



THE DOCKET



Summer Issue
2022

ASSOCIATION OF CLERKS OF THE DISTRICT COURTS OF VIRGINIA

All the Seasons...

A message from the Association's President, Kimberly McKittrick

Hello Everyone! I hope you are all having a wonderful summer. I always feel that we live in one of the best places in the country. Many times I've thought to myself, what is my favorite season of the year? That's tough as I find there are things I love about all of them. Spring flowers, summer beaches, fall colors, and winter snow, yes even snow!

However, with all "seasons" come challenges much like those we face each day in the clerks office. Sometimes it feels like we have all the seasons in one single day. It may start out all fresh like a spring morning and end like a winter storm with piles of white stuff (paper) surrounding us. We may come to work and dream of all that we hope to accomplish in one day only to realize at the end of the day we haven't been able to complete a single task that we had planned. I just want to take this opportunity to tell you that if you have survived the last couple of years in the court system you are to be commended. You have weathered quite the WINTER storm trying to keep up with COVID continuance requests, you have sweated like a spring/summer day trying to keep a face mask intact; you have likely felt like you've been tackled by a linebacker at a FALL football game by the end of a work week. Yes, we the Clerks understand all the seasons in the Virginia Court. We have been through a storm like I for one have never seen in all my

years in the courts. Pat yourself on the back, take a short break (lol) and reflect on how great you really are! You have survived all the seasons!

Soon we will all see a raise in our paychecks. While it may not be everything you had hoped for, it is a great start. I assure you that the Association will continue to be a voice for the Clerks. While we may not be able to accomplish every goal, we will never stop pushing...I think I can, I think I can! I think I can.....together, I'm pretty sure we can! We just have to keep chugging along. Happy summer everyone, it is quite a wonderful season after all.

A note of thanks:

On behalf of the Association, I would like to extend a warm thank you to our **Executive Secretary, Karl Hade**, for all his efforts in seeking the new positions and staff compensation. This salary increase came at our most desperate hour and we are so grateful. **Congratulations on this large win for all of our most deserving staff!** Your continued support as always is very much appreciated. ■

Thank You!

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 Payne
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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SAVE THE DATE

NEXT ASSOCIATION MEETING

SEPTEMBER 19 TIME: TBD

60th
ANNIVERSARY
2022



Association of Clerks of the District Courts of Virginia Recognition Program Winners

for Clerks, Supervising Deputy Clerks and Deputy Clerks

*Program developer/coordinator Rick Kahl, past president, Clerk
Roanoke City General District Court and chair of the nominating committee.*



Purpose:

To establish a peer nominated program to recognize General District and Juvenile and Domestic Relations District Court employees for their outstanding achievement, excellent work ethic and distinguished service. The Association of Clerks Recognition Program will recognize employees who have displayed and sustained exceptional dedication and work performance and who have gone above and beyond the call of duty, throughout the year.

2022 AWARD RECIPIENTS



DEPUTY CLERK OF THE YEAR:

Ashley R. Lewis – Chesterfield GDC

SUPERVISING DEPUTY CLERK OF THE YEAR:

Deborah S. Martin – Bedford JDR District Court

CLERK OF THE YEAR:

Melissa B. Gil – Amelia General and JDR District
Combined Courts

EXCEPTIONAL LEADERSHIP AWARD:

Christina A. Viviers - Westmoreland Juvenile and
Domestic Relations District Court

CERTIFICATES OF EXCELLENCE:

Dave O'Dell – Virginia Beach GDC

Jennifer Dziok – Spotsylvania GDC

Courtney Brill – Loudoun GDC

Lourdes Nazario-Vazquez – Hampton GDC

Bonnie F. Coffey – Chesapeake JDR

Crystal R. Rigsby – Albemarle GDC

Susan A. Klingensmith – Spotsylvania JDR

Bonnie Camp – Stafford GDC

Kathy J. Melvin – Bristol JDR

Janell Williams – Fairfax JDR

Shannon F. Meadowcroft – Henrico JDR

Michael Szabo – Henrico JDR

Brandy W. Bandy – Montgomery County GDC

Susan E. Martin – Brunswick GDC

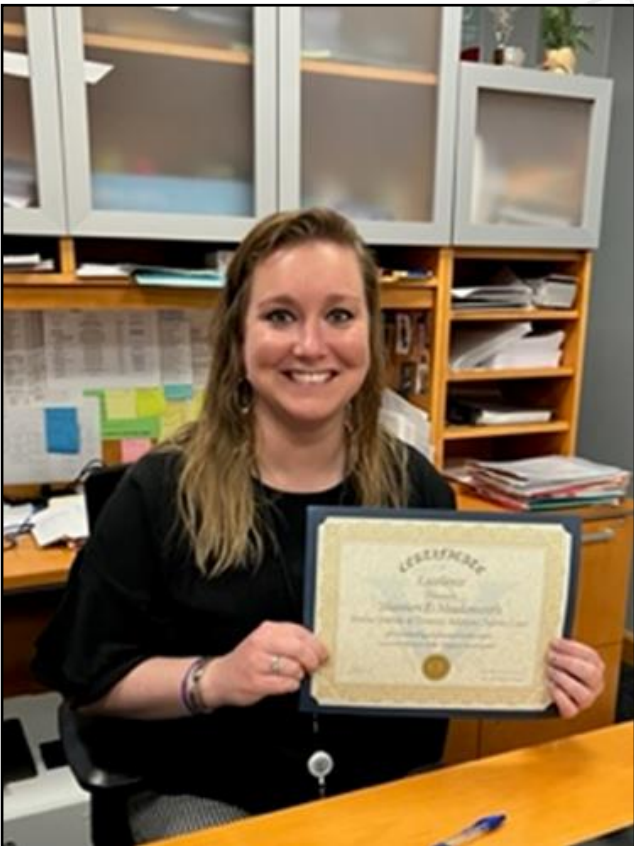
Congratulations



Christina Viviers, Clerk Westmoreland JDR the recipient of the Exemplary Service Award.



Melissa Gill, Clerk in Amelia Combined the recipient of Clerk of the Year.



Shannon Meadowcroft, Clerk Henrico JDR Certificate of Excellence recipient.



Michael Szabo, Supervising Deputy Clerk Henrico JDR Certificate of Excellence recipient.

Wishing Elizabeth Howard and Marilyn Taylor a very happy retirement!



Elizabeth Howard
General District Court
Analyst
Office of the Executive
Secretary
Supreme Court of Virginia

After 38 years dedicated to public service, Elizabeth Howard has retired! It is tough to think of the Department of Judicial Services without thinking of Elizabeth. Elizabeth is planning to spend her happy retirement with her husband, Kenneth, who recently retired from Hopewell Police Department, and their two children, Julia and Sarah. Elizabeth also has one grandson, Matthew.

Elizabeth started her public service in Prince George Combined Court where she worked from 1984 to 1986. Next, Elizabeth took a brief break from public

service while accompanying her husband to Germany where he completed a tour of duty in the Army. After returning from Germany, Elizabeth spent the next 32 years in the public sector working first at Petersburg General District Court, next for the Auditor of Public Accounts and the last 14 years as a Court Analyst for the Department of Judicial Service of the Office of the Executive Secretary which is where we all came to know and depend on Elizabeth.

The General District Courts in Virginia benefitted from Elizabeth's expertise in our case management system – whether it was understanding and navigating the old legacy system or the development and training of the new Case Management System. Many new employees first met Elizabeth when they participated in the new employee training taught by the General District Team. Elizabeth had a fun teaching style and generously shared with everyone her extensive knowledge and experiences in the Judicial System.



Elizabeth's family, the next chapter!



We will all miss Elizabeth and will never forget her invaluable contributions to us. Please join us in wishing Elizabeth a wonderful and well-deserved retirement!

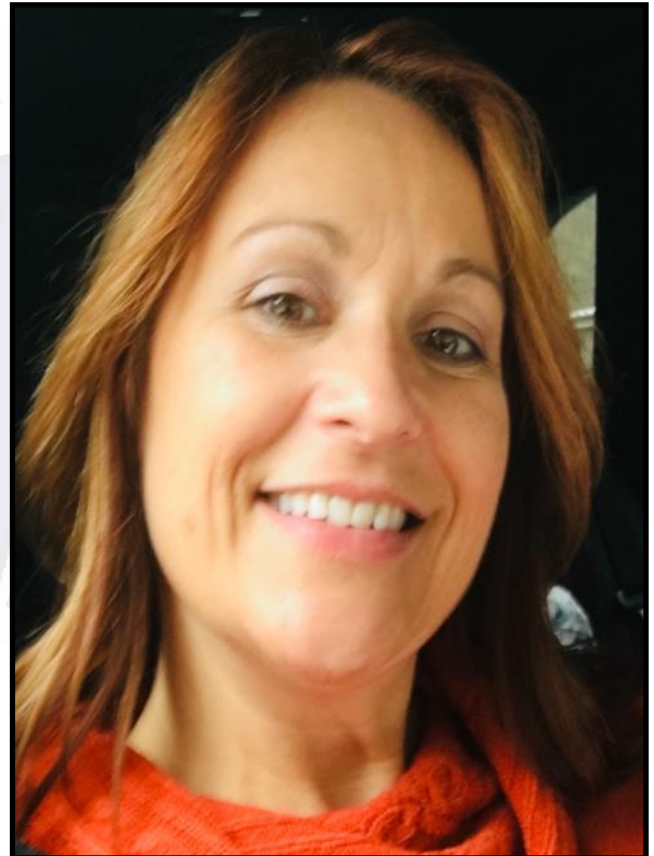


Distinguished service recognized.

Judge C. Ridley Bain congratulated Susan E. Martin, Clerk of the Brunswick General District Court, for receiving the Certificate of Excellence award from the District Courts of Virginia Recognition Program. The certificate states, “for outstanding professional achievement and contributions to the Virginia court system.” Judge Bain recommended Martin for the award calling attention to her excellent work ethic and distinguished service. (*Sylvia Allen/Brunswick Times-Gazette*) ■



Susan E. Martin, clerk of Brunswick GDC
Certificate of Excellence recipient.



Bonnie F. Coffey, clerk of Chesapeake JDR
Certificate of Excellence recipient.



Association of Clerks of the District Courts of Virginia

This is an event you won't want to miss!

Please join us for the Clerk's Association
Social event and business meeting at the State Conference.

Tuesday September 20, 2022 4:30 - 7:30

Open Bar Hors d'oeuvres Buffet Prizes Gift Bags

RSVP by Sept 1, 2022 to LSHORT@VACOURTS.GOV



60th
ANNIVERSARY
2022

We cannot wait to see everyone at the conference!

Clerk's of courts and Supervisors grade 10 and above, please remember to mark your calendars for the Fall State Conference this year

September 20-21 2022.

The Clerk's Association is hosting a social Tuesday night September 20 from 4:30—7:30. We are so excited to see everyone in person again and catch up! **YOU WON'T WANT TO MISS IT!!**

Please remember to stop by our merchandise table to say hello! Feel free to inquire about what our Association has to offer and where you can give back as a region representative or serve on a committee. If you are not already a member, consider signing yourself and your team up! We also will have plenty of new merchandise on sale as we celebrate our 60th anniversary this year!

Remember to RSVP to the social event! >>>>

Please join us for the Clerk's Association Social event and business meeting at the Fall State Conference.

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Buffet - Prizes - Gift Bags**

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LSHORT@VACOURTS.GOV****

60th
ANNIVERSARY
2022



SAVE THE DATE

District Clerk's Conference

September 20-21, 2022

Norfolk Waterside Marriott

Wishing Elizabeth Howard and Marilyn Taylor a very happy retirement! *Cont'd*



Marilyn Taylor
Human Resource Analyst
Office of the Executive
Secretary
Supreme Court of Virginia

"It is with mixed emotions that I announce the retirement of Marilyn Taylor, HR Analyst, in the Department of Human Resources at the Office of the Executive Secretary. Marilyn retired effective June 1, 2022. Marilyn has been a dedicated employee having more than 35 years working at OES. Marilyn began her employment as an HR Assistant (Word Processing Specialist) and through the years, she has been our go-to person for HR benefits information. Because of her dedicated service to employees throughout the Judicial system, Marilyn has received several customer service-related awards for going above and beyond her normal job duties.

I hope you join me in wishing Marilyn the very best in her retirement!"

Renee Fleming Mills, Ph.D.
Human Resources Director/ADA
Coordinator



"Marilyn Taylor has always been professional, courteous and a joy to work with. She is an expert in her field and genuinely enjoys answering questions and helping however she can. My office has always thought highly of Ms. Taylor and have frequently commented on how pleasant and knowledgeable she is. Her work is exemplary and we were so fortunate to have her as a resource."

-Laura Hatch, Clerk Fredericksburg GDC



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.

Clerk Wanda Brownlee retires after 50 years of service to the court.

Story and photo contributions by Sydonie Davis, Deputy Clerk Richmond Comb



Richmond County Combined Court Clerk Wanda Brownlee is retiring as of August 1.

Wanda has shown her dedication to the State and citizens of Richmond County by her devoted 50 years of service. During this time, she assisted many wonderful judges in the courtroom. For 48 of her 50 years, Wanda was boss to her deputy clerk, Ruth Reynolds. Not just co-workers, Ruth and Wanda are life-long friends.

Now seeing three to four generations of families in Juvenile and Domestic Court, her knowledge of people and their hardships gives her an edge up on customer service. Together with a smile, her friendly demeanor allows her to easily assist people.

Wanda generously gives of her time to educate and train the next clerk. Although some days it's hard to boil down 50 years of court knowledge to someone new, Wanda patiently explains and teaches.

After retirement, Wanda plans to travel more. Her husband wants to go to Alaska, but she prefers the beaches!

Wanda, thank you for your 50 years of service. Richmond County Combined Courts won't be the same without you. You've touched so many lives and will leave big shoes to fill. We'll miss you!

Continued Pg. 9



Wanda and her family (pictured above) pose for a photo after the ceremony.



Judge William L. Lewis, Juvenile and Domestic Relations Judge Richmond County presented the resolution to Mrs. Brownlee. (pictured above)

Wanda and Ruth Reynolds, her deputy clerk for 48 years. (Pictured left)



Sharon Johnson retires after 42 years of service



Roanoke City GDC **Clerk Rick Kahl** and the entire Court staff would like to wish **Deputy Clerk Sharon Johnson** a happy retirement after 42 years of service. Sharon retired on June 1, 2022. We want to thank you for loyalty and dedication to the Roanoke City JDR & Roanoke City District GDC for your many years of service. Enjoy your well-deserved retirement!

Brownlee retires after 50 years of service - *Cont'd*

Richmond County Board of Supervisors
101 Court Circle P.O. Box 1009 Warsaw, Virginia 22572 (804) 333-3435 FAX (804) 333-3408 www.co.richmond.va.us

A RESOLUTION HONORING THE SERVICE OF WANDA F. BROWNLEE TO RICHMOND COUNTY

WHEREAS, Wanda Brownlee began working for the Virginia Supreme Court - Richmond County General District Court in August of 1972 and within a few years, Richmond County converted to a combined court system, wherein Wanda Brownlee was responsible for the Juvenile and Domestic Relations Court and General District Court; and

WHEREAS, Wanda Brownlee has spent her career working to make the General District / J&D Court Clerk's Office of Richmond County, most welcoming and inviting to citizens and visitors alike, and

WHEREAS, during her time in Richmond County, Wanda Brownlee has worked alongside numerous judges, including Judge Fidler, Judge Hyde, Judge Conlin, Judge Mason, Judge Wilkins, Judge McKenney, Judge Lewis and Judge Martin; and

WHEREAS, Wanda Brownlee has been an integral member over the years of the Association of Clerks of the District Courts of Virginia; and

WHEREAS, Wanda Brownlee has been a large part of her community, serving on many distinguished local boards throughout her career, working to make Warsaw and Richmond County a better place to live, work and play; and

WHEREAS, after fifty years of service, Wanda Brownlee announced her intentions to retire effective August 1, 2022;

NOW THEREFORE, BE IT RESOLVED, that the Richmond County Board of Supervisors expresses our sincere appreciation and gratitude to Wanda Brownlee for her wonderful and impactful years as Clerk of the Richmond County Combined Courts. Mrs. Brownlee has been a true and dedicated public servant to all of the citizens of Richmond County over her 50 years working with the Virginia Supreme Court;

BE IT FURTHER RESOLVED, that a copy of this Resolution, passed on July 14, 2022, be entered into the permanent records of the Richmond County Board of Supervisors.

F. Lee Sanders
F. Lee Sanders, Chairman
Richmond County Board of Supervisors

Hard E. Thomas Election District 1	J. David Parr Election District 2	William C. Herbert, II Election District 3	Robert B. Pemberton Election District 4	Lee Sanders Election District 5	R. Morgan Quiske County Administrator
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Thank you to our Association volunteers!

thank you

60th
ANNIVERSARY
2022

Association turns 60!

Clerks' Association Mission

Congratulations!

Serving Virginia's District Courts since 1962.

Committee Chairs

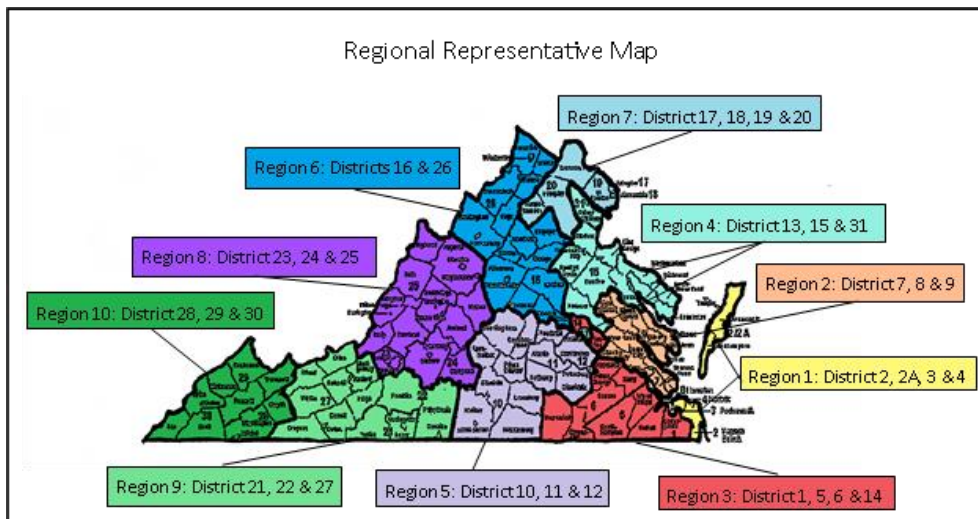
Budget & Finance
CATS Manual

Historian
Legislative
Membership
Mentorship
Nominating
Parliamentarian
Programs
Publications
Resolutions
Special Issues
Technology
Ways & Means

Amy Burnham & Terri Rea
Laura Hatch & Barbara Shaw
Heather Stevens
Pamela Jarvis & Barbara Shaw
Kimberly McKittrick
Terri Rea
Rick Kahl
Christina Davis
Lindsey Short & Lauren Jones
Laura Hatch
Vickie King
Amy Burnham & Terri Rea
Laura Hatch & Vikki King
Lauren Jones

- ◆ 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 Representative Map



Regional Representatives

Region 1	Courtney Payne
Region 2	Jill Hall
Region 3	Shannon Meadowcroft
Region 4	Julie Dobson
Region 5	Linda Moore
Region 6	Shanna Henry
Region 7	Darcie Dunn
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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