



## Arkansas District Court Clerks Association

### **Welcome to the 2017 District Court Clerks Annual Conference!**

I'm so glad that April is here again and that we are able to gather as a group for a few days of learning, problem-solving, discussion and fellowship! It's great to see fellow clerks from all parts of the state – many familiar faces, and some new.

Those of you who are attending your first conference, this is the time to make connections, ask questions, meet new people and, hopefully, learn in the process. Don't be shy, we all were new to the court system at one point.

Those of you who have been to a meeting or two (or twenty), please welcome our newcomers. The purple ribbons are usually a sign of first time attendance – introduce yourself or share a table with someone new.

The Board would like to extend a personal invitation to everyone for our Business Meeting on Thursday at 4pm. We will be voting on a proposal to raise the annual dues amount. Giving a voice to all of our membership is important to us and the business meeting is the time for feedback and input. Your vote and participation is important.

Lastly, please don't miss out on the hospitality suite which will open at 8pm on Thursday. The hospitality suite is open to clerks and Judges and always proves to be a great time for those in attendance.

Huge thanks to all who make this meeting possible from Marty Sullivan, ADCCA Board members, Certification Committee members to the support of the AOC. All who work to put this meeting together providing interesting and educational content – we thank you! Enjoy the Conference-

Warm regards,

Jennifer Lopez-Jones

President ADCCA

Dear Colleagues:

Congratulations to the 31 clerks who will receive their certification awards during this meeting. You are each to be applauded for your commitment to your professional development. Kudos to the 123 clerks who will be receiving updates to their initial certificates. I am proud to be associated with colleagues who value the importance of continuing their professional education.

The certification committee was established to work with the education division of the Administrative Office of the Courts to plan educational programs for district courts clerks. We meet annually to collaborate, evaluate and determine your needs and interests for the following year's programs. Each member of our committee should be recognized for their dedication to their professional association. This year's certification committee has included: Staci Huber, Sandy Button, Jennifer Jones, Rose Tedford, Joyce Forte, Vickie Asher, and the Honorable Susan Weaver.

It has been a privilege to serve as chair of your certification committee for the past three years. I am certain our association's education program will continue to flourish under new leadership.

We look forward to seeing you at future conferences!

Sincerely,

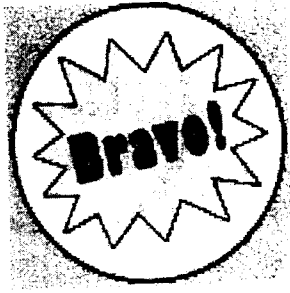
Vickie Asher  
Chair, Certification Committee  
Garland County District Court  
607 Ouachita, Room 150  
Hot Springs, AR 71901  
(501) 321-6765  
Fax (501) 321-6764



## **Mark Your Calendars! 2017-2018 Education Programs**

**August 11, 2017**  
**November 17, 2017**  
**February 9, 2018**  
**April 19-20, 2018**  
**August 17, 2018**  
**November 16, 2018**

**Chief Clerks, Springdale**  
**3<sup>rd</sup> and 4<sup>th</sup> District Clerks, Little Rock**  
**1<sup>st</sup> and 2<sup>nd</sup> District Clerks, Little Rock**  
**Annual Conference, Rogers**  
**Chief Clerks, Little Rock**  
**3<sup>rd</sup> and 4<sup>th</sup> District Clerks, Springdale**



## Arkansas District Court Clerks Association

Awarded 30 Hour Certificate as of December 31, 2016, to be awarded April, 2017

April Bagley  
Tabitha Baker  
Wyonia Boller  
Kathy Borman  
Randi Boyd  
Jamie Cantu  
Tanya Cook  
Roberta Cooke  
Marsha Corona  
Amanda Crowder  
Amanda Cullen  
Brittney Dickerson  
Tonya Donahue  
Barbara Eagan  
Sherry Flowers  
Ashley Gastineau  
Giselle Perez Gonzalez  
Larissa Hammons  
Karen Harrison  
Cathy Dian Helton  
Jamie Hill  
Christy Lee  
Dori Lyman  
Lindsey McClellan  
Scarlett McElyea  
Michelle McEntire  
Debora Midgett  
Peggy Norman  
Darlene Scoggins  
Patricia Annette Taylor  
Ashley Traylor

Union County District Court  
Lonoke County District Court – Cabot Department  
Washington County District Court – Springdale Department  
Cleburne County District Court – Heber Springs Department  
Jefferson County District Court – Pine Bluff Department  
Little River County District Court – Ashdown Department  
Union County District County  
Crawford County District Court – Van Buren Department  
Monroe County District Court – Brinkley Department  
Perry County District Court  
Cross County District Court – Wynne Department  
Clark County District Court – Arkadelphia Department  
Garland County District Court  
Lawrence County – Walnut Ridge Department  
Pulaski County District Court – Sherwood Department  
Carroll County District Court – Green Forest Department  
Benton County District Court – Bethel Heights Department  
Faulkner County District Court – Conway Department  
McCrary Department  
Saline County District Court – Benton Department  
Lawrence County - Walnut Ridge Department  
Union County District Court  
Saline County District Court – Haskell Department  
Jackson County District Court – Newport Department  
Pulaski County District Court – Sherwood Department  
Crawford County District Court – Van Buren Department  
Saline County District Court – Bryant Department  
Benton County District Court – Rogers Department  
Pope County District Court – Pottsville Department  
Pulaski County District Court  
Arkansas County (South) District Court – DeWitt Department

**Congratulations to these well deserving clerks for their commitment to their profession!**

## **REQUIREMENTS FOR CERTIFICATION.....**



- Complete a minimum of three calendar years (January 1- December 31) as a Chief Clerk or Deputy Clerk in a district court by the time of certification.
- Complete a minimum of thirty (30) hours of training by attending creditable educational seminars, which may include:
  - Financial and accounting responsibilities of the clerk; filing and docketing responsibilities of the clerk; or
  - Office and courtroom management and behavior; or
  - Substantive law update - civil and criminal.
- Complete a new clerks' orientation program.
- Be a current member of the Arkansas District Court Clerks Association for three concurrent years while awaiting certification. Membership in the Association is achieved by paying annual dues to the Association Treasurer. (You may not back pay dues in order to obtain certification. Certification hours will not be calculated on non-members.)
- Maintain certification by completing a minimum of eighteen (18) hours of training every three years after original certification.

### **CERTIFICATION RULES**

- Absences of up to one year in duration will be acceptable during the three year requirement.
- Each clerk must complete an attendance form for each program.
- The deadline for completion of certification requirements, both employment and education hours, shall be December 31 of each calendar year.
- Certificates will be issued by the Arkansas District Court Clerks Association, signed by the Governor of Arkansas, Chief Justice of the Arkansas Supreme Court, President of the Arkansas District Judges Council and President of the District Court Clerks Association.

### **MEMBERSHIP/CERTIFICATION REMINDERS:**

Membership dues must be paid **by March 1<sup>st</sup>** each year. If dues are not paid **by the March 1<sup>st</sup>** deadline, your educational hours will not be credited toward certification requirements or certification updates.

Membership dues are non-refundable and non-transferable. Membership dues must be paid for each clerk and cannot be transferred from one clerk to another.

The time designated for registration, breakfast, lunch and/or breaks is not credited toward your certification requirements or certification updates. Please do not include this time on your attendance forms. Credit for the business meeting will be given to those who attend the meeting in effort to encourage participation in the Association's business.

Please keep the yellow copy of the attendance forms for **your** records. The yellow copy is for your records and should be maintained in a manner that you have access to it whenever it may be needed.



**2016-2018**

**Board and Officers**

<b>President</b>	Jennifer Jones	Benton County – Bentonville Dept.
<b>Vice-President</b>	Rachel Sims	Sebastian County – Fort Smith Dept.
<b>Second Vice President</b>	Marie Johnson	Crawford County – Mulberry Dept.
<b>Treasurer</b>	Elizabeth Hulse	Benton County – Centerton Dept.
<b>Secretary</b>	Veronica Henry	Sebastian County – Fort Smith Dept.
<b>Historian</b>	Laura Stephenson	Pope County – Russellville Dept.
<b>Parliamentarian</b>	Dena Ross	Polk County
<b>Congressional District Representatives:</b>		
<b>First District</b>	Maurisa Hayes	Lonoke County – Carlisle Dept.
<b>Second District</b>	Kathy Davis	Pulaski County – North Little Rock Dept.
<b>Third District</b>	Tabby Vogt	Pope County – Pottsville Dept.
<b>Fourth District</b>	Penny Ross	Clark County – Arkadelphia Dept.
<b>At Large Representatives:</b>		
<b>First &amp; Second Districts</b>	Kristen Weatherford	Jackson County – Newport Dept.
<b>Third &amp; Fourth Districts</b>	Kelly Purifoy	Garland County

Being a Board member or officer of a professional association can be a rewarding experience. From the board member's perspective, the board member learns how various courts operate, develops skills they did not have before becoming a board member, and gains an appreciation of the contributions of former and future board members. From the association's perspective, the value of the volunteer's time, commitment, and intelligence could not be duplicated at any price.

THANK YOU to the members of the Board of the Arkansas District Court Clerks Association for so freely giving of their time and talents!

## DFA REV CDL Fund



As a clerk that has been here **FOREVER**, you would think that I know **EVERYTHING!** LOL! But I don't!! One thing I have learned as a court clerk is that you will never know everything there is to know about our jobs.

I do want to share one thing I learned a few months back about some fines on CDL violations. I sent out an email to poll some of my clerk friends and a few were aware of this fund, but many were not. So I was asked to include an article about the disbursement of those funds in the newsletter.

There is a special fund where the following list of fines are supposed to be remitted. In Contexte it is called DFA REV CDL Fund. When researching where to send this fine money, I contacted Brian at MSI and he was also not aware of this fund and so his program was not directing this fine money to the proper fund. [Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

The fine money on the following list of charges should be sent to:

DFA Revenue Division for CDL Fund  
Cashier's Office  
Attn: Cindy Higginbotham  
P. O. Box 8047  
Little Rock, AR 72201

**The following charges disburse 100% of FINE to the CDL fund pursuant to AR Code 27-23-118.**

27-23-113 CDL - DRIVER VIOLATING OUT-OF-SERVICE ORDER FOR OPERATING WITH ALCOHOL IN SYSTEM

27-23-107(b) CDL - DRIVING CMV ON SUSPENDED CDL

27-23-107(a) CDL - DRIVING CMV WITHOUT CDL

27-23-114(a)(4) CDL - USING COMMERCIAL MOTOR VEHICLE IN COMMISSION OF FELONY

27-23-114(a)(3) CDL - OPERATOR OF CMV LEAVING SCENE OF ACCIDENT

27-23-114(a)(2) CDL - OPERATING COMMERCIAL MOTOR VEHICLE WITH .04 BLOOD ALCOHOL CONCENTRATION

27-23-114(a)(1) CDL - OPERATING COMMERCIAL MOTOR VEHICLE WHILE INTOXICATED - DWI WITH CDL

27-23-114 CDL - REFUSING TO SUBMIT TO CHEMICAL TEST

27-23-107(a) END CDL - DRIVING CMV WITHOUT APPLICABLE ENDORSEMENTS

27-23-107(b) CAN CDL - DRIVING CMV ON CANCELLED CDL  
27-23-107(b) REV CDL - DRIVING CMV ON REVOKED CDL  
27-23-107(b) DISQ CDL - DRIVING CMV ON DISQUALIFIED CDL  
27-23-107(b) OOS CDL - DRIVING CMV ON OUT-OF-SERVICE CDL  
27-23-107(b) OOS16 CDL - DRIVING CMV ON OUT-OF-SERVICE CDL - 16 OR MORE PASSENGERS  
27-23-106(b)(1)-(2) CDL - EMPLOYER PERMIT DRIVER WITH SUSPENDED LICENSE OR > 1 LICENSE  
27-23-106(b)(3) CDL - EMPLOYER PERMIT DRIVER SUBJECT TO OUT OF SERVICE ORDER  
27-23-104 CDL - DRIVING CMV WITH MORE THAN ONE DRIVER LICENSE  
27-23-130 CDL - TEXTING WHILE DRIVING  
27-23-131 CDL - USING HAND-HELD MOBILE TELEPHONE WHILE DRIVING COMMERCIAL VEHICLE

I believe Brian was going to get with Keith Caviness so he could update the MSI program and for anyone out there using another program, you may want to take a look at how/where these fines are being disbursed. If you are one of the GREAT clerks and are already doing it right, then I take my hat off to you for being on the ball.

If you have any questions, please feel free to track me down at the meeting or give me a call afterwards. I will do my best to help you.

Have a great conference!

**Dena Ross, CCM, District Court of Polk County, Mena**

---

*Congratulations* 

- Congratulations to Marty and Kelly Sullian on the birth of their daughter, Lucy Katherine, born January 27. Lucy weighed 6 pounds, 7 ounces and was 20 inches long. Congratulations to the beaming mother and father!
- Further congratulations to Marty Sullivan for being named Interim Director of the Administrative Office of the Courts!
- So long and congratulations to former AOC Director J.D. Gingerich who has retired and gone to work with the National Center for State Courts in a new relationship between the National Center and the Bowen School of Law at the University of Arkansas at Little Rock. Honoring J.D.'s contributions to district courts, the District Court Clerks Association and the Arkansas District Judges Council made a contribution to the National Center's fund.
- A special thank you to Elizabeth Hulse for stepping up and assuming the responsibilities for serving as treasurer of the District Court Clerks Association!

---

**The Arkansas District Court Clerks Association boasts a membership of**

**485**

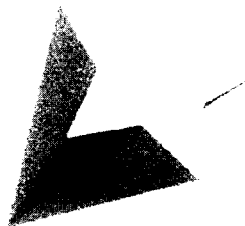


# Clerk of the Year

In 1998, the Clerks' Association initiated a program to honor one outstanding court clerk each year. The award was designed to allow judges, clerks, mayors, county judges and others to honor a deserving clerk. Nominations are mailed each year with annual meeting announcements and a committee of clerks determines the winner of the award, based on a variety of criteria. The winner is announced at the Association's annual awards luncheon.

Past recipients of the Clerk of the Year Award are:

2016	<b>Marie Johnson</b>	Crawford County District Court – Van Buren Department
2015	<b>Elizabeth Hulse</b>	Benton County District Court - Centerton Department
2014	<b>Melba Russell</b>	Hot Spring County District Court – Malvern Department
2013	<b>Cheryl Spade</b>	Saline County District Court – Benton Department
2012	<b>Cheri Mitch</b>	Sebastian County District Court – Greenwood Department
2011	<b>Fever McElyea</b>	Lonoke County District Court – Carlisle Department
2010	<b>Dena Ross</b>	Polk County District Court
2009	<b>Vickie Asher</b>	Garland County District Court
2008	<b>Rachel Sims</b>	Sebastian County District Court - Fort Smith Department
2007	<b>Judy West</b>	Pulaski County District Court – North Little Rock, Division II
2006	<b>Linda Clark</b>	Carroll County District Court - Eureka Springs Department
2005	<b>Sherri Rateliff</b>	Hempstead County District Court
2004	<b>Vicki Weed</b>	Pulaski County District Court – North Little Rock, Division I
2003	<b>Val Buster</b>	Miller County District Court - Texarkana Department
2002	<b>Geneva Vance</b>	St. Francis County District Court
2001	<b>Vicky Maxwell</b>	Arkansas County District Court – Stuttgart Department
2000	<b>Betty Whitaker</b>	Washington County District Court – Johnson Department
1999	<b>Sandy E. Button</b>	Benton County District Court - Pea Ridge Department
1998	<b>Corinne Blackwood</b>	Ouachita County District Court – Camden Department



**CONGRATULATIONS  
TO THE  
2017 COURT CLERK OF THE YEAR!**



# Moans and Groans

compiled by the staff at Saline County District Court – Bryant Department

- I have kidney stones and can't walk
- I'm in Fort Smith – out of state
- I have four kids and a flat tire
- I got transferred to Conway. I'm all the way up in Faulkner County. It's too far!
- My trial is a mistake. I'm not coming to court. The Revenue Office said it's a mistake!
- Just had emergency surgery and I'm on a lot of pain pills.
- I'm in the hospital on life support.
- I just checked myself into rehab
- I have a sick kid and a snake in my house.
- My house burned down and my ticket was inside.
- I don't know if I can make it to court because I'll have to ride my bike.
- I'm taking care of my grandson. I'm 50 years old and it's hard!
- 07/20? I'm really bad at months.....
- He can't come to court! He fell down.
- I'm about to have a family emergency!
- I ride a scooter and I hit a deer!
- I can't come to court tomorrow because my husband is having his Achilles tendon REMOVED! That is major surgery.

All I can say is.....oh, my, oh, my, oh, my.....

We are always looking for funny stories, excuses, etc. relating to district courts. It is important for each one of you to be able to have some laughter in your work place. Please share your stories with us! [kayspalmer@suddenlink.net](mailto:kayspalmer@suddenlink.net)



## Arkansas District Court Clerks Association

### Business Meeting, April 20, 2017

#### Welcome

- Approval of Minutes from April 2016
- Approval of Treasurer's report
- Approval of 2018 Budget
- Old Business
  - Dues increase from \$50 to \$75 annually
- New business
  - Volunteer opportunities
    - Committees
  - Vendors for February, August, November meetings
    - Contact person

## BUSINESS MEETING – APRIL 21 - 22, 2016

### ARKANSAS DISTRICT COURT CLERKS ASSOCIATION

BUSINESS MEETING – Thursday April 21, 2016  
THE EMBASSY SUITES - ROGERS, ARKANSAS

PRESIDENT  
STACI HUBER

SECRETARY  
VERONICA HENRY

The 2016 Annual meeting of the Arkansas District Court Clerks Association was called to order by President Staci Huber.

Door prizes awarded to those registered for business meeting – Neda Grady from Jefferson County received a \$25 gift card, Laura Evans from Hampton County received a \$25 gift card and Misty Ward from Clark County received a \$100 gift card.

Minutes were accepted as presented from the 2015 business meeting – Motion to accept was made by Cheryl Spade. Motion seconded by Sandy Button. Minutes were accepted as presented without being read. Motion carried unanimously.

Treasurers Report was presented by President Staci Huber and Treasurer Marie Johnson. Motion to accept was made by Cheri Mitch. Motion seconded by Beth Collier. Treasures report was accepted as presented. Motion carried unanimously.

**OLD BUSINESS** – No old business was noted to discuss.

Discussion was made on the following:

Increasing of Dues- The membership was advised that the budget expenditures exceed the amount of dues collected and that there is a need to increase the annual membership dues. A brief explanation of expenses was discussed to help the membership understand the cost of the annual conferences.

#### **NEW BUSINESS**

President Staci Huber presented the proposed slate of officers for the 2016 – 2018 Board. Nominations were read aloud. Each nominee was asked to stand to be introduced to the membership as the slate was presented. Nominations were made from the floor for At Large Representative for the First and Second District Representative. Kristen Weatherford from Newport and Sandra Holman from Conway County were nominated. Nominations were voted by show of

hands. Kristine Weatherford was elected as At Large Representative for the First and Second Districts. Motion to cease nominations from the floor was made by Marie Johnson and seconded by Yukiko Bivens. Motion to accept the proposed slate of officers made by Shannon Howard. Leslie Hornaday seconded the motion. By vote, the motion carried unanimously and the attached slate of officers were elected to serve on the 2016 – 2018 Board.

## ARKANSAS DISTRICT COURT CLERKS ASSOCIATION SLATE OF OFFICERS 2016-2018

PRESIDENT	Jennifer Jones	Benton County – Bentonville Dept.
FIRST VICE-PRESIDENT	Rachel Sims	Sebastian County – Fort Smith Dept.
SECOND VICE PRESIDENT	Marie Johnson	Crawford County – Van Buren Dept.
TREASURER	Beth Thomas*	Faulkner County – Conway Dept.
SECRETARY	Veronica Henry	Sebastian County – Fort Smith Dept.
HISTORIAN	Laura Stephenson	Pope County – Russellville Dept.
PARLIAMENTARIAN	Dena Ross	Polk County – Mena Dept.
FIRST DISTRICT REP.	Maurisa Hayes	Lonoke County – Carlisle Dept.
SECOND DISTRICT REP.	Kathy Davis	Pulaski County – NLR – 2nd Div.
THIRD DISTRICT REP.	Tabby Vogt	Pope County – Pottsville Dept.
FOURTH DISTRICT REP.	Penny Ross	Clark County – Arkadelphia Dept.
AT-LARGE REP (1 <sup>ST</sup> & 2 <sup>ND</sup> )	Kristen Weatherford	Jackson County – Newport Dept.
AT-LARGE REP (3 <sup>RD</sup> & 4 <sup>TH</sup> )	Kelli Purifoy	Garland County – Hot Springs Dept.

\*Update to the Slate of Officers: Beth Thomas resigned as Treasurer due to a change in jobs. The Board asked Sandra Holman to fill the position and she agreed. She was appointed to serve as Treasurer by the Association Board. A short time later, the newly elected District Judge of Conway County appointed a different clerk, causing Sandra to have to resign from the position of Treasurer. The Board then asked Elizabeth Hulse, who agreed to accept the position and therefore was appointed by the Board to serve as Treasurer.

Be sure and check your association's website.....[www.adcca.org](http://www.adcca.org)

Your association has a FaceBook page.....a great place to visit with  
your colleagues and catch up!

**ARKANSAS DISTRICT COURT CLERKS ASSOCIATION**  
**FINANCIAL STATEMENT JANUARY 1, 2016 TO DECEMBER 31, 2016**  
**TREASURER'S REPORT**

<b>BALANCE - JANUARY 01, 2016</b>		<b>\$27,807.26</b>
Deposits		
Clerk Dues	\$26,950.00	
Luncheon	\$240.00	
<b>TOTAL DEPOSITS</b>		<b>\$27,190.00</b>
<b>TOTAL FUNDS AVAILABLE</b>		<b>\$54,997.26</b>
DISBURSEMENTS		
Annual Meeting	\$0.00	
Software & Web Hosting	\$0.00	
Lobbyist	\$6,000.00	
Secretariat	\$5,000.00	
Miscellaneous	\$373.46	
Gifts for Clerks	\$425.96	
Gifts for Others	\$259.88	
Office Supplies	\$208.13	
Hospitality Room	\$1,385.78	
Historian Supplies	\$104.48	
Guest Speakers	\$1,000.00	
Other Education	\$1,000.00	
<b>TOTAL DISBURSEMENTS</b>		<b>\$15,757.69</b>
<b>BALANCE - AS OF DECEMBER 31ST, 2016</b>		<b>\$39,239.57</b>

**ARKANSAS DISTRICT COURT CLERKS ASSOCIATION**

**PROPOSED BUDGET FOR 2018**

Annual Meeting	\$ 16,000.00
Software & Web Hosting	2,000.00
Lobbyist	6,000.00
Secretariat	5,000.00
Miscellaneous	1,800.00
Guest Speakers	500.00
Gifts – Clerks	500.00
Gifts – Others	500.00
Office Supplies	400.00
Hospitality	2,000.00
Other Education	5,000.00
<u>Historian Supplies</u>	<u>300.00</u>
<b>Total Budget for 2018</b>	<b>\$ 40,000.00</b>



## **Motion to Raise Annual Dues from \$50 to \$75 (2018)**

For the past several years we have had a budget that reflected deficit spending (spending more than we would take in with dues). These budget predictions were based on our best estimate of expenses for the upcoming year with the largest amount being our expenses for the luncheon at the annual conference in April. We have had a cushion of reserves that has allowed for us to adopt a budget that is in excess of our income however, it is not a practice that will be feasible as a long term strategy.

The ADCCA has historically shouldered the expense of the luncheon held during the annual meeting. This luncheon is arranged by the AOC as is the venue of the meeting. The ADCCA does not have input into what the luncheon consists of and therefore we cannot control the cost of this annual expense. The AOC very generously has paid for the entirety of the luncheon when their budget so permits but this is not a practice that is guaranteed nor should we expect that financial assistance as a matter of course. As such we really need to proactively confront the reality of our deficit budget and look for options to remedy this practice.

The ADCCA board feels strongly that we need to ask our membership to consider increasing annual dues in order to meet our growing expenses. The current annual dues amount of \$50 has been in place since 2009, when the last increase in dues was approved. The luncheon is one of the highlights of our annual meeting and a time when we can come together to celebrate the accomplishments of our fellow clerks. Slightly raising membership fees (from \$50 to \$75) would allow us to be fiscally responsible while still being able to contribute to the cost of the luncheon.

**Arkansas District and City Court Clerks Association**  
**Declaration of Candidacy for Board of Directors and Committees**

The Association always needs involved members to declare their candidacy for the Board of Directors and for Committees. The nominating committee is responsible for presenting nominations for officers and committee members at each electoral conference. Any and all qualified candidates are encouraged to fill out a Declaration of Candidacy form. There is also a Letter of Interest available on the Association's website at [www.adccca.org](http://www.adccca.org) under Association Information.

In order to be considered as qualified to serve on the Board or on a committee, your dues must be paid. As you consider filling out a Declaration of Candidacy, please keep in mind that you are making a time commitment. You will be required to attend all conferences and other meetings scheduled as deemed necessary by the Association President. The cost to attend the conferences and meetings will be at your expense or the expense of your court.

**I am declaring my candidacy for a position on the Board of Directors.**

**I am interested in serving on the following committee(s):**

(Notice the term limits for each committee. Appointments are only made as a term expires. Therefore, it may take a while before you are appointed, but we would still like to know about your interests.)

- Annual Meeting - 2 year term  
(Assist the Board with preparations for the Annual Meeting)
- APERS - 3 year term  
(Learn about APERS and provide helpful information to Clerks)
- Certification - 3 year term (Vacancies only come open every 3 years)  
(Assist AOC with planning the educational programs for meetings)
- Clerk of the Year - 3 year term  
(Serves as a selection committee for Clerk of the Year)
- Constitution and By-laws - 3 year term  
(Review and revise Association By-laws for any changes that have been made)
- Legislative - 2 year term  
(Works with the Secretariat and Lobbyist to enhance legislation for clerks/judges)
- Special Task Force as appointed by the ADCCA President - 1 year term  
(Special Situations needing attention from the Association)

District in which your court is located:    1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>      4<sup>th</sup>

Are you a chief clerk or deputy clerk:    CHIEF      DEPUTY

If you are a deputy clerk, please have your chief clerk sign below to confirm your availability to attend all the necessary meetings. X \_\_\_\_\_

Name: \_\_\_\_\_

Name of Court: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature: X \_\_\_\_\_

**Please turn your completed form in at the registration desk or mail to the current Association President.  
Thank you for your interests.**