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

INSIDE THIS ISSUE:

2. News from around the state
3. Annual Conference Update
4. 7 Signs of Burnout
5. Director of the Department of Judicial Information Technology & Director of the Department of Magistrate Services
6. Conference for Virginia District Court Clerks & MAACM Conference Announcements
7. Budget Amendments
8. Legislative Update Webinar Information for 2019
9-10. Remembering Dr. Daniel H. Straub, Dean of ICM Fellows Program
11. Association Priorities
12. Health/Wellness
13. Available Discounts
14. Restoring Financial and Case Management Reports
15. Leave Donations & EVPS Pilot Update
16. Association Officers/Committee Chairs

DO YOU HAVE OFFICE NEWS TO SHARE? DO YOU HAVE SERVICE MILESTONES TO CELEBRATE? DO YOU HAVE IDEAS ABOUT WHAT SHOULD BE PUBLISHED IN THIS NEWSLETTER?

WE KNOW YOU DO!

PLEASE SEND YOUR OFFICE NEWS TO YOUR REGION REP OR DIRECTLY TO THE DOCKET EDITOR CANA WADE AT: CJWade@vacourts.gov
Congratulations to Laura Griffin, Clerk of Chesterfield J&DR District Court, who graduated as a Fellow of the Institute for Court Management on May 3, 2019. Her project was titled, “Ensuring Classification and Compensation Parity in Virginia’s District Courts.” Laura also won the Vice President’s Award of Merit for Applied Research for having “the most outstanding court improvement project.”

**Brunswick Combined Court:** The Court would like to welcome Brittany Easter, Deputy Clerk at Brunswick Combined Court. Brittany started on April 10th. Congratulations to Jocelynn Reese on her promotion to Supervising Deputy Clerk.

**Chesterfield J&DR:** The Court would like to welcome Keeba Atkins as a new wage employee.

**Clarke County GDC:** The Court would like to welcome Julie Aemmer as Clerk of Court, effective January 10, 2019. The Court would also like to welcome Trisha Gochenour, deputy clerk, who started March 25, 2019.

**Hanover GDC:** Congratulations to Sarah Hall on the birth of her beautiful baby girl. The Court would like to welcome new deputy clerks Brittany Tate and Amy Taylor, who are already showing great attitudes and willingness to learn. A Special thank you to the most awesome deputy clerks and deputy clerk supervisor: Ellen, Denise, Caroline, Rachel, Brooke, Shelia, and Christie. They have put forth an above and beyond effort, kept an upbeat attitude, and took on additional positions for the past two months while this office was down by four deputy clerks. You are the best!

**New Kent J&DR:** The Court would like to welcome back Sandy Hunkele; Sandy started her career with the courts as a part time employee with New Kent JDR and Charles City Combined Court in 1997-2002.

**Portsmouth GDC:** The Court wishes Kathy Partain well as she retires April 30th with over 31 years of service to the Norfolk and Portsmouth General District Courts. Best of luck, Kathy! Service Milestones: Carla Dildy celebrates ten years of service on May 18th, 2019. Congratulations, Carla!

**Prince William J&DR:** We wish to welcome new employees: Theresa Robinson, Rachel Shifflett, Samantha Calloway and Valerie Urey.
The Association of Clerks of the District Courts of Virginia held its annual conference and meeting on April 8-9, 2019, in Harrisonburg, Virginia. Highlighting information regarding upcoming salary increases, Karl R. Hade, Executive Secretary of the Supreme Court of Virginia, opened the day with remarks concerning the recent General Assembly. Unfortunately, no new positions were authorized. As a result, the District Court system remains 271 positions short.

Jesse Rutledge with the National Center for State Courts highlighted court trends. To summarize: courts are still the most trusted of the three branches of government; courts play a critical role as guardians of individual rights; courts are hard-working; and, procedural fairness is a hallmark of the court system. However, courts still face challenges as to access and fairness. As court administrators, we play a vital role in ensuring everyone who uses our courts have equal access to justice.

There were breakout sessions on Secondary Trauma, DMV-related issues and restricted licenses, SCV human resources, and J&DR best practices. The conference resources have been posted on the Clerks Association website: https://www.vadistrictclerks.com/2019-conference-annual-meeting

Jody Hess and Rhonda Gardner discussed navigating technology changes in Courts. Change may be difficult, but it’s a myth that people are resistant to change. If you won the lottery tomorrow, would you turn down the winnings because you didn’t want to change your lifestyle? Hardly! People do not like change because they fear loss. The loss of the known; the loss of credibility with their co-workers; the loss of comfort. When things change, everyone is on the same playing field. Just remember that we’re all in this together, and change can be a great thing!

Finally, John Whitfield and Gail Warren gave updates to the work of the Access to Justice Commission.

On the whole, it was a nice time spent with colleagues.

The highest rated session based on our survey was the information about Compassion Fatigue and Secondary Trauma. Secondary traumatic stress is the emotional duress that results when an individual hears about the firsthand trauma experiences of another. Merriam Webster defines compassion fatigue as “apathy or indifference toward the suffering of others as the result of overexposure to tragic news stories and images and the subsequent appeals for assistance.” Sound familiar? If you do not know the signs of burnout, please familiarize yourself with them. It could save your life! Secondary trauma has been recognized as an occupational hazard for professionals working in a service-related field. Courts are not immune to this. If you’d like more information regarding secondary trauma/compassion fatigue training, please contact The Resilience Network by emailing Hope Stoneroook at hope@resilience-network.net.
Stress, the root cause of burnout, costs U.S. businesses $300 billion in lost productivity each year. However, taking some simple measures to prevent burnout and reduce stress can go a long way towards keeping workers more fit, happier, and more productive.

- Sleeplessness
- General lack of interest/feeling of apathy
- Frequent illness
- Forgetfulness
- Working hard & feeling drained without signs of higher production
- Irritability with coworkers, friends, and family
- Depression

From Medium.com
Michael J. Riggs, Sr., to Serve as Director of the Department of Judicial Information Technology

Karl R. Hade, Executive Secretary of the Supreme Court of Virginia, is pleased to announce that Michael J. Riggs, Sr., will serve as Director of the Department of Judicial Information Technology, effective March 10, 2019.

Mike has nearly 40 years of experience with IBM operating systems, application development, supervision and management. He began his technology career as a check sorter operator for F&M Bank in 1978 and continued his education and career advancement in the field of systems development. Mike joined the Office of the Executive Secretary (OES) in February 1996 as a Senior Systems Engineer and was tasked with bringing the mainframe operating systems up to date. In 2004, Mike returned to the banking industry as a Senior Vice President for Towne Bank, where he laid the foundation for Towne Bank’s new project management team, while participating in several technology initiatives for the new and growing community bank. The year 2006 brought new initiatives and direction for OES, particularly in the area of technology, and Mike returned to the Supreme Court to take on the management duties for the technology group now known as Systems and Database Administration. Mike has always been a vocal advocate for the mission of OES, especially as it relates to technology. Over the years, Mike is often engaged in speaking opportunities in which he highlights the advancement and exploitation of technology solutions in OES, including multiple opportunities to speak at the request of IBM for the Guide Share Europe Conference in Germany.

Mike is a licensed private pilot and enjoys participating in charity golf events. He and his wife, Lynn, reside in Williamsburg, where they enjoy relaxing and spending time with their three children and five grandchildren. We wish Mike the very best and much success in his new position.

Jonathan E. Green to Serve as Director of the Department of Magistrate Services

Karl R. Hade, Executive Secretary of the Supreme Court of Virginia, is pleased to announce that Jonathan E. Green will serve as Director of the Department of Magistrate Services, effective April 25, 2019. Jonathan joined the Magistrate System in 2009 as Chief Magistrate of the 10th Judicial District. He previously practiced law for 13 years in Mecklenburg County, operating his own firm and serving a term as the elected Commonwealth’s Attorney. After three years as a chief magistrate, Jonathan was selected as a Magistrate Advisor, where he assisted 400 of Virginia’s dedicated magistrates in the performance of their duties. As an Advisor, Jonathan served as faculty for the Magistrate Certification School, teaching new magistrates on the topics of Mental Health Law, Burglary, Drug Offenses, Driving and Licensing Offenses, and Inchoate Offenses. He also developed an introductory course on the Magistrate System for law enforcement officers, which is now presented in various locations around the Commonwealth. Jonathan is a proud graduate of Campbell University and the Norman Adrian Wiggins School of Law at Campbell. We wish Jonathan the very best in his new position.
Please mark your calendars for the upcoming Conference for Virginia District Court Clerks scheduled for September 17-18, 2019 at the DoubleTree by Hilton Hotel Williamsburg. Clerks and Supervising Deputy Clerks will receive room reservation information and registration materials from OES as the conference date approaches.

The Mid-Atlantic Association for Court Management (MAACM) offers great learning opportunities for clerks and deputy clerks through their Mid-Year and Annual conferences.

The Mid-Year Educational Conference will be held at the Dover Downs Hotel in Dover, Delaware on June 12, 2019. This one day conference will focus on two educational tracks: Technology and Workforce Development. Technology topics include the dark web, technology as a tool, and using technology to improve customer service. The Workforce Development track will feature social media and the law, sexual harassment, managing team dynamics and leadership.

The Annual conference will include more Technology and Management topics and will be held at the Hyatt Regency Chesapeake Bay Golf Resort, Spa and Marina in Cambridge, Maryland from October 27-30, 2019.

Please mark your calendars and plan to attend. For more information please visit the MAACM website at: www.maacm.org.
Budget Amendments Impacting Salaries:

Announcement from HR:

During the 2019 General Assembly Session, there are three proposed budget amendments that will impact eligible employees as follows:

- Effective June 10, 2019, a 2.75% across-the-board increase for all eligible employees;
- Effective June 10, 2019, a 2.25% merit increase for all eligible employees; and,
- The current plan is for employees not to have a health insurance deduction from their paycheck in the month of October.

SCV Human Resources is working with DHRM on the details for the June 10, 2019 increases and we anticipate having that information the first part of May. Once Open Enrollment is completed, the Office of Health Benefits will work on the October health premium proposal.
MEMORANDUM

TO: All District Court Clerks
FROM: Paul F. DeLosh - Director of Judicial Services
DATE: April 30, 2019
RE: 2019 District Court Legislative Update Webinars

The Department of Judicial Services (DJS) is pleased to announce the 2019 District Court Legislative Update Webinars. These webinars will be offered over several days in order to reach as many staff members as possible.

Registered attendees will receive an email with all of the necessary information or the WebEx session prior to the allotted time. That email will include a link to the sign-on page for the session. All meetings will focus entirely on 2019 legislation and its impact on District Court processes for specific divisions.

To register, please use the “District Court On-Line Course Registration Form”. The on-line registration form provides the dates, the maximum number of attendees, the number of attendees registered, as well as a listing of those that are registered at that time. Please refer to the list of scheduled webinars below for session dates.

The materials will be available on the oesinet no later than May 22, 2019 located on the Judicial Services Intranet page under Training/Conference Materials, by selecting the Agenda/Handouts link when registering or as provided as the heading titles below:

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<tr>
<th>Juvenile &amp; Domestic Relations District Courts</th>
<th>Combined District Courts</th>
<th>General District Courts</th>
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<td>Monday, June 3rd at 1 p.m.</td>
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<td>Tuesday, June 4th at 1 p.m.</td>
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<td>Wednesday, June 17th at 1 p.m.</td>
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<td>Tuesday, June 18th at 9 a.m.</td>
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<td>Thursday, June 6th at 1 p.m.</td>
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<td>Wednesday, June 20th at 1 p.m.</td>
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<td>Friday, June 7th at 9 a.m.</td>
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<td>Friday, June 21st at 9 a.m.</td>
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Registered attendees will receive an email with all of the necessary information for the webinar prior to the session time. That email will include a link to the sign-on page for the session.

If you have any questions, please contact us immediately at jdrteam@vacourts.gov, gdteam@vacourts.gov, or call (804) 371-2424.
The National Center for State Courts celebrates the life and contributions of Dr. Daniel H. Straub, Dean and long-time faculty of the Institute for Court Management’s Fellows Program. Dan passed away April 17, 2019.

“While many remember Dan Straub as an educator, I think of him as an architect of justice - laying a solid foundation of people joined through education, experience, and encouragement,” said NCSC President Mary McQueen. “Students were his building blocks - and learning from his faith he carefully transformed his students from clay into pillars of judicial administration. When I reflect upon almost a half century of my friendship with Dan, I see his fingerprints on a worldwide movement we now call a profession. His servant leadership, integrity and vision are embedded in generations of court leaders worldwide. Dan always encouraged me to look for inspiration in unexpected places so this morning when I learned of Dan’s passing I sought comfort from another unexpected icon - Dr. Seuss – ‘Don’t cry because it’s over, smile because it happened.’ Dan, we are smiling.”

Straub joined the faculty of the Court Executive Development Program, now the ICM Fellows Program, in 1984. He served as Dean for the past ten years. During his tenure as Dean, the ICM Fellows Program broadened its reach by offering both a residential and an online track for participants as well as adding a leadership seminar for Fellows graduates. Straub also helped to create the annual ICM Fellows challenge, which encourages dialogue between new Fellows graduates and the larger Fellows community on contemporary issues of court administration.

Known throughout the court community for his “Straubisms” – witty, often humorous quips that embody his unique view of leadership - Straub touched the lives of many individuals in the court community and beyond. As President of Straub & Associates, he served as a consultant to public and private sector organizations for over thirty years. His clients included Fortune 500 corporations; federal, state and local government agencies; over twenty states and the District of Columbia. He worked with hundreds of local court jurisdictions throughout the U.S. as well as the judiciaries of Mexico and Trinidad and Tobago. Straub was a Captain in the U.S. Air Force and served in Vietnam.

A scholar of court administration, Straub served on the faculty of the University of Southern California, School of Public Administration for twenty-six years where he taught graduate level management courses in the Judicial Administration Program. He is a former Director of the Office of Program Development at the University of Southern California, and a
former faculty member at the University of San Francisco. Straub has also been a member of the National Judicial College faculty. He served as a member of the Institute for Court Management’s Board of Advisors until his death.

Straub was a Fellow of the Institute for Court Management and received the inaugural ICM Fellows Star Award for excellence in court education in 1999. He received the 2001 Warren E. Burger Award for outstanding achievement in the field of court administration. In 2016, he received the NACM Award of Merit from the National Association for Court Management.

Straub’s involvement with the ICM Fellows Program was his life’s work. His children grew up attending the Residential Phase in Steamboat Springs, Colorado, and class graduations at the U.S. Supreme Court. His beloved wife of fifty-four years regularly accompanied him to program events, where she became friends with program participants and made her own contribution by soothing the stresses of rigorous coursework, homesickness and public speaking jitters. As Straub retired from other duties, he continued to hold steadfast to his commitment to the ICM Fellows. This commitment was a reflection of his genuine belief that the work of court administration is not a job, nor a vocation but a personal calling. He believed this so resolutely that he stayed active as Dean through the end of his life.

Fellows recall his warm, genuine manner; disarming sense of humor; and unfailing capacity to lead by example. He was a truly great scholar, a gentleman, a family man and a patriot. At the end of every ICM Fellows event, he concluded with the following statement: “Oorah! Now, let’s do it all again.”

Oorah, Dan. Know that the Fellows will heed your call. And know that we are all smiling.
FUTURE PRIORITIES:

MENTORSHIP PROGRAM

Across the Commonwealth, new Clerks of Court are placed into positions that may or may not be familiar. Many find themselves left to their own experiences; this can lead to exacerbated and unnecessary stress. Newly appointed judges are assigned mentors to assist with all phases of assuming the bench. Logic shows the same should apply to Clerks of Court.

It is the belief of the Association of Clerks of the District Courts of Virginia that the establishment of a peer mentor program will assist in:

• The decrease of stress to new employees
• Increase the technical/technological abilities of all
• Forge and develop solid professional relationships
• Instill a sense of team across the Commonwealth

What is mentorship?

“The guidance provided by a mentor, especially an experienced person in a company or educational institution”

Why do we need mentorship?

• Work together as a team to help one another
• Increase the overall capability of the Clerks

Who can be a mentor?

• Anyone can be a mentor. For a new member of the team, it can be overwhelming. Every member of this team has strengths that can help turn struggles into success…or at least reduce the stress!

How does it work?

• Simple! If you are someone that has a bit of time to devote, experience in some focus areas (to be determined) and willing to help others, you are mentor material!

If you are a new Clerk, experiencing a bit of challenge in your position or new role, or just need an ear to discuss ideas or to vent…you are mentee material!

If you are interested in becoming a mentor, please contact Jim Verschueren (jverschueren@vacourts.gov) or Beneatha Simmons (bbsimmons@vacourts.gov).

CLERKS CAREER DEVELOPMENT PROGRAM

Similar to the Circuit Court Clerks Career Development Program, the Association would like to develop criteria for a “master” clerk program. Upon competition of specified criteria, Clerks and Deputy Clerks would be eligible for a raise, if approved by the General Assembly.
Sometimes stress is unavoidable, especially when circumstances are out of our control. Fortunately, there are some excellent state benefits to help us cope.

The Department of Human Resource Management (DHRM) is pleased to announce the launch of CommonHealth’s newest program, Relearn to Relax. This program offers tips on how to slow down and get some real mental and physical health benefits through meditation. We encourage you to contact your Regional CommonHealth Coordinator to schedule Relearn to Relax: CommonHealth’s Guide to Meditation and Mindfulness for the Busy Beginner at your location. It will be available through June 2019.

As we continue to focus on employee wellness, we would also like to remind you about another resource for you and your family: the Employee Assistance Program (EAP) that is part of your state health plan. It includes up to four sessions with a professional who can assist you with many life challenges:
Below is a link from the Department of Human Resources (DHRM) webpage containing information regarding state employee discounts. Please note that we do not endorse any of the merchandise, services or vendors, etc. listed on this website. However, it is a helpful resource that identifies available discounts to all state employees.

State Employee Discount Webpage:  
http://www.dhrm.virginia.gov/employeediscounts

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 for us to assist you so that you can get the same discount allowed other state employees.
Restoring Financial and Case Management Reports

The Department of Judicial Services would like to remind the court that if you need your financial and case management reports restored, there are a few steps to remember.

• **STEP ONE**: Send an email to Help at help@vacourts.gov and tell them that the courts needs all FMS and CMS reports dated the date that is missing to be restored.

• **STEP TWO**: Once Help notifies the court that the reports have been restored, the court will need to manually select Download All and Print.

• **STEP THREE**: Next, be sure to change the date on Report Tran to the date you had restored so that the correct file will be built and the court will not overwrite the current date reports. Please see the example below to see where the date would be changed to 20190220 for 02/20/2019 reports.

If you have any questions, please contact the General District Team at gdteam@vacourts.gov
Leave Donations

Our leave donation bank is low. If you can, please help your fellow employees by donating some of your leave.

If you would like to donate leave, please check your available balance on your eLeave account and then complete and sign the Leave Donation Form and return it to the Human Resources Department. NOTE: Only Annual Leave can be donated, and only in whole-day, eight-hour increments.

Your donation will be deducted from your annual leave balance within 5 business days upon receipt from Human Resources.

If you have any questions about donations or policies, please contact Bethany DeStefano at bdestefano@vacourts.gov or 804-786-5018.

Electronic Voucher Payment System

EVPS is being piloted in Wise, Hanover, and Chesterfield! EVPS replaces paper DC-40s and results in increased accuracy of DC-40 submissions, more efficient clerk processing, and faster payments to attorneys. If you have any questions about the EVPS system, please reach out to your colleagues in one of the pilot sites, or contact Cheryl Beam.
July 1, 2018 – June 30, 2019
Association Officers and Committee Chairs

President: Terri Rea, Harrisonburg/Rockingham JDR
President Elect: Rick Kahl, Roanoke City GDC
Vice President: Laura Griffin, Chesterfield JDR
Secretary-Treasurer: Debra Hill, Norfolk JDR
Past President: Beneatha Simmons, Colonial Heights GDC

Regional Representatives

Region 1    James Verschueren, Portsmouth GDC
Region 2    Kelly Douglas Wiggins, New Kent JDR
Region 3    Mariah Belcher, Franklin City CMB
Region 4    Laura Hatch, Fredericksburg GDC
Region 5    Stella Seaborne, Petersburg GDC
Region 6    Lindsey Short, Page JDR
Region 7    Vacancy
Region 8    Amanda Knighting, Staunton GDC
Region 9    Kimberly McKittrick, Montgomery GDC
Region 10   Kathy Vance, Russell CMB

Committees:

Budget/Finance:  Debra Hill, Norfolk JDR
CATS:     Barbara Shaw, Chesapeake GDC
Historian:  Stephanie Swift, Washington GDC
Legislative:  Barbara Shaw, Chesapeake GDC, and Ginger Webb, Buena Vista CMB
Mentorship:  James Verschueren, Portsmouth GDC & Beneatha Simmons, Colonial Heights GDC
Nominating: Beneatha Simmons, Colonial Heights GDC
Parliamentarian: Christina Davis, Danville JDR
Programs/Education: Rick Kahl, Roanoke City GDC & Connie Comer, Retired, Tazewell GDC
Publicity/Publication: Cana Wade, Prince William GDC
Resolutions: Dean Sprague, Arlington GDC
Special Issues: Amy Burnham, Virginia Beach JDR & Terri Rea, Harrisonburg/Rockingham JDR
Technology: Laura Griffin, Chesterfield JDR
Ways and Means: Crystal Crouse, Tazewell GDC

*Please let an officer or Region Rep know if you have any comments, suggestions, or concerns!*