



THE DOCKET



Spring Issue
2023

ASSOCIATION OF CLERKS OF THE DISTRICT COURTS OF VIRGINIA

A message from the Association's President, Kimberly McKittrick



Happy Spring Everyone! As the saying goes, "April showers bring May Flowers". If that holds true, we should have some beauty spread all over the New River Valley soon. It has been raining here for weeks.

Years ago, on Mother's Day my mom gave me a **hydrangea bush** and if you're familiar with them you know they come in a variety of colors and have beautiful large blooms, but not mine. Year after year my hydrangea had beautiful green leaves, but not a single bloom. The first Spring after mom passed, as I walked by "her" hydrangea I spoke out loud to this green bush. I said, "I swear if you bloom this year, I will know it's mom". Sure enough a few weeks later this thing was full of the most beautiful pink and purple blooms I've ever seen. Three years later, I've never had it bloom like that again. I like to think Mom knew it would be a hard 1st Spring without her, so she sent me that gift. Who knows, maybe this year I'll be blessed again and maybe all this rain will help!

I hope you will enjoy this edition of **THE DOCKET**. Thanks to Laura Hatch for capturing some great moments from our conference. It was so nice to meet new colleagues and catch up with old friends. That is quite honestly the sweetest part of the conference for me. We all get so busy that we hardly have time to talk with each other. I also hope you enjoyed the Hotel Roanoke and the food...that candied bacon, OMG that stuff was wicked! I want to thank every person who helped make the conference a success! There were so many. Our awesome volunteers, vendors, members of the Executive Counsel including the Region Representatives that once again knocked it out of the park with those awesome RAFFLE BASKETS. Additionally, I want to thank those of you who completed the survey following the conference. Your comments (the good and not so good) help us plan for the next one! We always strive to make this an enjoyable and educational experience, mixed in with some fun! Your input is valuable and always considered.

With that in mind, some have commented that the conference is burdensome financially. Unfortunately, the Clerks Association is funded

only by our annual dues. Unlike the Clerks Conferences sponsored by OES, our Association is member funded. To that end, I thought I should mention that if you are paying "out of pocket" for expenses associated with our conference please consider requesting funds from your locality. Many Clerks are successful in getting this approved each budget year. You may be required by your locality to pay up-front, and later re-imbursed. Our work is so important, we want to see as many people as possible attend!

Speaking of your locality....Clerks, if you are currently receiving a salary supplement for your office, please notify me with your details. The Association if trying to keep this information as current as possible to pass along to others that may be seeking a supplement. Please email me at kmckittrick@vacourts.gov.

Lastly, I will be stepping down from the President role on July 1st. I want to thank you for allowing me to serve for the past 2 years. I have had to step out of my comfort zone on many occasions, but I have learned so much and survived! I have had opportunities that I would have never had, and I have met and worked closely with people I would have likely never gotten to know. What I have come to know first-hand is that not unlike many things we take on, it truly takes a VILLAGE to be a success. I would be re-miss if I didn't once again encourage you to get involved. Like you have probably heard me say many, many times your involvement can be as small or large as you desire, but involvement is key. Believe me, there are many that will help you along the way, regardless of your role.

Congratulations to Laura Hatch who will be taking over the reigns come July 1, 2023. If you know Laura, then you know you are in very capable hands. Laura is a natural leader and has such a passion for the Association! Additionally, I would like to give a shout out to Rick Kahl, our former President for his dedication to the Association and for his vision in establishing the Employee Awards Program. I anticipate this program will continue to thrive for years to come. Thanks again Rick!

Enjoy **THE DOCKET** and I hope you have a great Spring/Summer. Until we meet again!

Clerks Association Leadership

Officers

President	Kimberly McKittrick
President-Elect	Laura Hatch
Past President	Rick Kahl
Vice President	Kelly Wiggins
Secretary/Treas.	Amy Burnham

Regional Representatives

Region 1	Courtney Nicolas
Region 2	Jill Hall
Region 3	Shannon Meadowcroft
Region 4	Julie Dobson
Region 5	Linda Moore
Region 6	Shanna Henry
Region 7	Darcie Dunn
Region 8	Ginger Webb
Region 9	Nikki King
Region 10	J. Karen Allison

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New Judicial Learning Center

Check out these great topics/courses in the course catalogue. jlc.vacourts.gov

- Dealing with difficult customers over the phone.
- Get control of e-mail and outlook
- Human Resources
- Professional Development

SAVE THE DATE

NEXT ASSOCIATION
VIRTUAL MEETING

DATE: 5/19/2023 TIME: 1:30

Helpful Hint: all conference materials are available online: [PAST CONFERENCES - Association of Clerks of the District Courts of Virginia \(vadistrictclerks.com\)](http://PAST CONFERENCES - Association of Clerks of the District Courts of Virginia (vadistrictclerks.com))





Association of Clerks of the District Courts of Virginia 2023 Annual Spring Conference and Business Meeting



Association Executive Council on-site conference planning meeting— Fall 2022



President Kim McKittrick and Immediate Past President Rick Kahl, ready to welcome everyone to Roanoke.



Laura Hatch and Lauren Jones, making final preparations before Monday's session.

*Thank you to those working behind
the scenes before, during and after the conference!*

"Many of us who attend conferences, are well, rather particular! We tend to be particular about the hotel, hotel rooms, food, vendors, snacks at breakouts, gift bags, items sold at the Clerk's Association tables, and just all the little things that go along with these conferences. It's important to us, but maybe having a little glimpse into the behind-the-scenes will open your eyes to how much work that involves, as it did mine. Having served on the executive council for a few years now, it was amazing to me to witness how well this conference came together. Prior to this year, we've not had a conference since 2019, so it was amazing to see all the planning, time, and effort that goes into a conference.

First, the clerk's association has multiple meetings to figure out where the conference will be held, the cost of conference rooms, food, and blocks of hotel rooms. A volunteer was needed to take on these tasks, and that person is **Lindsey Short, Clerk of Page County JDR Court**. She did an amazing job of keeping up with everything including the small details, to ensure it would run smoothly, especially the candied bacon. Don't forget about that little shindig at the State Clerk's Conference in Norfolk, she was tasked with the food/drinks for that program. Lindsey took over this monumental task of Programs and Education with Lauren Jones in July 2019. This job is not an easy task, you must keep up with numbers, and contracts, and generally, just be always on top of things.

After you have made your way through the halls of the glorious hotel and finally have had a chance to stroll by the Clerk's Association merchandise table please stop and show your support. Perhaps you wish to buy something for yourself and for the personnel in your office or maybe you wish to volunteer to help! Either way, please thank **Lauren Jones, Clerk of Warren General District Court** (Pictured on page 2).



Lindsey Short

Lauren has overseen Ways and Means since July 2019. She keeps up with what merchandise sells, and what to order for each conference (yes, that means all conferences including the State Clerk's Conference.) She's also in charge of collecting and keeping up with the in-person and online transactions. A great idea for this year was the QR codes for the gift baskets and buying tickets electronically. Not only did it save herself and the volunteers from fooling with a lot of cash, but it has brought the clerk's association into the present day! I cannot imagine having to keep up with all of that, especially when you get bombarded at breaks.

So, a huge thanks to both Lindsey and Lauren. Without your hard work, planning, and dedication, the conference would not have run as smoothly. We appreciate you so much!"

- Kelly Wiggins, Vice President



Association of Clerks of the District Courts of Virginia 2023 Annual Spring Conference and Business Meeting



Leadership Skill Building Seminar— THOMAS WINN III with WOODS ROGERS VANDEVENTER BLACK



Leadership Skill Building Seminar— VICTOR CARDWELL with WOODS ROGERS VANDEVENTER BLACK



Back to the Basics Presentation— Rhonda Gardner (above) JDR Services Manager DJS. (Below) is a report out session where volunteers shared top take-away's from their workgroups.

**Looking for a gift
for your staff?**

A treat for yourself?

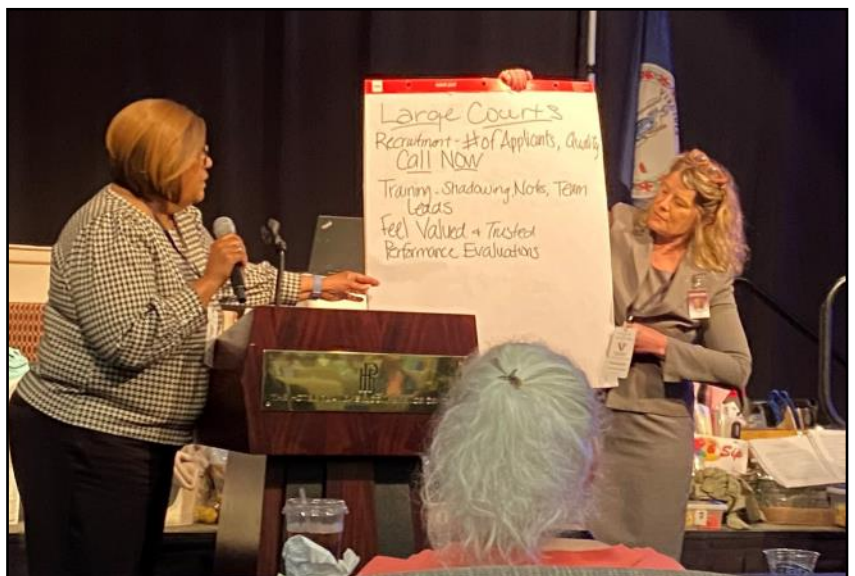
Check out Clerk's Association merchandise on our website
www.vadistrictclerks.com.

Checks and credit cards accepted for all



orders placed.

Have ideas for merchandise you would like? E-mail Lauren Jones at lejones@vacourts.gov.





Encouragement from the Bench —
JUDGE GINO WILLIAMS & JUDGE GENE WOOLARD
(RET.) Judges Association



Back to the Basics Presentation— Jody Hess
GDC Services Manager DJS and Amy Burnham, Clerk
of VA Beach JDR facilitating 15+ FTE work groups.
(Groups pictured below)



Microsoft TEAMS — Mike Riggs Director of DJIT
and Laura Hatch Clerk of Fredericksburg GDC





Association of Clerks of the District Courts of Virginia 2023 Annual Spring Conference and Business Meeting



President Kimberly McKittrick swears in the next slate of Association Officers.

The swearing in of Association officers

Executive Council – EFFECTIVE JULY 1, 2023

PRESIDENT: LAURA HATCH – FREDERICKSBURG GDC

PRESIDENT-ELECT: KELLY WIGGINS - NEW KENT JDR

VICE PRESIDENT: LAUREN JONES- WARREN GDC

SECRETARY-TREASURER: AMY BURNHAM - VIRGINIA BEACH JDR

PAST PRESIDENT: KIMBERLY MCKITTRICK – MONTGOMERY GDC



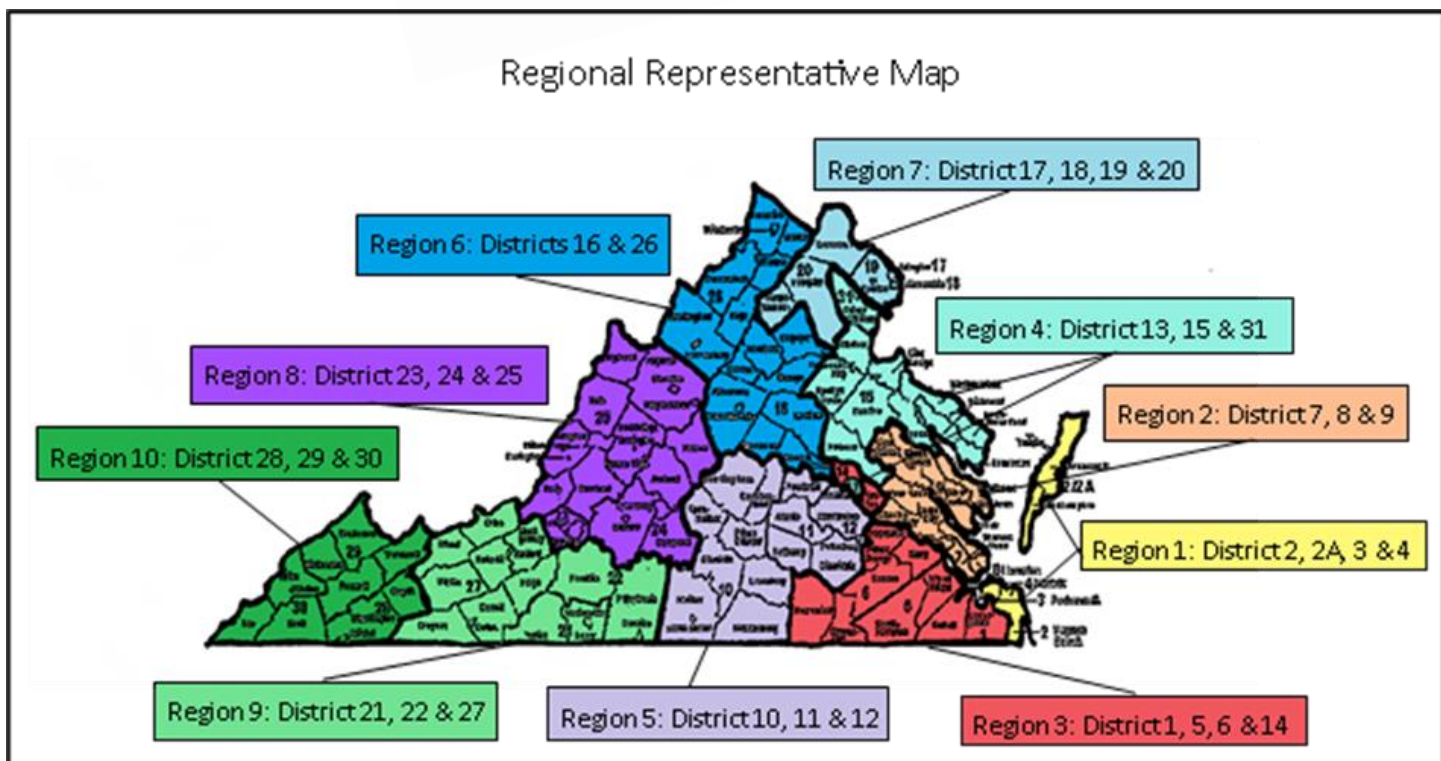
President Rick Kahl awards Certificates of Excellence (see page 9 for full list of names).



President Kimberly McKittrick swears in the next slate of Association Regional Representatives.

Regional Representatives

- REGION 1: **VACANCY**
- REGION 2: **JILL HALL** - KING WILLIAM/KING&QUEEN GDC
- REGION 3: **SHANNON MEADOWCROFT** - HENRICO JDR
- REGION 4: **JULIE DOBSON** - FREDERICKSBURG JDR
- REGION 5: **LINDA MOORE** - CHESTERFIELD GDC
- REGION 6: **SHANNA HENRY** - WARREN JDR
- REGION 7: **DARCIE DUNN** - FAIRFAX GDC
- REGION 8: **GINGER WEBB** - BUENA VISTA CMB
- REGION 9: **NIKKI KING** - FLOYD CMB
- REGION 10: **J. KAREN ALLISON** - TAZEWELL JDR



AWARDS Ceremony 2023 Recipients



Clerk of the Year— Nora Green Henry JDR



Exceptional Leadership – Darcie Dunn & Vilay Hok Fairfax County GDC.



Supervising Deputy Clerk of the Year - Susan Nicholson

Frederick/Winchester GDC.
Ms. Nicholson was unable to attend, award was presented by Judge Collins.



Deputy Clerk of the Year— Anita Gravely Henry JDR



Resolution for Recognition and appreciation of Terri Rea (left)— presented by Kim McKittrick President (see pg. 10)

AWARDS Ceremony 2023 Recipients



Plaques and Certificates were awarded — Rick Kahl Immediate Past President

Awards

Deputy Clerk of the Year – Anita Gravely – Henry JDR

Supervising Deputy Clerk of the Year – Susan Nicholson

– Frederick/Winchester GDC

Clerk of the Year– Nora Green – Henry JDR

Exceptional Leadership – Darcie Dunn & Vilay Hok

– Fairfax County GDC



Certificates of Excellence

Alecia Lowe - Chesapeake Juvenile & Domestic Relations District Court

Jacy A. Wynne - Washington Juvenile & Domestic Relations Court

Shelane Thompson - Harrisonburg/Rockingham General District Court

Jessica Hall - Botetourt Juvenile & Domestic Relations District Court

Jessie Thomasson - Botetourt Juvenile & Domestic Relations District Court

Alyssa Smith - Spotsylvania Juvenile & Domestic Relations District Court

Mariah Jeffries - Spotsylvania Juvenile & Domestic Relations District Court

Jenn Dziok - Spotsylvania General District Court

Jenna Cancio - Fauquier General District Court

Tina Miller - Fairfax County General District Court

Robin Gardner - Virginia Beach General District Court

Mary Tressa - Fredericksburg General District Court

Nataly Campbell - Fredericksburg General District Court

Dana Page - Danville Juvenile & Domestic Relations District Court

Peggy Carroll - Roanoke County General District Court

Jennifer Hall - Prince William Juvenile & Domestic Relations District Court

Shanna Henry - Warren Juvenile & Domestic Relations District Court

Cecelia Garner - Richmond City General District Court

Kristie G. Daily - Caroline Juvenile & Domestic Relations District Court

Congratulations to all Award Recipients!



Resolution of Recognition & Appreciation Honoring Terri D. Rea

- Whereas, Terri D. Rea became Clerk of Harrisonburg/Rockingham Juvenile and Domestic Relations District Court on December 15, 2008 and;
- Whereas, she graciously served this council on numerous committees beginning in 2011, including President-Elect 2016-2017, President 2017-2019, Past President 2020-2021 and;
- Whereas, she has continually embodied the highest standards of leadership, earning great respect both as clerk and as an executive member of the Association Council and;
- Whereas, she diligently labored with colleagues in initiating and facilitating wage increases and educational opportunities for District Court Clerks and Staff in the Commonwealth;

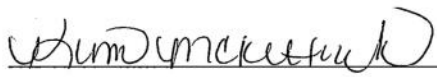
Now Therefore Be It Resolved,

that Terri D. Rea, upon the occasion of her retirement, May 1, 2023, be made an Honorary Member of the Association of Clerks of the District Courts of Virginia for the term of her life,

Be It Further Resolved,

that the Association of Clerks of the District Courts of Virginia, do hereby recognize with sincere appreciation the faithful and personal contributions of Terri D. Rea. That we wish her well in all future endeavors. And that this Resolution be duly recorded in the minutes of the Association, a copy published in The Docket, and a copy presented to Terri D. Rea.

To this Resolution I set my hand:



PRESIDENT

January 31, 2023

DATE



Resolution of Recognition & Appreciation Honoring Barbara Shaw

Whereas, Barbara Shaw became Clerk of Gloucester General District Court on March 1, 2006, Clerk of Chesapeake General District Court on February 10, 2017, Clerk of Henrico General District Court on June 25, 2020 and;

Whereas, she graciously served this council as Legislative Co-Chair 2017/2018 through 2021/2022, CATS Chair 2017/2018 through 2021/2022, Regional Representative 2018/2019 and;

Whereas, she has continually embodied the highest standards of leadership, always willing to share her knowledge of Virginia's Judicial System both as clerk and as a member of the Association Council and;

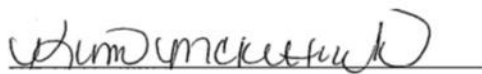
Now Therefore Be It Resolved,

that Barbara Shaw, upon the occasion of her retirement, January 31, 2023, be made an Honorary Member of the Association of Clerks of the District Courts of Virginia for the term of her life,

Be It Further Resolved,

that the Association of Clerks of the District Courts of Virginia, do hereby recognize with sincere appreciation the faithful and personal contributions of Barbara Shaw. That we wish her well in all future endeavors. And that this Resolution be duly recorded in the minutes of the Association, a copy published in The Docket, and a copy presented to Barbara Shaw.

To this Resolution I set my hand:



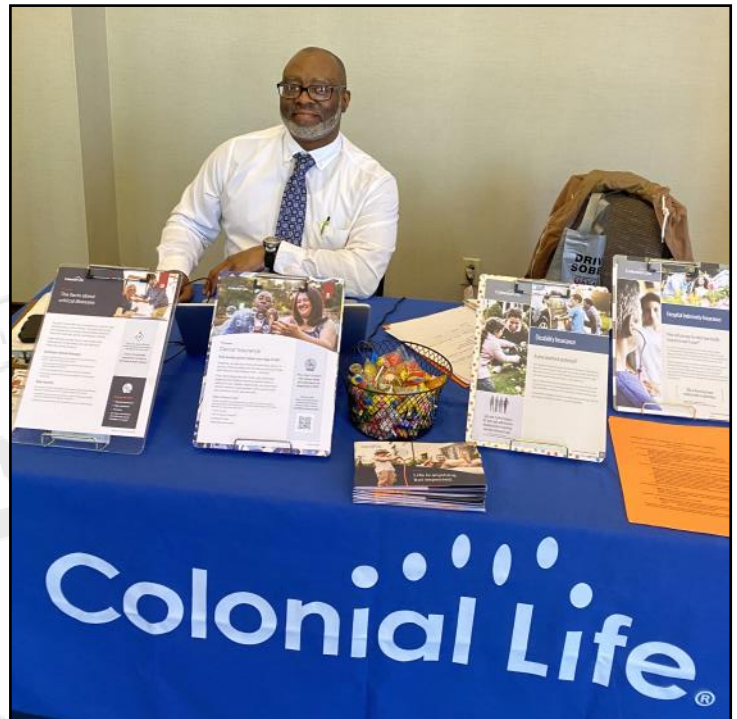
PRESIDENT

January 31, 2023
DATE



Association of Clerks of the District Courts of Virginia
2023 Annual Spring Conference and Business Meeting

Thank you to our vendors!





BIG WINNERS!



Thank you to everyone who supported the Association with purchases, donations and regional baskets!



Association of Clerks of the District Courts of Virginia
2023 Annual Spring Conference and Business Meeting

Thank you to our vendors!





Top Group Photo:

Back row L-R: Amanda Nester, Patrick GDC; Shanna Henry, Warren JDR; Lauren Jones, Warren GDC, Lindsey Short, Page JDR; Sherri Allen, Clarke JDR

Sitting L-R: Amber Martin, Henry/Martinsville GDC; Charlene Williamson, Mecklenburg JDR; Ashley Settle, Fauquier JDR; Nikki King, Floyd Combined



Bedford JDR Court

Bedford JDR Court would like to congratulate **Lesley Knick**, deputy clerk, on the arrival of her new granddaughter, Maelynn, and **Stacey Arrington**, clerk, on the arrival of her first grandchild(son), Atlas. We also want to wish **Megan Murphy** a Happy 1st Anniversary with our office and hope to be able to do so for many years to come. *Congratulations!*

Floyd CMB

Nikki King has been with the court system for 14 years as of February 7th and has acted as Clerk for Floyd Combined since April 2019. If you were to ask, she would tell you she really enjoys working for the court system.

Abby Clemons (formerly Abby Harris) got married on January 7, 2023 and enjoyed a wonderful honeymoon in Jamaica! Congrats Abby & Michael! Abby has also been with the court for 4 years on May 25th!

Melissa Neece became a full-time employee in late 2022, after working wage in the court for 3 years and is approaching 4 years with the court on July 2nd. She also welcomed a new grandbaby in December 2022. *Congratulations!*

Fredericksburg GDC

The Fredericksburg General District Court welcomes 2 new hires **Aryc Myers** and **Renee Snyder** started 2/25/23.

Congratulations to **Mary Tressa** and **Nataly Campbell** for being awarded certificates of excellence by the Clerk's Association. *Welcome and Congratulations!*



(From Left) Mary Tressa, Judge Woolard (ret.) and Nataly Campbell. Mary and Nataly with the Fredericksburg GDC were awarded Certificates of Excellence by the Clerks Association.

Hampton GDC

The Hampton General District Court is proud to welcome three new employees who bring with them a wealth of knowledge and outstanding customer service skills. **Adrianna Jenkins**, **Latesha Gayle**, and **Melissa Winstead** join the court's team to help provide the best service to the public.

We are confident that the addition of these new employees will help improve the court's efficiency and quality of service. We welcome each of them to the team and look forward to the valuable contributions they will make. *Congratulations and welcome to the team!*

Lynchburg GDC

The Lynchburg General District Court welcomes **Haley Giles** to the team.

New Kent JDR

Congratulations to my new employee **Elizabeth "Liz" Svatos** who joined our team on March 10, 2023. She came from (or we stole her from) Richmond City Circuit Court. Liz worked for 13 years in Richmond Circuit Court and we are happy to have her in New Kent!

Kelly Wiggins has been with the court system for 25 years, serving from June 1998 to Jan. 2000 in Alleghany County Combined, and from Jan. 2000 to present in New Kent JDR.

Sandy Hunkele has served 23 years with the courts, starting in New Kent JDR and Charles City Combined, worked as a magistrate in the 9th district for two years, then worked for Charles City Circuit Court until she came "home" to New Kent JDR in March 2019.

Spotsylvania JDR

Spotsylvania Juvenile and Domestic Relations Court would like to send a shout out to **Katie Durrer** our newest Deputy Clerk who started with us on 3.10.23! *Welcome to the JDR family!*

Congratulations to **Angela Johnson** for her 1 year of service on 2.25.23!

Congratulations to **Alyssa Smith** for her 7 years of service on 1.10.23!

Congratulations! (See next page for morale boost story.)

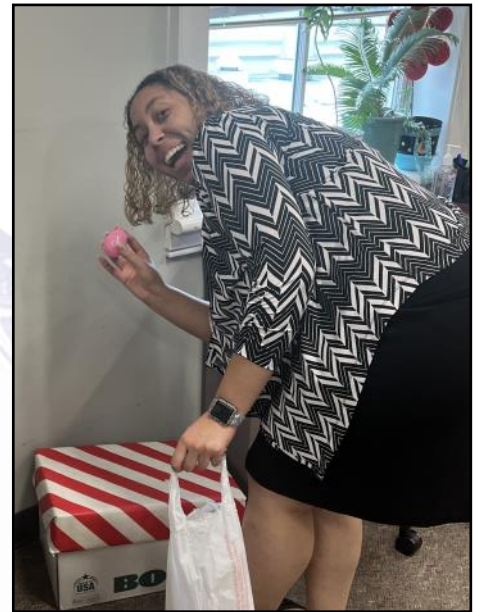
Virginia Beach GDC

Wanda Gruber and **John Arnaldo** were awarded 15 years of service with the Virginia Beach General District Court.



Lisa Brown, Hazel Corpus and Tamontae Jenkins were awarded ten years of service with the Virginia Beach General District Court.

A much deserved morale boost, fun activity for Spotsy JDR.



Top row left to right:
Alyssa Smith, Angela
Johnson, Danielle Adams

Bottom row left to right:
Brianna Harrison and
Destiny Gray



Spotsylvania Juvenile and Domestic Relations Court had an Easter egg hunt with the staff to help boost morale. ■

*“It is just something fun to do because of our high stress jobs!!
Everyone seems to enjoy it”.—Susan Klingensmith, Clerk of Court.*



Have News or Ideas you would like to share?! We would love to hear all about it. Don't miss out on the next issue! E-mail lhatch@vacourts.gov



Thank you to our Association volunteers!

thank you

Serving Virginia's District Courts since 1962.

See a Vacancy? YOUR NAME COULD BE HERE!

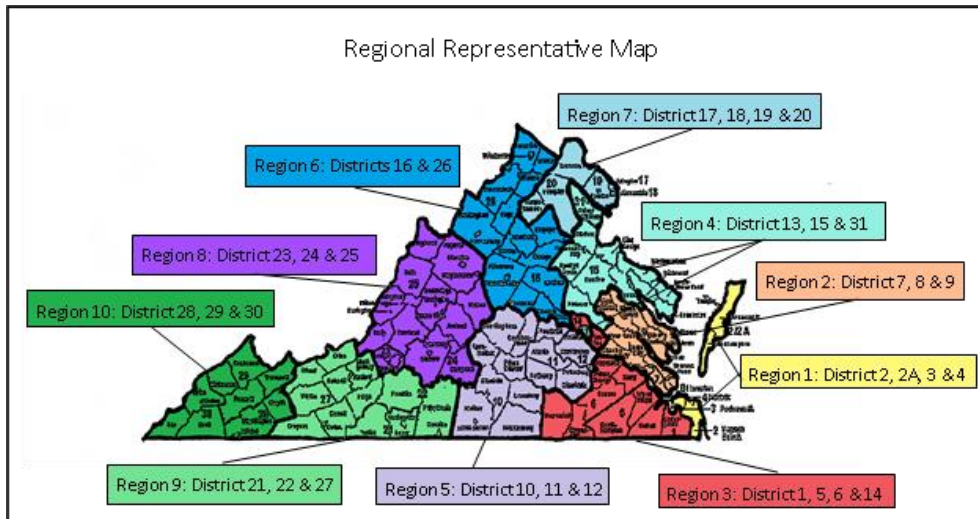
Contact your Regional Representative if interested.

Committee Chairs

Budget & Finance	Amy Burnham
CATS Manual	Laura Hatch & VACANCY
Historian	Heather Stevens
Legislative	Pamela Jarvis & VACANCY
Membership	Kimberly McKittrick
Mentorship	Laura Hatch
Nominating	Rick Kahl
Parliamentarian	Christina Davis
Programs	Lindsey Short & Lauren Jones
Publications	Laura Hatch
Resolutions	Vickie King
Special Issues	Amy Burnham & VACANCY
Technology	Laura Hatch & Vikki King
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.



Regional Representatives

Region 1	VACANCY
Region 2	Jill Hall
Region 3	Shannon Meadowcroft
Region 4	Julie Dobson
Region 5	Linda Moore
Region 6	Shanna Henry
Region 7	Darcie Dunn
Region 8	Ginger Webb
Region 9	Nikki King
Region 10	J. Karen Allison

WE NEED YOUR HELP

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!



Please visit our webpage at www.vadistrictclerks.com