



The Docket

February 2020

Association of Clerks of the District Courts of Virginia

2020 General Assembly Session News

On December 17, 2019, Governor Ralph Northam's biennial budget included 60 new district court positions: 30 in fiscal year 2020, and 30 in fiscal year 2021; however, the current FTE need across the Commonwealth is 276.

Fortunately, there is bicameral agreement that 30 positions each

fiscal year is not enough. Two identical budget amendments have been submitted (SB30, HB30). Mr. Hade is working tirelessly to get as many positions as possible funded. Hopefully he will have news in April when he opens our annual conference!



Clerks Association Leadership

Officers

President Rick Kahl
 President-Elect Laura Griffin
 Past President Terri Rea
 Vice President Kimberly McKittrick
 Secretary/Treas. Debra Hill

Regional Representatives

Region 1 Courtney Payne
 Region 2 Kelly Douglas Wiggins
 Region 3 Mariah Belcher
 Region 4 Laura Hatch
 Region 5 Melissa Gil
 Region 6 Shanna Henry
 Region 7 Stephanie Crisman
 Region 8 Ginger Webb
 Region 9 Nikki King
 Region 10 Kathy Vance

Clerks Association Forms Special Issues Committee to Address Pay Banding and Court Composition Issues

The Clerks Association, with the support of the Executive Secretary, will convene a workgroup of the Special Issues Committee to focus on classification and compensation issues: specifically, pay band realignment and court composition standardization. This workgroup will focus on eliminating our current grade structure and moving towards a pay band classification system (ie. disposing of "grade 7, grade 8, etc." nomenclature, and moving towards classifications such as "deputy clerk, supervising deputy clerk, etc."). The workgroup will also discuss standardizing court composition (ie. supervisor to staff ratios, specialty clerks, etc.) based on courts of similar size.

The workgroup will meet February 13, 2020 and is comprised of Clerks from around the state who represent all sizes of Courts. Participants are as follows:

Akers, Karen	Wythe J&DR
Blankenship, Amie	Montgomery J&DR
Jackson, Janeen	Surry CMB
Morgan, Laura	Westmoreland GDC
Taylor, Tammy	Mecklenburg GDC
Whitfield, Margienette	York/Poquoson J&DR
Baez, Victoria	Lynchburg J&DR
Hatch, Laura	Fredericksburg GDC
Henshaw, Brian	Arlington GDC
Rea, Terri	Harrisonburg/ Rockingham J&DR
Yelverton, Faye	Sussex CMB
Burnett, Monica	Prince William J&DR
Burnham, Amy	Virginia Beach J&DR
Griffin, Laura	Chesterfield J&DR
Meadowcroft, Shannon	Henrico J&DR
Barr, Eric	Fairfax GDC
Moore, Linda	Chesterfield GDC
O'Dell, Dave	Virginia Beach GDC
Shaw, Barbara	Chesapeake GDC

Please contact one of the participants above as soon as possible with your input on this very important topic!

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News from around the State

Chesapeake JDR: Clerk Bonnie Coffey would like to congratulate **Kimberly Gilliam** on her promotion to Pre-Court Supervisor! Congratulations Kimberly!

Chesterfield JDR: Clerk Laura Griffin would like to welcome **Sara Dunn** to the court. The Court also congratulates deputy clerk **Katherine Marasco**, who welcomed her first child, a baby boy, February 5, 2020! Welcome to the world, little one!

Lynchburg GDC: Clerk Amy Leftwich would like to welcome **Ericka Kerr** to the court.

Danville JDR: Clerk Tammy White would like to welcome **Stephanie Keatts** to the court. Also, congratulations to wage employee, **Nancy Hill**, for celebrating 5 years with the Clerk's Office! Deputy clerk **Ashley Williams's** spouse, Roland Williams, is now a 1st Officer/Pilot for Pacific Southwest Airlines under American Airlines. Additionally, Tammy would like to congratulate deputy clerk **Lisa Richardson** and her husband, Sterling, on 26 years of marriage. Tammy would also like to congratulate deputy clerk, **Christina Davis**, on 20 years of marriage to her husband, Jamie Davis; their oldest son will be graduating from Tunstall High School on May 23rd! Much to celebrate!

Hampton GDC: Clerk Barbara Fagley would like to welcome **Tanesha James** and **Kaitlinne Keller** to their office. Barbara would also like to congratulate **Cynthia Kranz** on her retirement after 28 years of service. Barbara would also like to recognize the following on service milestones in her court: **Camille Keough**, 40 years of service, **Twanda Tucker**, 20 years of service, and **Bonnie Griffin**, 5 years of service.

Loudoun GDC: Savannah Dove started with the Loudoun GDC as a wage hour employee on 10/28/19 and has been a tremendous help to their office with her data entry skills. Welcome, Savannah!

Petersburg JDR: Clerk Laura Craig would like to welcome new employee, **Debra Sheares**.

Portsmouth GDC: New Clerk **Kelly Boyd** would like to welcome **Adrienne Ricks**, **Nicole Dickens**, and **Telisa Ann Gunter**. Welcome, ladies, and congratulations on your appointment as Clerk, Kelly!

Richmond JDR: Clerk Trisha Batley would like to extend congratulations to **Felicia Edmonds-Rustin** on her promotion to Chief Deputy Clerk! Trisha would also like to welcome **Teresa Felts**, **Janell Wilson**, and **Chekeen Clark** to the court.

Southampton CMB: Clerk Belinda Jones would like to congratulate **Beth Cobb** on her 18 years of dedicated, hard working service. Belinda also congratulates **Kelsey**

Foreman on her 5 years of dedicated service.

Virginia Beach JDR: Clerk Amy Burnham would like to congratulate Chief Deputy Clerk **Sarah Quiroga** for 20 years of service! **Charlene McCabe** retired on February 1st with 22 years of service. **Amy Vogel** was promoted to Post Court Team Lead in January. Congratulations, Sarah, Charlene, and Amy! Finally, welcome to **Ashley Daye** and **Keyanti Alcorn** who joined the court in November!

Waynesboro JDR: New Clerk **Callie Bailey** (transferred from Staunton/Augusta JDR) would like to recognize retired Clerk Donna Bosserman for her 43 years of service to the Commonwealth of Virginia. Congratulations, Donna, and happy retirement! (See picture, below) And, congratulations, Callie, on your appointment as Clerk!

Pictured left to right: Judge Heatwole, Judge Dascher, Judge Smith, **Donna Bosserman**, Judge May



Resolutions

WHEREAS, The Association of Clerks of the District Courts of Virginia considers from time to time to recognize and pay tribute to one of its members for faithful and personal contributions to the success of the Association, and

WHEREAS, **Steven Spurr** began his career as Chief Deputy Clerk in Hampton Circuit Court in March 2002, transitioned to Clerk, Arlington General District Court in March 2004 and now has retired as Clerk, Arlington General District Court as of October 1, 2019 and

WHEREAS, Steven Spurr served as President, Advisory, Legislative, Membership, Nominating, and Technology Committee Chair and as Regional Representative; and on various committees during his membership in the Association

THEREFORE, BE IT RESOLVED that Steven Spurr be made an Honorary Member of the Association of Clerks of the District Courts of Virginia for the term of his life, and

BE IT FURTHER RESOLVED that this resolution be read at the annual meeting of the Association, a copy be incorporated in the minutes of the Association, a copy be published in the next issue of *The Docket*, and a copy be presented to Steven Spurr at the occasion of his retirement.

ADOPTED: October 1, 2019

Our bylaws indicate that we will publish any resolutions in *The Docket*. This month we are sharing two resolutions that were recently adopted.



WHEREAS, The Association of Clerks of the District Courts of Virginia considers from time to time to recognize and pay tribute to one of its members for faithful and personal contributions to the success of the Association, and

WHEREAS, **Beneatha Simmons** began her career on May 29, 2001 as Deputy Clerk, Petersburg Juvenile & Domestic Relations Court and was subsequently promoted to Clerk on November 17, 2003 and then transferred to Colonial Heights General District Court as Clerk until her retirement on October 4, 2019, and

WHEREAS, Beneatha Simmons served as President; President Elect; Mentorship and Membership Chair; a member of the Advisory Committee; and as Regional Representative during her membership in the Association;

THEREFORE, BE IT RESOLVED that Beneatha Simmons be made an Honorary Member of the Association of Clerks of the District Courts of Virginia for the term of her life, and

BE IT FURTHER RESOLVED that this resolution be read at the annual meeting of the Association, a copy be incorporated in the minutes of the Association, a copy be published in the next issue of *The Docket*, and a copy be presented to Beneatha Simmons.

ADOPTED: December 20, 2019

2020 SPRING CONFERENCE ANNOUNCEMENT



Tuesday, April 7, 2020
8:30 a.m. – 4:00 p.m.
DoubleTree by Hilton Hotel
990 Hilton Heights Road
Charlottesville, VA 22901

Cost: **\$25.00**
Lunch is included in price

AGENDA AND INFORMATION

Registration – 7:30 a.m. – 8:30 a.m.
Breakfast provided.

Opening Session – 8:30 a.m.

Rick Kahl, Association President, Karl Hade, Executive Secretary of the Supreme Court of Virginia, and Paul DeLosh, Director, Department of Judicial Services (DJS)

Clerks Recognition Program – 9:30 a.m. – 10:15 a.m.

Rick Kahl, Association President

Break – 10:15 a.m. – 10:30 a.m.

Security/Active Threat Presentation – 10:30 a.m. – 11:30 a.m.

Lt. Tommy Potter, Isle of Wight Sheriff's Office

Disclaimer: The information presented may cause discomfort and/or heightened emotions. Please practice good self-care during the session. If you need to leave the room, please feel free to do so.

OES Technology Update – 11:30 a.m. – Noon

Mike Riggs, Director of Judicial Information Technology

Lunch and Annual Business Meeting – 12:00 p.m.- 1:30 p.m.

Lunch Buffet

Breakout Sessions – 1:30 p.m. – 2:30 p.m. (select one)

GCMS

Sharon Jackson, Records and Financial Management Analyst, General District Team, DJS

FAS/Bookkeeping

Cheryl Beam, Financial Court Analyst, J&DR Team, DJS

VRS Retirement: Are You Ready?

John Kegel, Member Education and Outreach Counselor, VRS

Break – 2:30 p.m. – 2:45 p.m.

Clerks Association Mentor/Mentee Program – 2:45 p.m. – 3:15 p.m.

Laura Griffin, Clerk, Chesterfield J&DR, Laura Hatch, Clerk, Fredericksburg GDC, Terri Rea, Clerk, Harrisonburg/Rockingham J&DR

Regional Raffle Baskets – 3:15 p.m. – 4:00 p.m.

Must be present to win.

Adjournment—4:00 p.m.

ADDITIONAL TRAINING OPPORTUNITY

Monday, April 6, 2020

9:00 a.m. – 3:30 p.m.

Hilton DoubleTree Hotel
990 Hilton Heights Road
Charlottesville, VA 22901

Cost: **\$25.00**

Lunch is included in price

The Association of Clerks for the District Courts of Virginia will be hosting an additional full day of training on April 6, 2020. This is a completely separate opportunity from the Annual Conference and agenda sessions. There will be no restriction as to title, grade, or position within the courts for attendance to this portion. Clerks are encouraged to register Deputy Clerks and Supervisors who participate in the hiring process in your court, as well as those Deputy Clerks for whom you desire to provide supervisory training as part of their career development. Due to the cost of the speakers and the additional space requirements to hold this session, there will be a \$25.00 registration fee. The registration fee can be paid by your locality using local budgeted training funds, or by tuition reimbursement from OES. Those requesting tuition reimbursement should follow the guidelines in the E-Education Tuition Reimbursement Request (eForm) using the following link: <https://educ.apps.courts.state.va.us/edrequest/login.jsp>

AGENDA AND INFORMATION

Registration –8:30 a.m. – 9:00 a.m.

Breakfast on your own.

Why Emotional Intelligence & Resilient Professionalism Are Important in the Clerk's Office– 9:00 a.m. - Noon

Rhonda Gardner, JDR Court Services Manager, DJS, and Jody Hess, GD Court Services Manager, DJS

Lunch Buffet – 12:00 p.m.- 1:00 p.m.

Compassion Fatigue: How Did We Get Here & How Do We Recover – 1:00 p.m. – 3:30 p.m.

Hope Stonerook and Heather Dziewulski, The Resilience Network, LLC

CONFERENCE DETAILS

Conference Registration Fee: \$25.00 (for both members and non-members); if attending both days, registration fee is \$50.00 total. Deadline to register is March 23, 2020; deadline for hotel reservations at the conference rate is March 5, 2020.

THE CLERKS ASSOCIATION IS USING **ATTENDIFY** FOR ALL CONFERENCE REGISTRATION AGAIN THIS YEAR!

Please download the **ATTENDIFY APP** from your smartphone and search “2020 Spring Conference.” You should see our logo and can register from there. **BEFORE YOU CLICK JOIN, CLICK REGISTER!** You can complete your full conference registration from the app, as well as your hotel reservations! Website link: <https://attendify.co/RmHBQqt>

Registration via Attendify:

There are six ticket options:

- **4/6 only “free”** (i.e. you’re only attending Monday and your locality will send us a check for \$25)
- **4/7 only “free”** (i.e. you’re only attending Tuesday and your locality will send us a check for \$25)
- **4/6 only \$25.00** (i.e. you’re only attending Monday and you are paying via the app at the time of your registration)
- **4/7 only \$25.00** (i.e. you’re only attending Tuesday and you are paying via the app at the time of your registration)
- **4/6 & 4/7 both “free”** (i.e. you’re attending Monday AND Tuesday and your locality will send us a check for \$50)
- **4/6 & 4/7 both 50.00** (i.e. you’re attending Monday AND Tuesday and you are paying via the app at the time of your registration)

You will receive an email once you register that can be used to process the registration fee through your local budget!

Payment: Payment can be made through the app using a credit card, or traditionally by check. Checks need to be mailed to Debra Hill, Secretary/Treasurer c/o Norfolk JDR District Court. Information is included in the app.

Meals: There will be a continental breakfast provided on Tuesday. Lunch is included in the registration fee; however, if you plan to do lunch on your own, there are no discounts. Please let us know when you register whether or not you plan to attend the luncheon, and if you require a special dietary lunch (gluten-free). A lunch buffet is also included in Monday’s training (salad and deli sandwiches).

Hotel Reservations: Deadline to reserve at the conference rate is March 5, 2020.

Hotel: DoubleTree by Hilton, Charlottesville
 Address: 990 Hilton Heights Rd., Charlottesville, VA 22901
 Phone: (434) 973-2121
 Check-in: 4:00 p.m.
 Check-out: 11:00 a.m.

Distance From	Approx. Miles
Richmond, VA	75
Roanoke, VA	125
Williamsburg, VA	125
Washington, DC	120
Virginia Beach, VA	180

Hotel reservations may be made online. The online link is available on the Association’s webpage at www.vadistrictclerks.com. Or, you can go directly to the following link: https://doubletree.hilton.com/en/dt/groups/personalized/C/CHOSHDT-ACD-20200405/index.jhtml?WT.mc_id=POG

Registration via the Attendify app will give an option to register for hotel rooms directly.

If you prefer to make your reservations by phone, please call 1-800-222-8733, and ask for the “Association of Clerks of District Courts group rate.” Room rates are \$119.00 single or double, plus tax. **Deadline for room reservations at the conference rate is March 5, 2020.** Call early so you don’t miss out on our block of rooms! After March 5, 2020, rooms may still be available, but not at the conference rate.

Questions for Presenters: Many of the speakers are seeking questions in advance so they will be prepared to respond. Please submit any questions you have, by March 23, 2020, to Lindsey Short (lshort@vacourts.gov).

CLE Credits:

Because CLE credits are required annually for Grades 10 and above, the Committee on District Courts will grant conference leave for Clerks and Supervisors who attend and apply for credit. For all others, the type of leave required will depend on approval of local management. 6.0 CLE credits have been approved for Monday, April 6, 2020 (3.0 for the morning session and 3.0 for the afternoon session), and 5.0 CLE credits have been approved for Tuesday, April 7, 2020. Note: *All Grades 10 and above are required to earn 12.0 CLE credits per calendar year.*

Visit the following booths sponsored by vendors, OES representatives, and State agencies:

- | | | |
|-----------------------------------|---------------------------|----------------------------|
| Human Resources, OES | Imaging, OES | Judicial Planning, OES |
| Judicial Services, OES | VA529 | Auditor of Public Accounts |
| Deferred Compensation Plan | Tyler Technologies | Virginia Retirement System |
| Div. of Child Support Enforcement | VA Employees Credit Union | VASAP |

Merchandise:
 Clerks Association merchandise will be on sale! There will be a clearance table as well!
 Show your support for the Association by purchasing one of our items!!



Raffle Baskets:
 Ten baskets from various regions around the State will be packed with goodies! Don’t miss this chance to support the Association and possibly win a delightful gift!



Serving Virginia's District Courts since 1962.

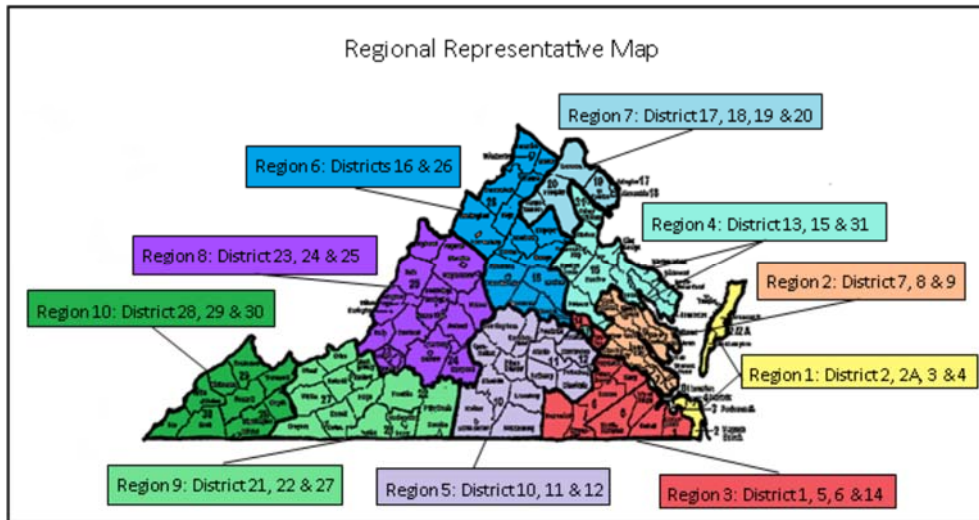
Committee Chairs

Budget & Finance	Debra Hill
CATS Manual	Barbara Shaw
Historian	Stephanie Swift
Legislative	Barbara Shaw & Ginger Webb
Membership	Laura Griffin
Mentorship	Terri Rea
Nominating	Terri Rea
Parliamentarian	Christina Davis
Programs	Lindsey Short & Lauren Jones
Publications	Laura Griffin
Resolutions	Dean Sprague
Special Issues	Amy Burnham & Terri Rea
Technology	Laura Griffin
Ways & Means	Lauren Jones

Clerks Association Mission

- ◆ *To foster a closer relationship among the district courts of Virginia*
- ◆ *To improve proficiency and professionalism of court personnel*
- ◆ *To promote uniformity of procedure*
- ◆ *To recommend improved techniques and procedures to more efficiently perform the duties of the Clerk's Office*
- ◆ *To provide educational and training opportunities for all district court employees*
- ◆ *To foster cooperation and understanding between court personnel, judges, the legal community, and others involved with or interested in courts*

Please visit our webpage at www.vadistrictclerks.com



For News and Current Events, please see our website. If you have interest in joining any of our committees, please contact your Regional Representative! Our organization is entirely volunteer-led and requires the participation of any district court employee! Please consider lending your time to your Association!

