



Notebook

Vol 3, Issue 1

The Official Newsletter of Georgia's Magistrate Court Clerks

Executive Committee 2006/2007 Officers

President, Jo Anne Jones
Lowndes County

Vice-President, Debbie Barron
Fayette County

Secretary/Treasurer, Gayle Collins
Whitfield County

Executive District Members

DISTRICT 1:
Darlene Seagroves, Effingham Co.

DISTRICT 2:
Joyce Ray, Terrell County

DISTRICT 3:
Carla Brown, Lee County

DISTRICT 4:
Joy Wright, Rockdale County

DISTRICT 5:
Vacant

DISTRICT 6:
Jan Streetman, Upson County

DISTRICT 7:
Freda Maynard, Whitfield County

DISTRICT 8:
Tammy Underwood, Greene County

DISTRICT 9:
Brenda Gramling, Cherokee County

DISTRICT 10:
Cynthia Lewis, Burke County

Greetings from the President

Dear Members:

Hope this letter finds you enjoying the hot weather with the water shortage getting better due to the much-needed rain. As you know, our Seminar this year will be the first week of December in Savannah. By now, everyone should have received their applications and sent them back. The Marriott Hotel is very nice and we are within walking distance of all types of eateries and shops on River Street. I also need to remind you that due to cutbacks within the MCTC and ICJE, our counties or ourselves will need to be prepared to pay our expenses this year.

For the "first time ever" next year it has been recommended by MCTC and ICJE for Magistrate Clerks to have two training sessions—one location in the Northern area and one in the Southern area so hopefully more clerks

will be able to attend with less travel and expenses, especially GAS!! We need to thank Judge Holt and Dr. Hanscome for working diligently to get this accomplished—it has been several years in the making. We will be having our planning meeting with the Executive Members, District Reps, Judge Holt and ICJE the week of August 18th in Macon, so if you have any suggestions for training, etc. for the December meeting, please notify either one of the Executive Members or your District Rep. Must go for now but hope to hear from you with any requests and to see you in Savannah!!

Your President,

Debbie Barron
Fayette County Magistrate Court
770-716-4236
dbarron@fayettedcountyga.gov ☐

Happening News in the Whitfield County Magistrate Court

Gayle Gazaway, Clerk of Court, and **Ethel Addis**, Chief Deputy Clerk, were awarded 20 year service plaques at our annual county Christmas dinner.

We also have a new deputy clerk, **Cesar Carmona**, joined our office in November, 2007. ☐

**Council of Magistrate Court Clerks & Secretaries
Executive Committee Members 07-08**

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as yet

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District Five
Vacant - Fulton County

District Ten Paulette Williamson
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From Your Advisor

Hello to all. Well, our spring newsletter is a little late, but because of time and not a lot of news from everyone, we decided to just wait a little later. But summer is almost here and so is our next training. If your office has been as busy as ours, I think you will all understand why we are a little late. I hope you all have had a great winter and holidays last year and are looking forward to a great and wonderful summer. I am afraid this is really going to be a busy summer, with elections and all. Just seems like there is not enough hours in the day to do all we need to get done.

Our Clerks and Secretaries training last July, at Brasstown Valley in Young Harris, seems like it has been forever ago, but was great fun and wonderful to always see everyone. As you all know, our next training is a little later this year in December, (December 3rd thru 5th), but is going to be in Savannah. I know that all of you are very happy about that. As always, I truly hope each of you enjoyed the training we had and were able to return home with some new knowledge and materials that you were able to share with your fellow Clerks and Secretaries. We had a wonderful attendance with almost 105 Clerks and Secretaries attending and hope to have a great turnout in December. You should have already received your information, but if you have not, you can find the information in this newsletter.

Our new Officers and new District Representatives have been discussing new training ideas and curriculum for the December training and hope to have a strategy

meeting real soon. If any of you have any request or ideas, please contact one of the officers or district representatives. We all have Dr. Lynda Hanscome to thank for all of our training. She always does such a great job, and provides us, as always, with a great place to stay and good food. Thank you so much Dr. Hanscome for everything that you do for us. We all really appreciate you, more than you know.

A bit of news to all of you. For the upcoming year of 2009, MCTC recommended two training sessions for the Clerks and Secretaries. We have been working on this for a while and finally have two tentative dates for next year. There will be two different locations to make it easier for all or at least most of the clerks and secretaries to have training. We knew how hard it is for some of you, because you all can't be out of the office at one time. So, this will give each of you a chance to be able to get the training and fellowship with fellow clerks and secretaries. However, the Magistrate

Court Training Council, elected NOT to do reimbursement for expenses. No expenses will be reimbursed this year as well. This is due to some funding cuts in our program. The dates, times and places will be set later, but will keep you all informed.

Again, our training for this year has been slated for the month of December and will be in Savannah. The dates are scheduled for December 3rd thru 5th, 2008 at the Marriott River Front Hotel. This time of year should be beautiful and decorated for the Holidays.

In closing, I want to say thanks to all of you. Each of you should all be commended for doing such a great job as Clerks and Secretaries. Without your hard work and dedication, we as Judges, could never get our jobs done. Have a great summer and see you all soon. □

Connie Holt
Chief Judge
Magistrate Court
Morgan County

Greetings from the Secretary-Treasurer

Hello all,

We have had 61% submit their yearly dues, and I would like to thank you for your prompt response. I will be sending out reminder notices to all of you that have not responded. It is very important that you submit your dues as this enables the council to help with the cost of training and your newsletter and so forth. Your support is necessary in order to keep our yearly training possible. "Please

don't quit, please submit", \$10.00 per person is all that it takes to be a member. A low response from the counties may be all it takes for the Magistrate Judges to pull their support of the Council. I look forward to our training in December and seeing you all once again.

See you in December. □

Barbara Lowery, Chief Clerk
Cherokee County Magistrate Court

Messages from Morgan County

I can't wait until clerk school December 3-5, 2008 in Savannah, Georgia! It is always nice to see everyone each year at clerk school and a joy to see what's going to be taught. I am happy to be going to a different place this year for school. The past several years we've been going to Brasstown Valley Resort; don't get me wrong, I really liked it there. It is always nice to go somewhere you haven't been in a while.

I can remember my first time going to Savannah, Georgia and Tybee Island it was with Judge Holt, Lucinda, and Amy for clerk school summer of 2002. We had such a wonderful time. We walked down the riverfront and enjoyed going into the shops looking around. Judge Holt drove us to Tybee Island. Where we walked on the pier and looked out at the ocean. Finally, we went to an ice cream shoppe to find a cool place to sit down to enjoy a treat. This was Amy's first time visiting Savannah, Georgia and Tybee Island too. I am glad that I wasn't the only odd one in the group. It was such a fun time that we shared together. That's a memory I will hold dear to me.

See everyone in Savannah,
Georgia....

Sincerley,

Hope Christian
Deputy Clerk
Morgan County Magistrate Court
District 8 Representative

Hello,

I hope that everyone is doing well. The office has been very busy and I'm quiet sure that yours has been that way too. We are going to Savannah this year for the 2008 Clerks & Secretaries Training and I'm looking forward to that. I'm sure its going to be a good training session as always. Hope to see everyone there. So, until December 2 thru the 5, 2008, I will see you in Savannah. Have a good summer.

Lucinda Edwards
Chief Deputy Clerk
Morgan County Magistrate Court

Hello Everyone,

I hope that everyone is having a great summer. I am looking forward to seeing all of you in Savannah for Clerks Training. This will be my second year able to attend and I really look forward to learning more. If you have never been to Savannah, GA and are able to go this year, then I believe that you are really going to enjoy the riverfront. The view is amazing and you can enjoy all of the shops along the riverfront after classes.

I also wanted to mention that the Magistrate Court Clerks List is a wonderful asset to have. I believe that it will be very helpful for everyone if we will all put it to use. Have a wonderful summer and see you soon.

Jennifer Walker
Deputy Clerk, Morgan County

I don't know about everyone else, but to me December is taking forever to get here for our Clerk's Seminar! I can't wait to go to Savannah this year. It is going to be nice to be able to go somewhere different this year.

Our County is having an Employee Picnic on June 13, 2008, and are giving Service Pins for employees who have been working for the county for 5, 10, 15, 20 & 25 years. Lucinda, Hope and I are going to be getting one. Lucinda has been working for the Magistrate Court for 20 years, Hope has been working with us for 8 years in July and I have been working for the Court for 14 years. Jennifer also, works with us. She has been working with us for 3 years now.

Everyone that works for the County had to nominate an employee of the year. That employee will be given a special surprise. They are going to feed us supper, be giving out door prizes, having kids' games and activities for our children. It's going to be nice. I'm sure that it's going to be quite hot though.

One thing about having our Seminar in Savannah, in December, is that it's not going to be so hot. I've heard that the Christmas lights are beautiful down there.

Well, let me get back to work. I'll see everyone in December.

Amy Shelton
Senior Deputy Clerk



THE ADMINISTRATIVE OFFICE OF THE COURTS

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404-656-5171
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NOTIFICATION OF CHANGE IN MAGISTRATE COURT PERSONNEL

In accordance with the Uniform Rules for Magistrates Courts: Rule 13. Notice of selection of magistrates, constables and clerks of magistrate court. Whenever a magistrate, constable, or clerk (but not deputy clerks) of the magistrate court shall take the oath required for office in O.C.G.A. ' 15-10-3, the chief magistrate shall forward to the Administrative Office of the Courts the name and title of the person taking the oath; the name of the person being succeeded; the term of office, if appropriate; the date assuming duties; and the address and telephone number the official wishes to use for business correspondence.

Form with fields for: CHIEF MAGISTRATE, SENIOR MAGISTRATE, MAGISTRATE, CHIEF CLERK, CLERK, CONSTABLE, COUNTY, NAME, ADDRESS, PHONE, FAX, EMAIL, GENDER, ATTORNEY, ELECTION/APPOINTMENT DATE, REAPPOINTMENT, RACE, etc.

Fax or mail this form to the Administrative Office of the Courts at the contact information above.

Submitted by: NAME
ADDRESS
PHONE #

Technology Talk....

Barbara Lowery, Chief Clerk -Cherokee County

I have been working closely with representatives from Iron Data Solutions to develop a Magistrate Court Case Management Program that will integrate with the State and Superior Courts Data Base. We started work on this last summer and went live on January 7th of this year. Of course there are the normal bugs in the program that need to be corrected. There are still some remaining issues that have to be worked out but we are getting there.

We have the capability to scan all proceedings into the system and once all the files have been scanned in, it will alleviate the necessity to pull files to view the proceedings. . There were a few performance issues but we are trying to resolve these issues. We are tweaking a little bit here an a little bit there and are finding

other functions that should have been included in the program but were not thought of at the time of inception. It is still a work in progress, but we are near completion of the case management program. Only time will tell.

Also, we are currently working on Electronic Warrants as a companion to the Case Management System, along with a new e-filing program. We hope all is up and running before the end of summer.

Our county is also implementing Metatomix (JDX) Judicial Data Exchange. The Metatomix Judicial Data Exchange application provides real-time information exchanges between, Sheriff, Police, Courts, DA and Prosecuting Attorney to name a few. This process will automate manual processes, eliminate duplicate entry, improve data

quality and increase the efficiency and accuracy throughout the judicial process (i.e. - warrant processing, indictments, bond notification, arraignments etc.). The way I understand this is the Officer will enter his Incident report and provide this number to the Magistrate Judge requesting an arrest warrant. The Magistrate Judge then views the incident report in JDX. The Magistrate can then choose to submit the incident to the Magistrate Case Management System as the basis for creating a warrant. The Judge retrieves the warrant, finalizes the warrant with any additional information and marks the warrant approved. Then JDX monitors for approved warrants, will retrieve this warrant, and will send it to the agency that will serve it. Sounds good to me, can't wait to see it in action. □

Is This Your Courthouse?

Answers on page 7.



Budget Report

BUDGET PERIOD February 21, 2008 - April 24, 2008

Balance as of period ending February 20, 2008	\$8,110.37
Deposit for February 20, 2008	20.00
“ “ February 21, 2008	180.00
“ “ February 26, 2008	280.00
“ “ February 28, 2008	250.00
“ “ March 3, 2008	230.00
“ “ March 4, 2008	330.00
“ “ March 11, 2008	520.00
Returned ck Paulding Co. #128620	(-) 50.00
Returned Check Fee	(-) 7.00
Deposit for March 12, 2008	110.00
March 12, 2008 Bank credit for returned check	7.00
“ “ March 18, 2008 (includes \$50.00 from Paulding Co. #128959)	510.00
“ “ March 24, 2008	70.00
“ “ April 03, 2008	80.00
“ “ April 22, 2008	70.00
Bank Balance as of April 24, 2008	\$10,710.37



The Listserv....is ready to serve you!

We are setting up a listserv per the request of your Council and Advisor. The Listserv's purpose is to automatically send information out as well as provide interaction between all Magistrate Clerk/Secretary subscribers. For those of you who are not aware here are a few reasons to join listserv:

- 1) It's an inexpensive (free) way to interact with fellow Magistrates Court Clerks and discuss issues concerning your class of court,
- 2) Great way to seek out advice on unusual cases or cases you may have not experienced before and,
- 3) It's a quick way to send urgent notices that may otherwise require sending postcards, making long distance calls (faxes) and playing phone tag (remember the cost buildup).

The Council encourages you to subscribe to this list. It is convenient, informative, and not to mention, it can be used as a great reference in referring to past events. Subscribing takes one call or e-mail. Once you have subscribed, you will receive a welcome message, providing instructions on using the service

To subscribe to the Magistrate Listserv, please contact LaShawn Murphy, AOC, at (404) 651-6325 or via email at murphyla@gaaoc.us

Welcome aboard to all new subscribers!



Registration Letter

-MEMO

TO: Georgia Magistrate Court Clerks and Secretaries
 FROM: Lynda Hanscome, Ed.D., ICJE
 DATE: May 2008
 SUBJECT: 2008 CLERKS & SECRETARIES TRAINING

Please read this memo carefully.

ICJE is offering a 14-hour Clerks & Secretaries Seminar on December 3-5, 2008, at Savannah Marriott Riverfront Hotel in Savannah, GA. A registration form is attached. There is no fee for Clerks & Secretaries. However, you must complete and submit the registration form to be eligible to attend. Complete the form and return to ICJE immediately, as enrollment is limited. Keep a copy of everything you submit!

Registration information: When your registration is received, you will be sent a confirmation letter. You may then proceed to make your accommodation arrangements, if required. On the registration form, be sure to indicate which Track you wish to be enrolled in: Track A (General Curriculum) or Track B (Introduction to the Magistrate Court for New Clerks & Secretaries). If you do not indicate your preference, you will be placed in Track A.

Important: No Travel Expenses Will Be Reimbursed By ICJE
Group Rate at Savannah Marriott is \$125 per night (single/double)
Plus \$1.00 Occupancy Fee - Plus \$12.00 per day, self-parking fee

Questions? Call: Lynda Hanscome, 706-542-7401; email: lynda@icje.law.uga.edu or Jean Hughes, 706-542-7940; email: jean@icje.law.uga.edu ☐

We Have a Bestseller on our Hands

The Committee on Access and Fairness in the Courts maintains several publications relating to court issues that are helpful to citizens and court personnel. Most recently, we distributed over 5,000 Basic Rules of Court Conduct pamphlets within a month to courts across the state. The pamphlet is available in eight languages and provides helpful tips on court etiquette and security. The pamphlet is available online through the Committee website www.georgiacourts.org/agencies/gcafc/index.html

Anyone wishing to receive hard copies of the pamphlet may contact

Silvia A. Gaines, Program Manager at 404-463-3927 or via email gaines@gaaoc.us. (Orders are limited to 200 copies per language per order).

Languages Available:

Arabic, Chinese, French, Korean, Somali, Spanish, Vietnamese, English

Other publications available:

Brochures

*New publication: Georgia Committee on Access & Fairness in the Courts – provides an overview of the committee.

*Guide to Bias-Free Communication (Under revision)

*Interacting With Persons With Disabilities

*Court Conduct Handbook (Under revision)

Handbook

*A Meaningful Opportunity to Participate

Video

*Georgia Bailiffs: Diplomats in a Multicultural Society ☐

2008 MAGISTRATE COURT CLERKS & SECRETARIES REGISTRATION FORM

Return this form to ICJE, as soon as possible as enrollment is limited. Mailing address: ICJE, 123 Dean Rusk Hall, University of Georgia, Athens, GA 30602 OR Fax to: 706-542-4211. There is no registration fee but you must return the registration form to be eligible for enrollment. Questions? Call Lynda Hanscome at 706-542-7401 or E-Mail: lynda@icje.law.uga.edu <mailto:lynda@icje.law.uga.edu> OR Jean Hughes at 706-542-7940 or E-Mail: jean@icje.law.uga.edu <mailto:jean@icje.law.uga.edu>
Please Note: No Travel Expenses Will be Reimbursed By ICJE.

2008 REGISTRATION FORM

NAME: _____ TEL: _____

COUNTY: _____ SS# (last 4 digits only) _____

ADDRESS: _____

E-MAIL: _____

December 3 -5, 2008, Savannah Marriott Riverfront Hotel
(This is a three-day course; however, on Day 2 attendees must choose either Track A or Track B)

- .. Day 2-Track-A – General Curriculum
OR
- .. Day 2-Track-B – Introduction to Magistrate Court System for New Clerks & Secretaries
- o Please check here if we need to contact you regarding a physical or dietary need.

Important Input Requested From You!

1. Please suggest topics/questions that would be helpful.

2. Please suggest topics/questions that should be addressed for New Clerks & Secretaries.

3. To respond to your request for more Clerks-Training-Clerks, please indicate if you are willing to facilitate or assist in a unit of instruction in your seminar.

.. Yes! I will contribute and Lynda Hanscome may contact me at tel: _____

Celebrations

• **LaShawn Murphy**, Judicial Liaison Officer with the Administrative Office of the Courts celebrated a birthday on April 22. Word is she turned 30 for about the 5th time...

• **Aiden Garrett Desmond**, grandson of **Leslie Dukes** the Deputy Clerk in Fayette County, celebrated his first birthday on May 24, 2008. He had a wonderful birthday party. Leslie's son Mike (former detective for the Valdosta Police Department, he says hi to Joann) and wife Lisa were here visiting. They currently live in Baton Rouge, La. They were sent there after Hurricane Katrina by a federal government agency. They love the little town, which reminds

them of Athens, Georgia "Dog Country". Of course, now they live in LSU "Tiger Country" so it is a true rival during football season, since all of his friends there are LSU fans. I am hopefully, they will be returning to the Georgia area in a couple of years, and the grandparents will be able to spoil the little man. I am looking forward to the conference it should be a good time. It is a great location, thanks for picking it.

• **June Connie Holt** will take the position of President of the Council of Magistrate Court Judges during the summer quarterly meeting June 22-24, 2008. □

Notes...

• **Anne U. Gordon** was newly appointed as New Court Clerk for Cobb Magistrate Court February of 2008, we all very happy to have her as new Clerk.

• Address Change:
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The Reporter's Notebook
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