to the top. In the Associated Press top 25 this week Wichita State comes in at #5 and the KU Jayhawks are #15(Rock Chalk), I even caught a few minutes of the KSU game last night and they are looking pretty good! Very impressive, I must say!

Time seems to be flying by as I finish the yearly reporting requirements for my City in addition to the yearly ADSAP report due to the Office of Judicial Administration by January 20th. I hope everyone has taken the opportunity to get logged into the DMV's certified driving record portal which makes getting those records so much quicker, bless them for that! Please remember to use the online resource at the Office of Judicial Administrations website for the court clerk's manual, the link is <http://www.kscourts.org/kansas-courts/municipal-courts/>. This is a very useful tool when trying to answer any questions you might have on reporting requirements.

Registration information for the Spring Conference, sponsored by the Office of Judicial Administration (OJA), is in the mail! If you have not already received the information, be looking for it this week! The date is Friday, March 21st in Junction City. I am very excited to be on the

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(PRESIDENT, continued)

training committee and to have the opportunity to meet new clerks attending the training sessions scheduled for Thursday, March 20th. Remember the conference expenses for one clerk from each city are paid by the State, it's a wonderful opportunity to network and learn priceless information, and it's FREE, I love that!

Plans are in full swing for the Fall Conference, scheduled for September 25th and 26th. The Education Committee is "hard at work" for our members! Mark your calendars!

I hope to see you all in Junction City in March!

God Bless,

The Amy Spitler
President, KACM

DMV News



Happy New Year! 2014 is moving right along for Driver Control, we are experiencing lots of change. We have two new supervisors on board who are not new to Driver Control. Lacey Simmons has been with Driver Control for 3 years. She joins us from the Driver Control Phone group in which she now oversees. Michele Chavez has been with Driver Control for almost 2 years and joins us from Driver Review. Driver Review handles medical and vision cases in Kansas.

Their information is as follows:

Lacey Simmons- 785-296-8533
(Lacey.Simmons@kdor.ks.gov)

Michele Chavez- 785-296-8532
(Michele.Chavez@kdor.ks.gov).

Both Michele and Lacey together bring lots of

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President Change Shelli Adams Resigns



In November, shortly after our fall conference, Shelli Adams resigned her position in Derby and as a result, also her position as President of KACM. Shelli has served the association for many years and has worn many different hats. We have been lucky to have her serve and we will miss her presence at our conferences.

As designated in our Bylaws, our Vice President has assumed the duties as President. While we regret Shelli's departure, we are happy to announce Amy Spitler as our new KACM President. She has done a wonderful job as vice president and did a great job of planning, arranging, and coordinating the last conference. She is a great person to fill this position.

According to the Bylaws, the board is to appoint a replacement for the vacated vice president position. On January 17th the board voted Greg Nickel to fill this position. The vice president is normally chair of the education committee, which plans the conference. Amy has already completed much of the preliminary work and so will remain chair of the education committee, with Greg assisting.

Facebook

Candy Westhoff (Girard) has made a facebook page for KACM! This was reported once in the October newsletter – if you haven't already joined, please do. It is a private group so no one but members should be able to see our messages or photos.

To join, you will need to add Candy Carrell Westhoff as a friend or you can send her an email (candykansas@yahoo.com).



Thank you, Candy!!

DUI Evaluator List

The State has put the list of officially approved DUI evaluators into a tidy excel spreadsheet that is much easier to look through and can be filtered by city or county. KDADS (Kansas Dept. for Aging & Disability Services) has confirmed that this is the official list of evaluators that are approved according to K.S.A. 8-1008. Every DUI conviction or diversion should have an evaluation performed by an evaluator on list.

The list can be very difficult to find online if you don't know exactly what you are looking for. You can find it at this address, click on the excel spreadsheet shown highlighted below:

http://www.kansasbehavioralhealthservices.org/Bhs1.0/Consumer_And_Families/How_And_Where_To_Get_Help.aspx



As further reference, K.S.A 8-1008 is the statute that governs these evaluations and assigns the responsibility for overseeing the certification process. It states that *“The secretary of social and rehabilitation services shall provide each judicial district with an electronic list of providers, and [...] shall also make all such lists publicly available on the official website of the department of social and rehabilitation services.”* The spreadsheet listed below is the official list that satisfies this requirement.

2014 MUNICIPAL COURT CLERKS CONFERENCE

THURSDAY, MARCH 20

- 4:00-5:00 p.m. Conference Registration
- 5:00 KACM Executive Board Meeting
- 7:00 Kansas Association for Court Management Hospitality

FRIDAY, MARCH 21

- 7:30-8:30 a.m. BREAKFAST & CONFERENCE REGISTRATION
- 8:30-8:35 **WELCOME**
- 8:35-9:45 **I AM A MAN: CHIEF STANDING BEAR'S JOURNEY FOR JUSTICE**
 Professor Joe Starita, University of Nebraska-Lincoln, Lincoln, NE
Professor Joe Starita will present the rich history of one of our nation's first civil rights heroes, Ponca Chief Standing Bear. In 1879, Ponca Chief Standing Bear challenged decades of Indian policy when he stood in a federal courthouse in Omaha, Nebraska, and demanded to be recognized as a person by the U.S. government. Professor Starita masterfully portrays the chief's story in this compelling narrative of injustices finally righted.
- 9:45-9:55 Break
- 9:55-10:55 **DEALING WITH SELF-REPRESENTED LITIGANTS**
 Hon. Robin Lewis, Municipal Court Judge, Gardner
 Hon. Ken Lamoreaux, Municipal Court Judge, Waterville
 Hon. Brenda Stoss, Municipal Court Judge, Salina
How can municipal court clerks provide good customer service without crossing the line of providing legal advice? What should clerks do when self-represented litigants ask for legal advice? This panel of judges will use hypothetical scenarios to discuss helpful tips for dealing with self-represented litigants.
- 10:55-11:05 Break
- 11:05-Noon **NUTS AND BOLTS DISCUSSION**
 Bettina Jamerson, Court Administrator, Prairie Village, Moderator
 Amy Spitler, Court Clerk, Hutchinson
 Greg Nickel, Court Clerk, Newton
This panel will discuss questions submitted by participants and will discuss:
- Document retention policies
 - Open records requirements
 - User friendly courts
 - The court clerk's responsibility in preparing for court proceedings
- Noon **LUNCH**
- 1:00-2:30 **IDENTIFYING THE NEEDS OF COURT USERS**
 Dr. Ryan Darrow, Adjunct Assistant Professor, Johnson County Community College
In this session, Dr. Darrow will provide tools and ideas for effectively interacting and communicating with individuals who come to municipal court.
- 2:30-2:45 Break
- 2:45-3:30 **UPDATE FROM DMV**
 Mark Schemm, Manager, Central Office Operations, Division of Vehicles
- 3:30 **Conference Adjourns**

National Membership - We have had a number of KACM members join the national association. This has always been a positive experience – if anyone is interested, see below:



**National Association
for Court Management**

"Committed to Excellence"

Have you been interested in the National Association for Court Management (NACM) but hesitant to join? We have a GREAT opportunity for you!

Now is a perfect time to join the premier association for court management. With just under 2,000 members, NACM includes members from the United States, Canada, Australia, Trinidad and Tobago, and many other countries. NACM is the largest organization of court management professionals in the world with judicial administration professionals from all levels and types of courts. In addition to the many educational and networking opportunities, members receive publications, enjoy conference registration discounts, and are eligible to receive mentoring from a seasoned court professional. These benefits provide an opportunity for you to learn and share your values and to discuss your concerns in order to improve the administration of justice at your court.

The NACM Membership Committee invites you to become a member. The new *eLimited Membership* provides those who have never been members of NACM to try an online limited membership for \$25 for the first year!

NACM recognizes that some people in the field of court administration would like to have an opportunity to see what NACM has to offer before committing to a full membership; particularly during these difficult budget times. We are confident that once you *get* connected you will want to *stay* connected to the premier organization for court professionals around the world. As an *eLimited Member* you will have complete access to the Members Only portion of the NACM website where you can access digital copies of our publications, view conference videos, and access additional educational content, as well as receive all emails / information sent to the membership.

Visit www.nacmnet.org for more information and join today!



Spotlight on Legal Terminology

SUE SPONTE (sooh-uh spahn-tay)

Latin for "of one's own will," meaning on one's own volition, usually referring to a judge's order made without a request by any party to the case. These include an order transferring a case to another judge due to a conflict of interest or the judge's determination that his/her court does not have jurisdiction over the case. *Source: dictionary.law.com*

Electronic KADR's!!

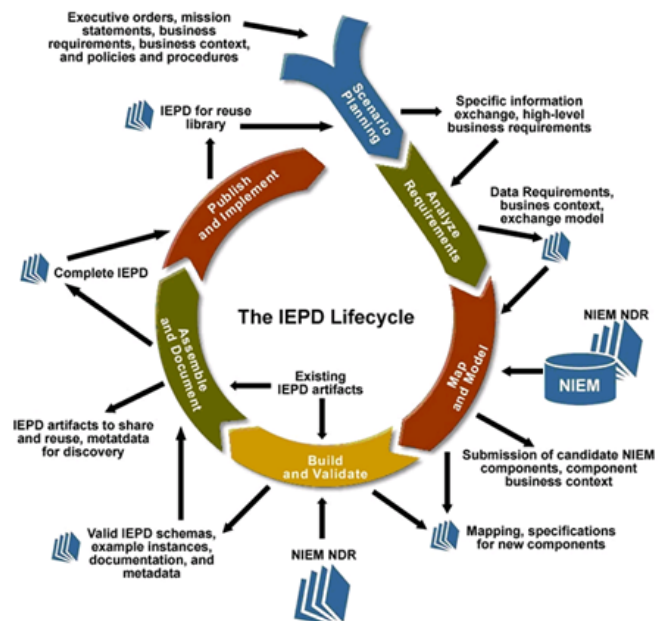


RAPID (Report and Police Impaired Drivers) is moving forward according to plan! Once this project is completed, we can abandon the paper KADR forms and disposition information will be transmitted electronically!

The law makes this mandatory for DUI's beginning in July, but you are encouraged to use it for ALL submissions. Assuming all goes according to plan, this process will be much more efficient than submitting by paper. Once your system is programmed to transmit DUI's, it should be a small step to include all other offenses.

Technical information has been sent out to court software companies and yours should be aware of the requirement already. If you are unsure, feel free to touch base with your software provider to confirm.

In order to exchange data from courts, to the KBI, and out to other jurisdictions and users, the project managers created a roadmap called an IEPD, or Information Exchange Package Documentation. While you needn't understand the details of this, this will be used as a guide for your court software programmers. As shown in the diagram above, it is a complex process, but one that is moving according to a detailed plan.



NEXT STEP: TESTING. The KBI is entering the testing phase. They sent a reminder in their Christmas Eve memo that “it is important to remember that while at times bringing up and testing new systems can be stressful and difficult, in the end they can be enormously beneficial.” We hope the stress will be minimal and everyone is optimistic, but implementing software involves hard work and real life is always different than test environments.

We hope the implementation goes well!

DMV News (continued)

enthusiasm and knowledge to the table and they both look forward to working with you.

Hopefully the issues you have encountered reaching our office have diminished with the launch of our new phone system in November 2013, which allows your calls to hold priority over all public calls. Please remember, if you need immediate assistance that you can call/email me or any of the supervisors. :+)



The New Certified Portal has proven to be a great success! Since its August launch, the portal has had over 25,000 searches performed. We continue to look for ways to make this portal more convenient and helpful. We would love to hear from you regarding these changes. Please feel free to email Jessica.Ross@kdor.ks.gov with any questions, comments or concerns you may have.

Thank you,
Jessi

Membership Committee

Tracy Dockery, chair (Bashor)
Nancy Lanza (Basehor)

tdockery1@kc.rr.com
nlanza@basehorpolice.org



Membership renewal forms have been mailed out and are due by March 1, 2014.

If you do not receive a membership form in the mail please email me and I will send you one or you can print one out from the KACM website. Please mail membership forms to our new treasurer, Stephen Powell – there are some old forms floating around that still list Kristi Orbin.

The Membership Committee would like to take this opportunity to welcome the following new members to KACM.

Nancy Lanza (Basehor)	Barbara Mauslein (Hiawatha)
Randall DeBeeld (Baxter Springs)	April Ludacka (Belleville)
Brianne Heiman (Beloit)	Sherri Estes (Wellington)
Kerri West (Burlington)	Stephanie Ashby (Walton)
Pamila Brummer (Osage City)	Lindsay Flax (Flax)
Carol White (Chanute)	Stephen Powell (Shawnee)
Kelly Gaston (Council Grove)	Leann Johnson (Salina)
Betty Gordon (Dodge City)	Melissa Bergmann (Salina)
Deana Scott (Gardner)	Tracey O'Brein (Salina)
Angie Stowers (Hutchinson)	Carrie Sommerfeld (Newton)
Kathy Wilkins (Hutchinson)	Regina Reynolds (La Cygne)
Sheila Sigg (Iola)	

If I have missed anyone please let me know

Legislative Committee Update

Gail Garrett, Chair

The legislature will return to session this month – look for a report of their accomplishments in the next newsletter.



There is little to report until the legislature returns to work. In the meantime, "Governing Magazine" suggested that states will soon need to modify traffic laws to reflect self-driving vehicles. Who is at fault if there is an accident? What if the vehicle forgets to signal? Suppose the vehicle is inebriated and cannot pass the one-legged stand? *(editor's confession: this paragraph is not part of Gail's report, but some genuinely predict self-driving vehicles will surface this decade and the effect on traffic laws will be interesting)*

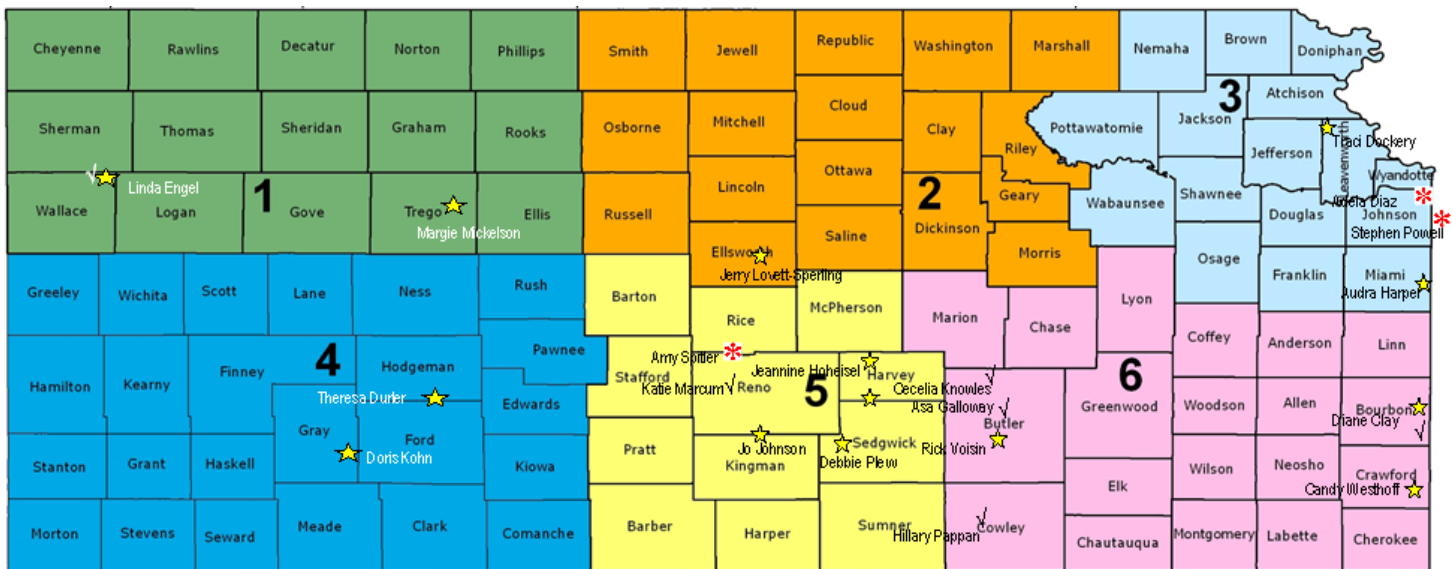
As always, if anyone has concerns or questions about, or would just like more information on, legislative matters affecting our courts, please feel free to drop me an e-mail at garrett@lansing.ks.us.

Respectfully submitted,
Gail Garrett
Legislative Chair

KACM Ambassadors

Region 1	Linda Engel Margie Mickelson	Oakley Ellis	oakleyap@st-tel.net ellisclerk2@eaglecom.net
Region 2	Jerry Lovett-Sperling <i>Vacant</i>	Lindsborg ...	jls@lindsborgcity.org ...
Region 3	Audra Harper Traci Dockery	Paola Basehor	Aharper@cityofpaola.com tdockery1@kc.rr.com
Region 4	Theresa Durler Doris Kohn	Dodge City Dodge City	theresad@dodgecity.org dorisk@dodgecity.org
Region 5	Jo Johnson Debbie Plew	Clearwater Mulvane	johbj@clearwaterks.org dplew@mulvaneks.com
Region 6	Candy Westhoff Diane Clay	Girard Fort Scott	candykansas@yahoo.com dclay@fscity.org

- ★ Ambassadors
- * Officers
- √ Trustees



Ambassador Committee:

We currently have an opening in Region 2 for an Ambassador. There is an Ambassador map which shows the counties for the two open regions. Please let me know if you are interested in becoming an Ambassador for our organization. I would like to thank all the Ambassadors for all our regions!

The map has been updated with all the new officers and trustees along with their emails. Please feel free to contact any of us with questions or concerns!

K.A.C.M. Blackboard

Anne Piatt (Neodesha) is a new Grandma!! She sends this message:
 What a blessing- the Lord answers prayer. We have a healthy mini linebacker according to the Dr. His name is Justice Alan Piatt and he weighed in at 9lbs 6 oz. 21 ½ inches. He looks like his Momma with dark hair. My son Josh is gonna have his hands full for a few days I am sure so this Grandma is anxious to get them home so I can help!!!! 😊

Congratulations!!



Happy Retirement to **Kim Waldrop (Arkansas City)** who just retired. She sends this message:

Well it has taken me 32 yrs. to get to where I am today!! I will be retiring from my life long career with the Court system, as of December 13th, 2013. I want to thank all of you for your support and encouragement. I have met some truly amazing people and have been blessed with lifelong friends. I am looking forward to spending time with my grandchildren and moving on to my next adventure. It has been an amazing time!!!



Amy Spitler, Amy Hankins, & Jeannine Hoheisel were able to attend her retirement party. Congratulations Kim and we wish you all the best!

Kim introduced her replacement, Leslie Shook, their City Clerk who will be handling the Municipal Court affairs from now on. Welcome!

Looking for Personal News. The only way we know what is happening is if you let us know! If you or a clerk from your city has news to share with the rest of us – we want to know. The can be **news of retirement, new babies, marriage, medical concerns...** Anything. Send an email to Greg Nickel: gnickel@newtonkansas.com.

Anne Rusche (Seneca) has left for an exciting career change. She and her husband are in the process of setting up a document management company for secure back up, storage and scanning to preserve paper documents for various businesses and government agencies. They have chosen to relocate to Newton and their four kids will be attending classes there starting in January.

She comments, “I have thoroughly enjoyed working with the KACM and the invaluable knowledge that is gained from so many experienced Clerks.”

Congratulations to **Jane Eilers (Salina)** on her recent retirement! After receiving flowers from the association, she sent a thank you with the note: “KACM has been a great association to be part of. The knowledge and friendships I have gained in the past 17 years are priceless.”

Jane announced her replacement, LieuAnn Elsey, who was serving as Salina’s City Clerk. We look forward to getting to know you, LieuAnn!

Kansas Association of Court Management Board of Directors Meeting
January 17, 2014

CALL TO ORDER AND ROLL CALL

The KACM Board of Directors Meeting was held on Friday, January 17, 2014 at Emporia Police Department meeting room, 522 Mechanic Street, Emporia, KS.

The meeting was called to order by Vice President Amy Spitler, Hutchinson

Voting members present: Amy Spitler, Hutchinson; Adela Diaz, Prairie Village; Stephen Powell, Shawnee; Rick Voisin, Towanda; Diane Clay, Fort Scott; Linda Engel, Oakley; Candy Westhoff, Girard; Asa Galloway, Sedgwick; Katie Marcum, South Hutchinson

Absent: Linda Engels, Oakley; Cecelia Knowles, Augusta; Hillary Pappan, Winfield

Also in attendance: Stephanie Taylor, Erie; Traci Dockery, Basehor; Greg Nickel, Newton; Bettina Jamerson, Prairie Village; Jo Johnson, Clearwater

There were no additions to proposed agenda.

Minutes from Annual Business meeting 9/26/13 and Board of Directors meeting 9/27/13 need to be approved. Rick Voisin motioned for the minutes to be accepted, Candy Westhoff seconds the motion. Motion passed.

Treasurer's Report Stephen Powell gave the treasurer's report indicating a current balance on account, with all conference expenses paid of \$16,904.60.

Although Kristi Orbin is no longer serving as treasurer, some clerks still mail membership dues to her address. Traci will check to see that the new treasurer's mailing address is correctly listed on all membership forms.

Stephen Powell also stated that he still has an old projector that belongs to KACM but hasn't been used in many years. He will check to see if it still works. If it does he will bring it to the fall conference for the silent auction.

Correspondence We received a thank you card from Kansas Cosmosphere for attending the facility during for fall conference. Amy Spitler provided to everyone the email she got from Shellina Adams resigning as KACM president.

Committee Reports

Ambassador: Diane Clay will see about posting in list serve for the position open for Region 2 since Jane Eilers retirement. Additionally it will be in the newsletter and mentioned at spring conference that an ambassador is needed.

Courtesy: Kim Everley sent a report to the board, through Amy Spitler, of flowers and cards sent out.

Education: Amy Spitler reported that the fall conference will be at the Oread in Lawrence September 25 and 26, so far everything is going well for planning the conference and the committee would like some ideas for speakers. The room cost has been negotiated to the government rate of \$106. Since this is a little more than usual, the committee will attempt to keep registration lower and affordable for cities. The rooms are very nice and roomy so clerks can share a room if they so choose.

Historian: Candy Westhoff reports that she is still working on the picture book, plans are to take pictures at the next few conferences. Candy has made a Facebook page of KACM, and has posted pictures from various conferences. The state wide DMV contact numbers need to be updated, so she will look into it.

Hospitality: Hillary Pappan called Amy to let her know that she has nothing to report. Amy talked about the budget Hillary should have for spring conference and it was decided that it would be \$300.00.

Legislative: Gail Garrett was absent and nothing to report.

Manual: There is no chair, and no report.

Membership: Tracy Dockery ask about making adjustments to the membership form, making it easier for her to read. New members currently get a binder and certificate, she suggested we make a business card size certificate and give the clerks a USB flash drive containing an electronic version of the manual. It was pointed out that OJA is responsible for manuals so any decisions about distributing them is OJA's to make. Otherwise, the board had no objection to Tracy's suggestions.

Newsletter: Greg Nickel needs a membership list from Traci, and if minutes are available he will put in the next newsletter.

Past presidents: Bettina Jamerson doesn't mind filling in since we don't have a past president, she has nothing to report.

Promotion: Stephanie Taylor has started working on shirt designs and will be getting more information from Amy. The promotion committee is going to try getting preorders before the conference allowing less time away from the conference speakers for the promotions committee.

Scholarship: Kellie Barker, absent and nothing to report.

Old business

Nothing to add.

New business

Amy Spitler discussed the board positions and by the by-laws requirements. Since Shellina Adams resigned her position as president, she would need to move from vice-president to president and the board would appoint someone to serve as vice-president for the term remaining. Amy requested someone from the education committee since conference plans are underway.

Motion made by Candy Westhoff to appoint Greg Nickel as Vice President to finish the term, Rick Voisin seconded the motion. Motion passed.

Amy Spitler was given a lock-box from Shellina Adams, but no key to open it. She will try to get it open or will get a locksmith to open it.

Education committee will plan a meeting in July, Bettina suggested holding that meeting in Lawrence where the fall conference will be held, so the board can see the space and amenities they will have for the fall conference.

Amy Spitler bought tickets for the Tim McGraw concert at the fall conference silent auction and the concert was cancelled. She explained the casino offered a certificate for 4 seats to any show through July 31, 2014. To date they have nothing scheduled of interest her. Katie Marcum made a motion to return Amy her money (\$205.00) for the tickets. Rick Voisin seconded the motion. Motion passed.

Next board meeting will be held at spring conference in Junction City, March 20, 2014 at 5:00 pm

Adjournment

There is no further business to come before the board. Traci Dockery made a motion to adjourn. Katie Marcum seconded and motion carried. Meeting adjourned.

Respectfully submitted,

Adela Diaz-Secretary

Our Goals Find out more about KACM on our website at www.ksmunicipalcourts.com, which includes a listing of our goals as follows:

- Continuing education for Court Managers, Clerks, Administrators, and Assistants
- Interaction between members with problem-solving ideas
- Organization input into Legislation that will affect Municipal Courts
- An organized voice to State agencies
- Consistency within the Municipal Courts
- Promoting public trust and confidence

KACM Board of Directors



Left to right: Greg Nickel (Vice President), Adela Diaz (Secretary), Stephen Powell (Treasurer), Amy Spitler (President), Rick Voisin (Sgt at Arms),

Committee List:

- Ambassador..... Diane Clay (Ft. Scott)
- Courtesy..... Kim Everly (McLouth)
- Education..... Amy Spitler (Hutchinson)
- Historian..... Candy Westhoff (Girard)
- Hospitality..... Hilary Papan (Winfield)
- Legislative..... Gail Garrett (Lansing)
- Membership..... Traci Dockery (Bashor)
- Newsletter..... Greg Nickel (Newton)
- Past Presidents..... Bettina Jamerson (Prairie Village)
- Promotion..... Stephanie Taylor (Erie)
- Scholarship..... Kellie Barker (Bel Aire)

KANSAS ASSOCIATION FOR COURT MANAGEMENT

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Visit our website at:

www.ksmunicipalcourts.com

Upcoming Dates:



Spring Conference

Junction City
March 20-21st, 2014.

Fall Conference

Lawrence
September 25-16, 2014.