



# THE DOCKET



Winter Issue  
2021/2022

ASSOCIATION OF CLERKS OF THE DISTRICT COURTS OF VIRGINIA

## The Clerk's Association turns 60 in 2022!



### Clerks Association Leadership

#### Officers

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

#### Regional Representatives

Region 1	Courtney Payne
Region 2	Kelly Douglas Wiggins
Region 3	Shannon Meadowcroft
Region 4	Julie Dobson
Region 5	Linda Moore
Region 6	Shanna Henry
Region 7	Stephanie Crisman
Region 8	Ginger Webb
Region 9	Nikki King
Region 10	Vacancy

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As we bring 2021 to a close and reflect upon the past 60 years, it is amazing to see how much (and how little) has changed.

Let's face it, the Judiciary does not always embrace change. While looking at the bigger picture, it has come a long way since 1962! Technology, community, social and fashion trends still have a part to play in our offices. Let's have some fun reminiscing of days gone by.

#### REMEMBER WHEN

- Typewriters were on each desk
- Case management was maintained on paper docket pages, before the database in a computer
- Manual court check books
- When our dockets were printed using that crazy big printer and each page was almost poster size
- When women in pantyhose were a must
- When we had no internet/internet payments. All payments were made in person or mailed in
- When you had to complete a second page on each summons to "mail" to the DMV so that convictions posted to a person's DMV record
- When felony charges were printed on green paper & misdemeanors on yellow
- When courthouse employees smoked at their desk
- The avocado colored stapler and tape dispenser were in fashion

What has stood the test of time regardless of technological advances?

- Virginia Courts remain distinctive and independent as a branch of Government in Judicial decision making
- Due Process through equal application of law and procedure to all cases
- Maintaining human dignity and providing effective access to Justice for all persons
- Virginia Courts remain responsive to the changing needs of society.
- The courts are expeditious, economical and fair in the resolution of disputes
- Accountability to the public
- Operations that fosters public trust and confidence
- The avocado stapler and tape dispenser are now vintage but indestructible. They just don't make them like they used to!

Some if this sound familiar? These are the Virginia Courts Mission and Visions for the 21st Century Strategic Plan.\*

#### Can't TECH fix everything?

In the age of video hearings, text court reminders, e-mail, online transactions and the like, why do we need paper anything? Why hold onto in person hearings or come to a building at all? Keep grounded in ACCESS FOR ALL, not just those with high technology options.

**Remember Our Mission:** To provide an independent, accessible, responsive forum for the just resolution of disputes in order to preserve the rule of law and to provide all rights and liberties guaranteed by the United States and Virginia Constitutions. ■

Have old photos to share from your office "back in the day?"

E-mail to: [lhatch@vacourts.gov](mailto:lhatch@vacourts.gov)

to be included in a fun 60 year collage.

**SAVE THE DATE**  
**CLERK'S CONFERENCE**  
TUESDAY APRIL 12, 2022

\*The current amended and current Visions were first set forth in: Virginia's Courts in the Twenty-first Century: To Benefit All. To Exclude None, Supreme Court of Virginia, Office of the Executive Secretary, Richmond, VA. 2009.

## Getting to know our President, Kimberly McKittrick

*"I've experienced personal loss while working here, as have my co-workers. What's extraordinary is how those you work with come together in times of crisis, both personal and work related."*



**How long have you been the Clerk in Montgomery County General District Court and what is your favorite part of being a court administrator?**

I have been the Clerk since December 2008; however, I have been employed with the Montgomery County Courts since 1988. The first position I held was Deputy Clerk in what was then the

people, including my hard-working staff! I also love a good laugh and I've enjoyed many through the years.

**What did you do before joining the Judicial Branch?**

My first job was working in a very busy grocery store. I was very shy (believe it or not) and I think this is where I developed my love for working with the public. After several years I applied for a job as a teller at a local bank. I was promoted to manager of a small branch and it was there that I got my first look at the court system, appearing in court as a witness on a bad check case. I was fascinated and scared at the same time watching the court process. Later, our bank was "almost" robbed when a strange man appeared in the branch, acting suspicious. He gave me such a bad vibe that I decided to lock the door when he left. I called the police and they found him hiding behind our building with a bag of goodies, including knives and a rope. Detectives were sure he was going to rob us or worse. I soon applied for a job at the courthouse!

**Can you tell me about a tough day and how you pushed through?**

April 16, 2007 was a tough day. That day, Seung-Hui Cho killed 32 people

on the Virginia Tech Campus. Our community was forever changed. Many officers that we worked with responded to the VT campus and their lives were forever changed. Thinking about it now, it's still so surreal.

At the time, our court had a satellite office located in Blacksburg, near the VT Campus. Our office went in lockdown for the day. The days that followed were challenging for all, including the clerk's office. Once the media discovered that Cho had been the subject of a Civil Commitment hearing and that the Order and recording of that hearing was filed in our clerk's office, madness set in. We received calls from all over the country, requesting information and/or copies of our records. How did we push through? We pulled together, handling one request at a time all the while still in shock as to what had happened in our community.

Sadly, there have been many tough days since I began my career. I've grown up here! I've experienced personal loss while working here, as have my co-workers. What's extraordinary is how those you work with come together in times of crisis, both personal and work related. I find it is important to try to keep work related stresses in perspective, it's work. Push through by tackling one thing at a time. I think having gone through

Montgomery County Combined District Court. When the Court split in 1995, I was appointed as the Clerk of the Montgomery County J&DR Court. To have stayed around this long, you really must have more than one favorite, I have many. I love a challenge, I am compassionate about the work and I love interacting with so many wonderful



## Kimberly McKittrick Continued

some tragic days has helped me handle the tough ones. I try to remember not to sweat the small stuff.

### Why would you urge a district court employee to serve in the Association?

I got involved with the Clerks Association more than 10 years ago after speaking with Carla Smith, a fellow Clerk. Carla was so excited about the accomplishments of the Association and invited me to attend one of their meetings. I was hesitant as I wasn't sure how much time I could devote to the Association, but I went anyway. Carla was very convincing! I was immediately impressed with what I heard and the accomplishments of this relatively small group of people. I began to think it was really my duty to help, even if only in a small way. I have since learned that the Association is merely a group of diverse clerks from all size courts, but with very common issues. Our goal is to take on issues that affect clerks offices throughout the state. I would urge you to get involved if you feel passionate about your job, and you want to help the courts overcome some of the shortfalls. There is power in numbers! Additionally, you will meet some great people along the way!

### What one piece of advice would you offer to every new court employee?

Now that is a big question! I would tell them that no single day in a clerks office is the same. Many, many days will challenge you, but don't be discouraged. There is so much to learn, just stay patient, vigilant, educate yourself and eventually it will all come together. Don't ever be too afraid or arrogant to ask questions, That is the only way you learn, and the only way you will survive in a busy clerks office. Most importantly, when dealing with the public, most of which are not in court by choice, never forget kindness and patience. You alone could determine someone's perspective of the court system. As corny as it may sound, I find this to be so true. Most people may not remember what you say to them, but they will remember how you made them feel. Court is intimidating to most, don't forget that.

### If you were a legislator for a day, what would you "fix" about the judicial system?

I would do my best to talk to the people in the field, the workers. I find legislators to be a little too hands-off. While I understand they are busy, it's my belief that you can't fully understand the struggles of the judicial system and those that work in it unless you visit the courts and clerks offices

and talk to the workhorses out there (that's you!). I feel that email has its place for sure, but people have forgotten how to talk to each other on a personal level, to look them in the eye. For example, I would be interested in knowing how the District Courts were able to stay open, still providing most if not all services during a pandemic! Maybe this is unrealistic, but I find if you interact with people, get to know them, your desire to "fix" their issues becomes personal and sticks with you!

### What do you do for fun?

A lot of fun these days revolves around my 3 grown children and my 2 granddaughters. I love spending time with all of them! I also have a golden retriever, Maggie, that despite the hair she produces or loses, I still LOVE her. Lily, my 5-year-old granddaughter, is at such a great age! She makes me laugh, HARD. She loves to pretend that she is a doctor, and I am her patient. The other day as I was leaving her "office" I said, "Dr. Lily what do I need to do to feel better"? She said, "Just 3 things  
Gaga;  
#1 Eat your vegetables, they are good for you!  
#2 Drink sweet tea  
#3 Go home and pet your dog"

*"Many, many days will challenge you, but don't be discouraged. There is so much to learn, just stay patient and vigilant. Educate yourself, eventually it will all come together."*

The girl is a genius!

I also love to travel I love beaches, mountains, big cities; I love experiencing new things. I also love to get in my car and DRIVE WITH THE MUSIC WIDE OPEN! If it's full blast, you can easily convince yourself that you don't sound "that bad." ■



## Tribute to Martha Meyers Kurtz 1961-2021

Story and photos submitted by Jillian Brown, Portsmouth GDC



Portsmouth General District Court is deeply saddened to announce the passing of Martha Kurtz. Martha, "Marty" "Margaret" or "Marsha" born February 16, 1961 and passed away on August 14, 2021. She had recently retired on August 1, 2021 after 25 years of service.



[Martha Kurtz Obituary \(1961 - 2021\) - Portsmouth, VA - The Virginian-Pilot \(legacy.com\)](#)

*"Martha was a dedicated, loyal part of the Portsmouth General District Court Team who delighted us with her proclamation of Thursday as "Friday Eve." Martha was a caring coworker and friend to everyone she knew. We could always count on her for a laugh, a hug or even chicken salad for lunch, any given day of the week. Martha loved fried chicken and blue crabs.*

*The Outer Banks was her happy place, where she spent many hours sunning, reading and putting jigsaw puzzles together with her dad. When we think of Martha you would also think of her favorite bird, the flamingo. Her desk was adorned in flamingoes. Martha will be missed dearly by family, friends and coworkers. "*

*- from Judges and Clerks*

*Portsmouth GDC*

*"I had the pleasure of working with Martha Kurtz in the Portsmouth General District Clerk's*

*Office for seven years. During that time, she was always smiling, joking and laughing even while fighting her own medical battles.*

*Martha was the much-appreciated comic relief in a demanding and high-pressure work environment and she never looked like nor acted like what she was going through.*

*There were days that were physically and mentally hard for her but she pushed through it all still making the most of her time on earth and she did it while still looking flawless every day; with every strand of hair in place and her makeup applied perfectly.*

*A sure way to put a huge smile on Martha's face and make her really talkative was to mention her grandson. She loved talking about him. He was her pride and joy. The mention of his name instantly made her perk up and beam with delight. Martha is thought of often and sincerely missed."*

*- Shannon Baker*



*Martha Kurtz from an office holiday celebration.*

Left to cherish her memory is her husband of over 20 years, Mitchell Kurtz; daughter, Meredith Vigal (Dave); mother, Virginia Myers; sisters, Michele Myers (Rachel Bath) and Linda Lassiter (Gregg); her sweet puppy dog, Jax; in-laws, Wayne and Nancy Kurtz; grandchildren, David Alan and Hatteras Anne; niece, Kristin Pietrantonio (Joey); grandniece, Lillian Grace; lifelong best

friend, Tami Jo Thornton; and many other family members and friends.

Thank you for giving us the opportunity to share our cherished coworker and friend with the Clerks Association. She meant a lot to those of us here, and we are glad to share her with everyone. - Portsmouth GDC





## Tazwell County Courthouse Community Fundraiser

Story and photos submitted by Karen Allison, Tazwell JDR



Tazwell Circuit Court



October 29, 2021, the Tazwell County Courthouse collaborated on a community project. The goal was to provide support for a juvenile in Tazwell who is battling childhood cancer.

Each department held an Office Theme Costume Contest as a fund raiser. This community project raised almost \$2,000.00. The local news station also came to do a public relations story on the event. The Contest winners were determined by the amount of donations received by office. ■



The very Seussical inspired Tazwell County Treasurers office.



Tazwell JDR was this year's contest winner with their 101 Dalmatians look.



Tazwell General District Court is showing tribute to Disney's Snow White and the Seven Dwarves.

**Alexandria JDR:**

Supervising Deputy Clerk **Katie Turner** welcomes 2 new hires in Alexandria JDR Court: **Imani Taylor** started this week (October 12) and **Kathryn Taylor** started in May 25th of this year. Welcome!

**Bedford JDR Court:**

Clerk **Stacy Arrington** would like to Congratulate **Victoria Pruett** for her marriage to Robbie Whitlow on September 4, 2021. We all are very happy for the two of you!! Congratulations!

**Brunswick CMB:**

Clerk **Susan Martin** welcomes the following deputy clerks over the last year to the Brunswick Combined District Court: **Donna Baird**, **Ken Warf**, **Stephany McCombs**, and **Tabitha Watson**. Tabitha comes to us from Dinwiddie Combined District Court where she worked for six years. Welcome to all! Brunswick also celebrates the following anniversaries: **Kendra Staples**, 6 years, **Jocelynn Reese**, 5 years, **Danielle Fields**, 3 years, **Ken Warf**, and **Donna Baird** both 1 year. Welcome everyone and Congratulations!

**Campbell County GDC:**

Clerk **Chantel Jones** shares some office joy. **Kim Neighbors** welcomed her first grandchild, a baby boy named Knox on October 11, 2021. Congratulations Kim!

**Giles GDC:**

Clerk **Yvette Pennington** welcomes a new part-time employee **Allison Danner**, she started July 26th, 2021. Welcome Allison!

**Gloucester GDC:**

Clerk **Hannah Smith** "Thank you to my staff, **Charlene Love-Sweet**, **Genea Smith**, and **Paula Huff**, in Gloucester General District Court for all their hard work and flexibility while I was out for maternity leave. A big thank you as well to **Amy Pierce**, **Melanie Stephens**, and **Sirena Kestner** for taking time away from their offices to assist with Gloucester GDC". **Charlene Love-Sweet** celebrates her 15th year of service. Congratulations Charlene! The association loves hearing courts helping each other. Great work!

**Hampton GDC:**

The Hampton General District Court would like to welcome all of their newest employees and bid farewell to those who are leaving us. We welcome, **Hattielynn Fridge**, **Analisa Bethany**, **Michelle Kirk**, **Ashlee Waldron** and **Briana Wellman**. We wish all the best to Ms. **Diane Campbell** as she pursues a career with the City of Hampton. We look forward to working with you in your new role. We would also like to thank **Haley Willett** for all the wonderful help she has provided the court over the past few months as a wage employee and wish her all the best in her future endeavors. Welcome everyone and best wishes Diane!

**Hanover GDC:**

*Hanover GDC Celebrates Halloween together October 2021*

Hanover GDC welcomes to the Civil Division: **Jennifer Andersen** and **Tyler Green**. We also would like to welcome **Cheyenne Johnson** and **Crystal Adams** to the Traffic/Criminal Division. "Not only do we want to welcome our new staff but acknowledge a sincere appreciation to the staff mentors for these new hires and those who have picked up the additional workload during the training of multiple new hires."

Clerk **Cheryl DeV Vaughn** shares some morale boosters. "We have developed a unique way of letting our staff recognize their co-workers when an employee handles a particular intense phone /counter customer with patience and/or provide knowledge or unsolicited assistance to a co-worker. The co-worker that received assistance or recognized their co-worker's patience in handling a stressful situation would then drop a preset-colored paperclip assigned to that co-

**Hanover GDC Continued:**

worker in a glass container. Every quarter those paperclips are counted by management and the staff member who is associated with the winning-colored paperclip will receive a gift card to one of their favorite places to eat or shop and a snack. In order to know what each staff member likes as far as shopping, restaurants and snacks they fill out a questionnaire which is kept by management for reference.

Let's face it! We spend more waking hours at work than we do at home. Individual Birthdays are celebrated with staff coordinating date/time and food preferences. Sometimes the birthday person's cubicle is decorated, not only is a Birthday card signed by the staff, but a few special minutes are set aside for the staff to sing Happy Birthday to the Birthday girl/guy. I will say, gets interesting when we have more than 1 Birthday celebration a month.

Finally, Holiday Spirit is always a great morale booster. Please take a look at how Hanover GDC celebrated Halloween!! (*picture bottom of page 3*)

Additionally, The Christmas Holiday is celebrated with the "12 Business Days Before Christmas". Stockings are hung in each cubicle with care and management elves slip a gift into each stocking for the next 12 days. On the 12<sup>th</sup> day we exchange gifts and celebrate with delicious holiday snacks." Welcome everyone! Thank you for sharing your morale boosters, love the comradery and team support Hanover GDC! Way to go.

**Lexington/Rockbridge GDC:**

Clerk Jacqueline Miller welcomes a new hire **Nancy Hanson**, (started in March) and also a thank you to her staff. "We would like to welcome her aboard and acknowledge how far she has come in her learning. We have 5 employees in the office **Sherry Harden, Sherry Wright, Kym Nuckols, Nancy Hanson, and Candace Bane**, and I would like to thank them for all their hard work during these Covid times, I know it's been hard working during this pandemic, and I appreciate everything they have done." Welcome Nancy!

**Loudoun County GDC:**

Clerk **Tammy Dinterman** welcomes **Gaby Flores** started September and **Bridgette Suder** who started in October. Welcome Gaby and Bridgette!

**Lynchburg GDC:**

Clerk **Amy Leftwich** welcomes **Amy Breen**, who joined us in September and **Lateara Revely**, who joined our team in October. Welcome Amy and Lateara!

**Lynchburg JDR:**

Clerk **Victoria Baez** welcomes a new employee, **Amanda Moore**. Welcome Amanda!

**Norfolk JDR:**

Clerk **Joan Butt** would like to share the following news. "Congratulations to **Evetta Hunt** who is retiring after 24 years of dedicated service. Evetta worked as an accounting clerk and was instrumental to the success of the finance department. She took great pride in her work and was always willing to go the extra mile! Although she will be greatly missed, we wish her much happiness in her new journey!

Also, a warm welcome to several new employees. In our pre-court unit: **Amanda Midgett, Millinia Perez** and **Ashlyn Baker**, and in our post-court department: **Brandy Brooks** and **Sarah Sawyer**.

I would also like to take an opportunity to give a big shout out to all my managers and staff here at Norfolk J&DR Court. To say the last year and a half has been challenging is an understatement!

Between COVID related issues, retirements and staff resignations, it has been a roller coaster ride!! They have never stopped going above and beyond in doing whatever it takes to get the job done and serve the public. I am so very proud of them and extremely thankful for their hard work, dedication and amazing teamwork!"

**Portsmouth GDC**

Portsmouth shares the following news, **Tatyana Veale, Antoinette Penny-Brodie** and **Amore Parker** were welcomed to the team! **Nicole Dickens** was promoted to Supervising Deputy Clerk, congratulations! Welcome everyone!

**Have News to share?!****Don't miss out on the next issue!**

E-mail lhatch@vacourts.gov



## Kyra Bullock, Clerk of Spotsylvania General District Retires

Story and photos submitted by Wanda Trainham, Spotsylvania GDC

**Spotsylvania General District Court – would like to announce the retirement of Kyra Bullock, after 27 years of dedicated service with the Courts & 29 years total in the VRS.**

Kyra started out as a Deputy Clerk in 1995 in Spotsylvania General District Court. In 1998 she became the Clerk in Caroline County GDC. In March 2001 she was appointed as Clerk of Spotsylvania GDC. Her retirement will be effective February 1, 2022.



*Kyra Bullock retires after 27 years of dedicated service.*



*Gifts and well wishes for Kyra.*

*“Kyra Bullock was a self-made woman, both personally and professionally. We are all proud of her accomplishments and wish her a well-deserved retirement.” – John R. Stevens, Judge (Ret.)*

Kyra was very well educated in her position as Clerk, she was what she always considered herself as, a “working Clerk”. She would at any time assist where she could to make sure her office ran smoothly.

Also, in the last several years Kyra helped in the community with the Homeless Shelter, children living in hotels “Transitions 4 You” (non-profit) by gathering donations from

businesses for feeding during the holidays. She assisted with making sure families had dinner, presents and visited nursing homes to hand out angel gifts to so many.

Kyra has been a huge influence to so many of us, always encouraging us to move forward and to limit ourselves. Our office will miss her in so many ways.

It has been an honor to have worked with her and we all want to wish her much happiness and many blessings as she moves forward to whatever door opens next for her.

**Congratulations Kyra Bullock!!** ■





**Prince Edward GDC :**

Clerk **Danelle Bagley** is pleased to announce **Bryce Deitrich** and **Kristen J. Roach** as a new full time Deputy Clerks and **Haley Hayer** as a new Part Time Deputy Clerk. Bryce and Kristen both started on July 25, 2021 and Haley started on September 10, 2021. "I am very happy to have them both on board".

**Pulaski JDR:**

Clerk **Anne Helms** would like to congratulate **Amanda Blair** in the Pulaski JDR office for 10 years of outstanding service in this office as of 10/1/21.



*Pulaski JDR celebrates 10 years of service with Amanda Blair.*

**Richmond County CMB:**

Clerk **Wanda Brownlee** would like to share the following retirement news. "My Deputy Clerk **Ruth Reynolds** retired as of 11/1/21. She started working for me in March, 1977 part-time and later became full time. I told her last week I was having Ruthdrawals! She will be spending some time with her family & going to visit her granddaughter who attends William & Mary. Feels very different without her here. She did not want a retirement party but quite a few county employees came by to wish her well and she's promised to come by and visit from time to time. My wish for her was for many happy and healthy years of retirement."

The Association would like to thank Ruth Reynolds for her service to the Court and wish her well in her retirement. Congratulations Ruth!

**Richmond JDR:**

Clerk **Felicia Denise Edmonds-Rustin** announces: **Quashonae McCray** was promoted to Lead Deputy Clerk for Post Court. Congratulations Quashonae!

**Spotsylvania GDC:**

Spotsylvania GDC would like to welcome to their "court family" **Erika Hager & Amy Fannin**, both started in June 2021. Congratulations Erika and Amy!

**Tazewell JDR:**

Clerk **J. Karen Allison** announces the following. "I would like to recognize my amazing J & DR Team for all their hard work through the COVID pandemic. It was a challenge for our 4 Full-time employee office, which **Lisa Hess** was promoted to back up bookkeeper and I became Clerk of Court therefore we were training new staff and keeping our office and case flow as effective and efficient as possible. I want to celebrate employment anniversaries: 11/10/2021 **Lisa Broyles-FT** Deputy Clerk (1 year), 11/25/2021 **Alicia Cornwell-FT** Deputy Clerk (1 year), 12/16/2021 **Luzette Williams-PT** wage employee (1 year)".

Congratulations!

**York/Poquoson JDR**

Clerk **Margienette Whitfield** would like to congratulate several Deputy Clerks for their service, **Melody Earman**- 32 years, **Rhonda Williams** -10 years, **Tasia Owens**-5 years and **Sharene McClenney** for 7 years (wage)

You are appreciated!

Congratulations!

We work better together! ■

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

**A treat for yourself?**

Check out Clerk's Association merchandise on our website  
[www.vadistrictclerks.com](http://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](mailto:lejones@vacourts.gov).

## Association of Clerk's of the District Courts of Virginia Recognition Program

As most of you are aware, for the past two years the annual Virginia Clerk's Association conference held in April was canceled due to the COVID pandemic. With vaccines now in circulation and the infection rates decreasing we fully anticipate having our conference this coming April.

One of the most exciting segments of the conference is recognizing employees who have demonstrated exceptional performance during the calendar year 2021. You don't have to be a member of the Clerk's Association to nominate someone you feel is deserving of recognition. In addition, anyone, regardless of their title can submit a nomination on behalf of another employee. The attached Recognition form **must be completed with as much detail as possible**. The committee reviewing the nominations will only have the completed form to make their decision. All employee of the year recipients will be formally recognized by the Association during the April conference. **The deadline for submitting nominations will be January 11, 2022.** Any Recognition forms submitted after the deadline will not be considered.

The completed Recognition form can be submitted the following ways:

Mail: Roanoke City General District Court,  
315 W. Church Ave, 2<sup>nd</sup> floor,

Roanoke, VA 24016,

Attention: Rick Kahl

OR

Fax: 540-853-2487,

E-mail: to [rkahl@vacourts.gov](mailto:rkahl@vacourts.gov)

If you have any questions, please feel free to contact me at 540-853-2512.

Rick Kahl, Past President, Clerk's Association  
Clerk, Roanoke City General District Court

### Purpose:

To establish a peer nominated program to recognize General District and Juvenile and Domestic Relations 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.

### Procedure:

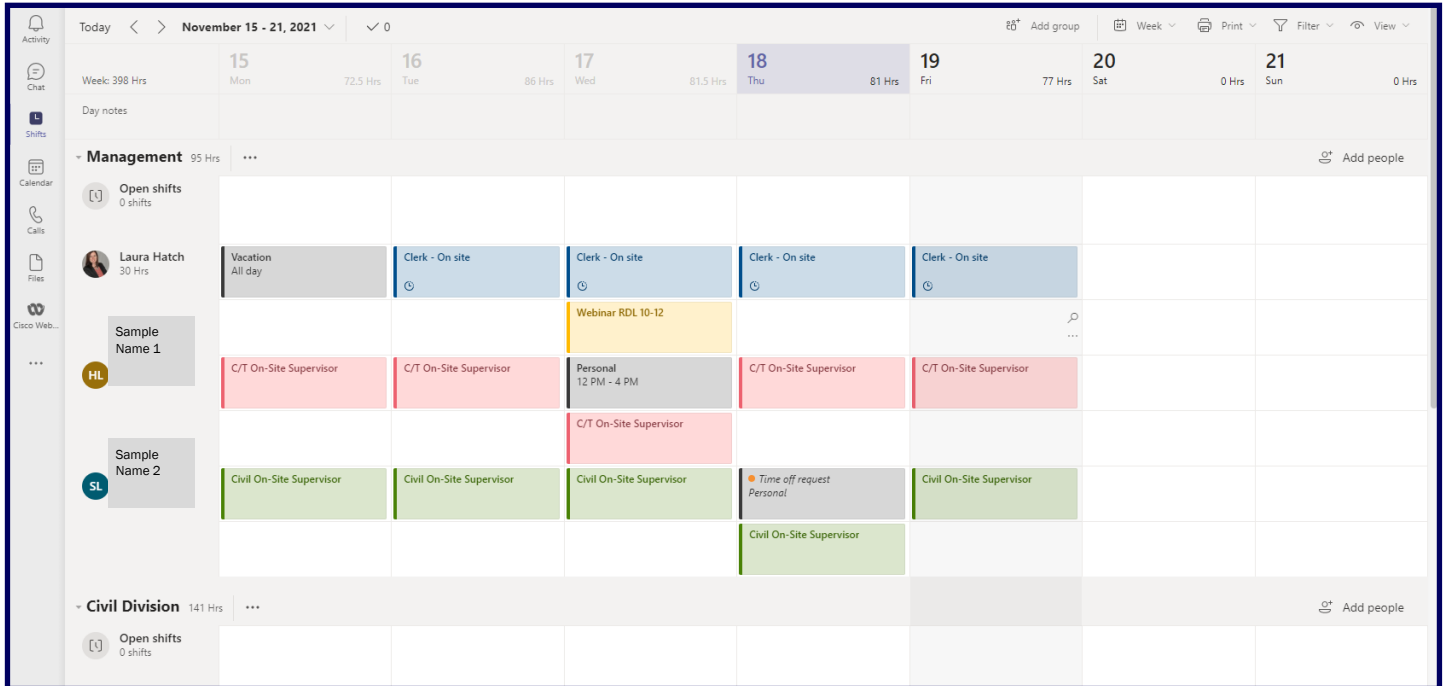
1. Submit a detailed description that led to the recommendation to the Association of Clerks, by the due date.
  2. The recommendation may be submitted by any employee working in the Clerk's Office.
  3. All recommendations will be reviewed by the Association of Clerks Executive Board prior to the annual Clerk's conference.
  4. The Association of Clerks Executive Board will vote on which recipient qualifies for "Employee of the Year" or an "Certificate of Excellence" award.
  5. All nominations will be recognized during the Association's annual spring conference.
- Names of all nominations and award winners will be printed on the annual program.

See next page for Submission form.



## Staff Schedules getting you down? There may be a better way.

Story and photo submitted by Laura Hatch, Fredericksburg GDC



### 2020 threw us for many loops, staff scheduling was certainly one of them.

Personally, I was pulling my hair out trying to find a catch all option that all staff had access to, was flexible to changes and easy to use. Believe it or not, I found one and for me, it checks all the boxes. It must be said, this is not for every office and might be more work than it is worth depending on the office need. You will want to study to see if your current system is working well for you. If it is, pat yourself on the back that no change is needed.

Now, if you are revising your schedule regularly, wasting paper or sending emails out to your staff weekly and are spending more time than you should in figuring out when people are off and who is left to cover a shift, keep reading. I think you will like what you see.

Microsoft TEAMS has a scheduling shifts option that will allow those with permission, the ability to build shifts, manage leave, add/remove staff members, create groups based off division, job type etc. What I love about it is the flexibility. When a staff member needs time off, they will submit a request in teams and the staff with supervisor permissions will see the request and can ap-

prove or deny it. Staff can choose to see only their own shifts or can select the option to view all shifts. The "Team Shift" view allows you to view what shifts are covered, who is off and what is still needing to be assigned. For a medium to large office, this is a vital tool.

Interested in learning more? The product experts (Microsoft) and others have put together a series of very helpful videos and tutorials that do a great job at getting you where you want to go with TEAMS.



#### Teams Training:

[Microsoft Teams video training](#)  
[Microsoft 365 - YouTube](#)

If you are interested in setting these features up, please contact via e-mail: [mriggs@vacourts.gov](mailto:mriggs@vacourts.gov)

Hope this information is helpful in making your staff schedules much easier to manage.

**NOTE: The Department of Judicial Services (DJIT) can set offices up with this feature, on an as needed basis. They cannot offer technical support on how to use and troubleshoot this program. Please refer to online Microsoft TEAMS training videos and FAQ's for help. ■**



## Good Things to Know!



### Emergency Contact Reminder

#### Is your court's emergency contact list up to date?

With the possibility of inclement weather, or an unexpected medical emergency, it is vital to contact employees or family members without delay! Please ensure your court's contact list includes all employees Including recent hires!

### Discount Information



As you know, some businesses and state agencies will give discounts to state employees for special events throughout the year. Although you may not have a state-issued ID card, you can usually sign up for

these discounts online using your state email address. If you encounter a situation where signing up for a discount online is not allowed, please contact [humanresources@vacourts.gov](mailto:humanresources@vacourts.gov) for us to assist you so that you can get the same discount allowed other state employees. <http://www.dhrm.virginia.gov/employee discounts> Thank you. Renee Fleming Mills, Ph.D.

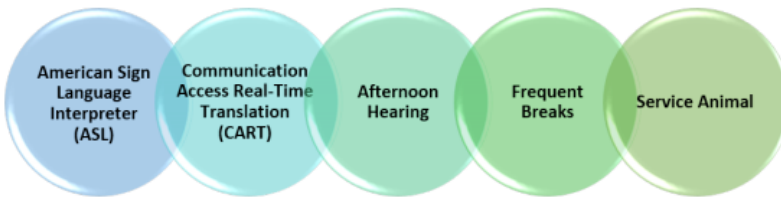
### Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) was enacted to ensure that all qualified individuals with disabilities enjoy the same access and opportunities available to persons without disabilities. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications. The Virginia Judicial System is committed to providing equal access to, and full participation in, courts by people with disabilities, including attorneys, litigants, defendants, witnesses, victims, members of the public and prospective and current employees.

#### Important Areas and Considerations to Improve Accessibility

- ◆ Parking
- ◆ Signage
- ◆ Accessible Route
- ◆ Public Areas
- ◆ Entrance
- ◆ Bathrooms
- ◆ Counters
- ◆ Courtrooms

#### Types of Reasonable Accommodations



#### Accommodations That Have Been Considered Unreasonable\*

- Allowing someone to request an attorney as a form of accommodation
- Requesting anything other than a dog or miniature horse as a service animal
- Allowing someone to record his/her own proceeding

\*Not required under the ADA

**If you receive a request for accommodation, please address it as soon as possible. You may contact the ADA Coordinator if you need assistance.**

**ADA Coordinator - Renée Fleming Mills, Ph.D.**  
[adacoordinator@vacourts.gov](mailto:adacoordinator@vacourts.gov)  
 (804) 786-6455  
 (804) 786-0109 (fax)

**Website**  
<http://www.vacourts.gov/courts/ada/home.html>



### Public Computer Access

The Judicial System has adopted the online application process through RMS. Therefore, we must ensure that every applicant has a fair and equal opportunity to apply for our vacant positions.

Public computer access is available for those without personal computers through local libraries and VEC offices. ■

#### Virginia Public Libraries:

<http://www.publiclibraries.com/virginia.htm>

#### Virginia Employment Commission:

[http://www.vec.virginia.gov/vecportal/field/field\\_offices.cf](http://www.vec.virginia.gov/vecportal/field/field_offices.cf)



Thank you to our Association volunteers!

thank you

**Association turns 60!**

**Clerks Association Mission**

*Congratulations!*

**Serving Virginia's District Courts since 1962.**

**60<sup>th</sup>**  
ANNIVERSARY  
**2022**

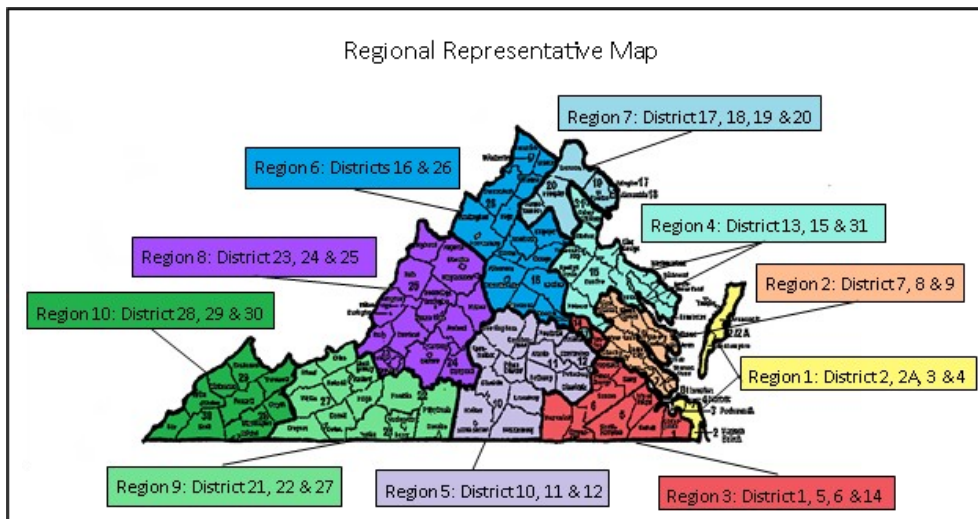
**Committee Chairs**

Budget & Finance  
CATS Manual

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

Amy Burnham & Terri Rea  
Stephanie Pearson & 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  
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 Representatives**

- |           |                       |
|-----------|-----------------------|
| Region 1  | Courtney Payne        |
| Region 2  | Kelly Douglas Wiggins |
| Region 3  | Shannon Meadowcroft   |
| Region 4  | Julie Dobson          |
| Region 5  | Linda Moore           |
| Region 6  | Shanna Henry          |
| Region 7  | Stephanie Crisman     |
| Region 8  | Ginger Webb           |
| Region 9  | Nikki King            |
| Region 10 | <b>Vacancy</b>        |

**A Vacancy is an Opportunity!**  
**Your name could be here!**

**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](http://www.vadistrictclerks.com)