



THE DOCKET

Winter Issue
2023

ASSOCIATION OF CLERKS OF THE DISTRICT COURTS OF VIRGINIA

A message from the Association's President, Kimberly McKittrick

Clerks Association Leadership

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Past President	Rick Kahl
Vice President	Kelly Wiggins
Secretary/Treas.	Amy Burnham

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Region 1	Courtney Nicolas
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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

Inside this issue:



A message from our Association President	1
2023 Association Conference Registration	2-4
Leadership News	5
News from around the State	6-7

Happy 2023 to Everyone! I hope your year will be filled with good health and happiness. My Happy New Year started early with the birth of my 4th grandchild, Hudson Gray on December 29, 2022. We are overjoyed and already in love with this little guy.

As you may have heard, the members of the Association have been working hard to plan our annual conference. Can you believe it has **been 2 years since we've been together?**

As you will see in this edition of THE DOCKET beginning on page 2, our agenda includes topics of interest for all! Great speakers, breakouts, awards and of course a crowd favorite "raffle baskets". **While all of this is great, even greater is the opportunity this conference affords you to meet or catch up with your fellow colleagues.**

It's amazing what you can learn from just speaking with other clerks. While the places we live and serve may be very, very different, it's amazing what we all have in common.

For those of you that are new to the District Courts I especially want to encourage you to attend. While you may not know anyone when you get **there....my bet is you will leave with a sense of fellowship and relief in knowing YOU ARE NEVER ALONE!**

I am so EXCITED that this year our conference is being held in "MY NECK OF THE WOODS", ROANOKE VIRGINIA, the STAR CITY. The Hotel Roanoke is SPECTATULAR and rich in history. Built in 1882 and dubbed "The Grand Lady" the Hotel was an endeavor by Norfolk & Southern Railway to help promote the City's growth. She has undergone many renovations through the years thanks to partnerships with

the community and the Virginia Tech Foundation. There have been many stories that have been shared through the years about happenings at the hotel. My personal favorite was shared in The Roanoke Times Newspaper in 2016. The article entitled "65 Years and Still in Love" highlighted a couple that spent their honeymoon at the hotel on December 28, 1950. Periodically through the years they would celebrate their anniversary back where it all started. Each time the couple visited the hotel would honor their original \$10 room rate, even 65 years later! I love that! In addition to the Hotel, the Roanoke Star is also an iconic symbol when visiting the region. The star sits perched on top of Mill Mountain and is illuminated every night. You can see it for miles and miles. You might get lucky and have a view of it from your hotel room.

Start making plans now as we know how time flies. Deadline for registration as you will see is February 28th. All registration information is included in this edition, however if you have any questions reach out to any member. Our region representatives are listed on the last page and are always happy to hear from you and are a great resource of information. Also, if you have any items you would like to donate for your regions raffle basket, they would welcome that too!

See you in April! We will keep the "Star" on for you!



SAVE THE DATE

NEXT ASSOCIATION MEETING

2/27/23 TIME: 2:00 PM



Association of Clerks of the District Courts of Virginia
2023 Spring Conference Announcement

Open to all grades,
titles and positions
in the court.*
4 CLE's

2023 Conference and Business Meeting

Tuesday, April 4, 2023

8:30 a.m. - 3:30 p.m.



The Hotel Roanoke & Conference Center, Curio Collection by Hilton - Phone: (540) 985-5900



Distance From:	Miles (approx.)
Charlottesville	120
Richmond	188
Washington, DC	240
Williamsburg	239
Virginia Beach	293

Check-In: 4:00 p.m.
 Check-Out: 11:00 a.m.
 Early checkout-fee:
 \$50.00 charged to any guest who checks out
 prior to the stated departure date
 Late checkout-fee
 \$50.00 50% of room rate after 1pm

[110 Shenandoah Avenue Roanoke, Virginia, 24016-2025, USA](https://www.hilton.com/en/hotels/roanoke-hotel-roanoke-and-conference-center)

Cost \$50

Lunch is included in the price.

Conference Registration Deadline Feb 28, 2023.

*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.

Meals: There will be a continental breakfast provided on Tuesday. A buffet lunch is included in the registration fee however, if you plan to do lunch on your own, there are no discounts.

Conference Registration Payment: Payments can be made through the website [CONFERENCE REGISTRATION — Association of Clerks of the District Courts of Virginia \(vadistrictclerks.com\)](https://www.vadistrictclerks.com) using a credit card OR click [registration form](#) to pay traditionally by check. Checks need to be mailed to: " Association of Clerks c/o Amy Burnham, Treasurer P.O. Box 56405 Virginia Beach, Virginia 23456-9405

Hotel Reservations: Deadline to reserve a room is **March 3, 2023.**

Hotel: *New Location* The Hotel Roanoke & Conference Center, Curio Collection by Hilton, 110 Shenandoah Avenue Roanoke, Virginia, 24016-2025, USA. Phone: 888-633-0238

Hotel reservations may be made online: [District Court Clerks Annual Conference - Start your reservation \(passkey.com\)](https://www.passkey.com)

Room rates are \$122.00 single or \$142.00 double, plus tax. \$15 fee for overnight self-parking, and a \$21 overnight valet fee.

Deadline for room reservations at the conference rate is **March 3, 2023.** Register early so you don't miss out on our block of rooms! After March 3, 2023, rooms may still be available, but not at the conference rate.

Continued Page 3

Conference Agenda



Association of Clerks of the District Courts of Virginia 2023 Spring Conference Announcement

AGENDA INFORMATION *

Monday April 3, 2023 (Clerks only \$30)- 4 CLE's

- 9:00-10:00 Registration *North Foyer*
- 10:00-12:00 Leadership Skill Building Seminar—*Woods Rogers Attorneys at Law*
Roanoke Ballroom C,D
Topics: Managing the Difficult Employee, Legal Updates
and hot topics in Human Resources

12:00-1:00

Lunch

1:00-3:00

Leadership Skill Building Continuation *Roanoke Ballroom C,D*

Tuesday April 4, 2023 (\$50) 4 CLE's

7:30-8:30

Registration—*North Foyer*

8:30-9:15

**Association's President, Kimberly McKittrick's Welcome &
Executive Secretary, Karl Hade's opening remarks** - *Roanoke Ballroom C,D*

9:15-10:30

Leadership Presentation- *Condensed - Woods Rogers Attorneys at Law*

10:30-10:45

Morning break

10:45-12:00

Morning Breakouts:

- 1) Law Enforcement Trends that will impact District Courts *Roanoke Ballroom C,D*
Dana Schrad, VACP & VACLEA Executive Director
- 2) Polycom, Webex, TEAMS, OES Porthole Presentation *Crystal Ballroom A-C*
Mike Riggs, Director DJIT & Laura Hatch, Clerk of Fredericksburg GDC

12:00-1:30

Lunch (Business meeting & Awards) *Roanoke Ballroom A,B*

1:30-2:00

Encouragement from the Bench — *Judge's Association panel Roanoke Ballroom C,D*

2:00 -2:20

Back to the Basics Presentation *Roanoke Ballroom C,D*

Rhonda Gardner JDR Services Manager DJS

2:20-2:25

Afternoon break

2:25-3:00

Afternoon Breakout-Back to the Basics Workshop

#1 (small 2-6) *Roanoke Ballroom C,D*, #2 (medium 7-14) *Roanoke Ballroom E-H* #3 (large 15+) *Crystal Ballroom A-C*

3:00-3:05

Afternoon break

3:05-3:30

Reconvene to report out discuss workshop findings *Roanoke Ballroom C,D*

3:30

Raffle Basket then dismissal



Association of Clerks of the District Courts of Virginia
2023 Spring Conference Announcement

Clerk's of Court
 Training Session*
 4 CLE's

Additional Training Opportunity

Monday, April 3, 2023

9:00 a.m. - 3:00 p.m.



The Hotel Roanoke & Conference Center, Curio Collection by Hilton - Phone: (540) 985-5900

[110 Shenandoah Avenue Roanoke, Virginia, 24016-2025, USA](https://www.hilton.com/en/hotels/roanoke-hotel-roanoke-conference-center)

Leadership Skill Building Seminar: Cost:\$30

Lunch is included in the price.

Conference Registration Deadline Feb 28, 2023.

The Association of Clerks for the District Courts of Virginia will be hosting an additional full day of training on April 3, 2023. This is a completely separate opportunity from the Annual Conference and agenda sessions. *There is a restriction that only the position of clerk of court is able to attend this portion as a part of their career development. Due to the cost of the speakers and the additional space requirements to hold this session, there will be an additional \$30.00 registration fee. This training will earn 4 CLE credits. 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 (e-Form) using the following link:

<https://educ.apps.courts.state.va.us/edrequest/loginn.jsp>

Training provided by: **Woods Rogers**

Training Description:

The Association welcomes back Woods Rogers for a lively session

with various leadership skill building topics such as Managing the Difficult Employee, Legal Updates and hot topics in Human Resources. **Although this Monday session is restricted to Clerk's of Court only.** A modified session will also be offered Tuesday that is open for all attendees.

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
ljones@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. 4 CLE credits have been approved for Tuesday, April 4, 2023. An additional 4 CLE credits have been approved for those attending Monday, April 3, 2023. Note: All Grades 10 and above are required to earn 12.0 CLE credits per calendar year.

Leading with care; **The Prince William County Sheriff's Department is supporting positivity in the clerk's office with K9 Pet Therapy, Acupuncture & Relaxation Sessions** that are now available to their staff.

Story and photo contributions by Monica Burnett, Clerk of Prince William JDR

Prince William JDR: As part of their goal to create positive energy, the Prince William County Sheriff's Department is now offering K9 Pet Therapy, as well as Acupuncture & Relaxation Sessions to the clerk's office. Both services empower the clerks to reduce high levels of stress during the workday.

The relaxation sessions are 30 minutes and include the calming sound of water to block outside distractions. After the session you return to your work area re-energized. The K9 Pet Therapist visits each desk area and cubicle throughout the entire office. Pet Therapy has become a favorite and I can honestly say processing paperwork in the clerk's office with a K9 is stress free! Thank you to our Sheriff's Department for providing this at a time when it is needed the most. ■



Beth, the K9 Pet Therapist visits each desk area and cubicle throughout the entire office with K9 Kuzi.



Tazewell County Courthouse Community Fundraiser

Story and photos submitted by Karen Allison, Tazewell JDR



Tazewell Circuit Court



The Tazewell County Courthouse collaborated on a community project.

Each department held an Office Theme Costume Contest as a fund raiser. The funds were designated to help students

that needed financial assistance for extra-curricular school activities. We also participated in an Ugly Christmas Sweater Contest with all our courts this year. We have some pretty creative employees. These activities have built the morale up along with creating an outlet for employees to maintain professionalism and fun in the workplace.

Continued Pg. 7



Bedford General District Court ; Supporting and uplifting each other when it's needed the most.



From left to right is Julie East, Margaret Rudinas, Heather Massey, Ashley Schley, Jenna Thompson, and Tiffany Chaffin

Bedford General District Court staff shares the following announcement. Our clerk, Ashley Schley is a breast cancer survivor. For breast cancer awareness month in October, we got her a pink Christmas tree and she decorated it with the names of her survivor friends and pink ribbons.

Ashley writes, “My Breast Cancer Journey began in February 2019 and I was extremely blessed and thankful to be considered cancer free by the end of the year. My very supportive and knowledgeable staff did a fabulous job of making sure our office ran smoothly while I was out for weeks at a time with multiple surgeries.” *Congratulations on your cancer-free report Ashley! Thank you to you and your staff for sharing this inspiring and heartwarming story.*

King William/King & Queen GDC: Jennifer Johnson is celebrating 1 year anniversary on 1/26/23 & Emily Seal an 8yr anniversary in March. – Happy Anniversary!

Lexington-Rockbridge JDR Court:

On January 25, 2023, the Lexington-Rockbridge JDR Court welcomed **Teresa Smith** as the new Clerk. Teresa comes from the Staunton/Augusta courts and has over 20 years of clerk knowledge. Kudos to the JDR Deputy Clerks, **Donna Hand** and **Susan Sorrells**, for their dedicated commitment and hard work in keeping the JDR court operating as smoothly as possible while **the clerk's office was without a lead clerk.** – Way to go team!

Lynchburg General District welcomes Samantha Huffman and Jamie Edgar to their office. Welcome to the team!

Russell Co. Combined - New hire Alyson Long; One year service Judy Jordan & Kate Fife-Welcome to the team and congratulations!

Tazewell Co. JDR - New hire Nikki Kiser-FT-Deputy Clerk; Lisa Hess-10 Years of service in JDR Court .-Welcome and congratulations!



Have News to share?!

Don't miss out on the next issue!

E-mail lhatch@vacourts.gov

Williamsburg/James City JDR: welcomes 3 new hires: Steve Hudhall, Sherry Catron and Lenora Coe. Welcome to the team everyone!

Wise Co. GDC: 2 New employees: Allie Ziomek & Tonya Stanley

Wise Co. JDR: New FT-Deputy Clerk- Melony Kyle-Welcome! ■



The Tazewell County Courthouse participated in an Ugly Christmas Sweater Contest. We have some pretty creative employees!



Thank you to our Association volunteers!

thank you

Serving Virginia's District Courts since 1962.

See a Vacancy? YOUR NAME COULD BE HERE!

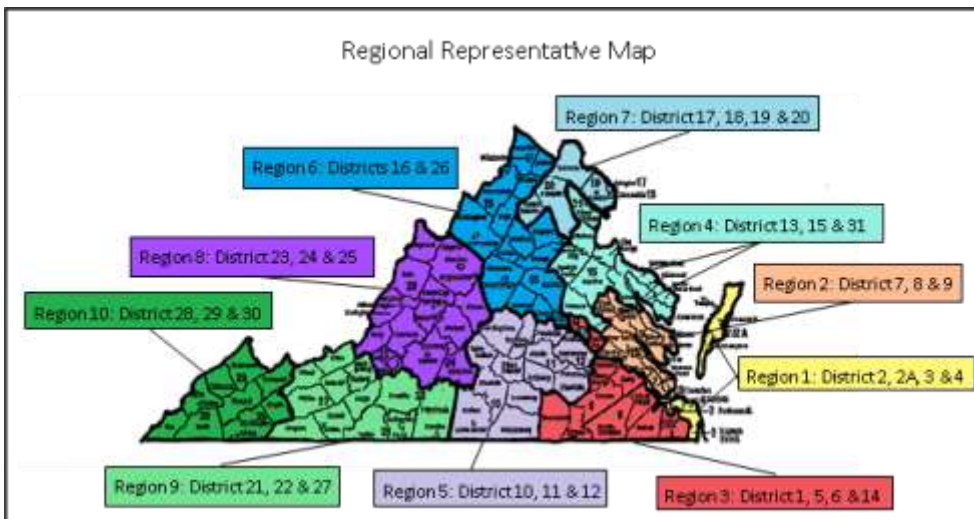
Contact your Regional Representative if interested.

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	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

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