



The Reporter's

**DRAFT**

# Notebook

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:  
Darlyne 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:  
Freida 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

First I would like to introduce myself, I am Jo Anne Jones Clerk of the Lowndes County Magistrate Court. I started my career as an employee of the Justice of the Peace Court in Lowndes County in 1980. When the Justice of the Peace Court and the Small Claims Court merged, I became an employee of the Magistrate Court. In 1987 I was appointed as Clerk of the Magistrate Court and have held that position since.

I would like to thank each of you for electing me as your President for my second term. I would like to see the Council of the Magistrate Court Clerks become even stronger than we are today. With the ladies that were elected to serve with me, I feel that we can do this.

I would also like to thank Judge Connie Holt of Morgan County for her guidance that she has given our council the past two years. I have asked Judge Holt to continue to help our council out during my term of office. With the guidance that she gives us I feel that each of you will see a stronger council.

If you should need any help or information please feel free to contact any of us on board

## 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:  
Darlyne Seagroves, Effingham County

DISTRICT 2:  
Joyce Ray, Terrell County

DISTRICT 3:  
Carla Brown, Lee County

DISTRICT 4:  
Joy Wright, Rockdale County

DISTRICT 5:  
Vacant, (Board will Discuss)

DISTRICT 6:  
Jan Streetman, Upson County

DISTRICT 7:  
Freida Maynard, Whitfield County

DISTRICT 8:  
Tammy Underwood, Greene County

DISTRICT 9:  
Brenda Gramling, Cherokee County

DISTRICT 10:  
Cynthia Lewis, Burke County

# Magistrate Court Clerks and Secretaries Association Seminar Minutes • July 28, 2005

Attendance: 100 members present at business meeting

## **President Joanne Jones:**

Reported the attendance certificates will be handed out on Friday, July, 29, once the seminar has ended. If you should not receive one, then it will be mailed to you at a later date.

## **Secretary/Treasurer Donna Parker:**

The secretary briefly reviewed the meeting minutes from the previous seminar, which was held on Thursday, November 18, 2004 at Callaway Gardens, Pine Mountain, Georgia.

Financial report - ending balance \$8,811.65 as of July 27, 2005.

## **President Joanne Jones:**

Old business - none

Amendments to bylaws - old bylaws were read aloud, and then the amendments to the bylaws were read. President Jones asked if anyone had any questions. No questions were asked. There was a motion from the floor to pass all amendments. Motion was 2nd. Motion carried.

Regarding the executive committee (district members):

From District 1, Jennifer Lewis of Camden County had to step down from her position, she has accepted an appointment to become a judge,

and therefore, she could no longer serve as a member.

Motion to vote by show of hands - vote was in favor

## **Nominations for 2006/2007**

### **Officers:**

President: Joanne Jones and Darlyne Seagroves

Vice-president: Gayle Collins and Debbie Barron

Secretary/Treasurer: Donna Parker and Gayle Collins

*Donna Parker stated that she was grateful to be nominated, however she was not able to accept the nominations due to personal reasons.*

### **2006/2007 Officers:**

President: Joanne Jones

Vice-President: Debbie Barron

Secretary/Treasurer: Gayle Collins

### **Nominations for 2006 / 2007**

#### **Executive District Members:**

District 1: Darlyne Seagroves and Allison Crews

District 2: Joyce Ray and Debbie Coussart

District 3: Carla Brown

District 4: Joy Wright

District 5: vacant (board will discuss)

District 6: Jan Streetman

District 7: Freida Mann

District 8: Tammy Underwood

District 9: Brenda Gramling

District 10: Cynthia Lewis

## **2006/2007 Executive District Members:**

District 1: Darlyne Seagroves

District 2: Joyce Ray

District 3: Carla Brown

District 4: Joy Wright

District 5: vacant (board will discuss)

District 6: Jan Streetman

District 7: Freida Mann

District 8: Tammy Underwood

District 9: Brenda Gramling

District 10: Cynthia Lewis

## **Advisor:**

President Jones inquired if Judge Connie Holt would accept the position as advisor for another term. Judge Holt accepted and thanked all of the officers for serving the past term.

## **Secretary/Treasurer Donna Parker:**

Thanked everyone in the association for being so supportive of her during her term as secretary/treasurer for 2004/2005. She stated how much she had learned from her experience and appreciated everyone's help.

## **President Joanne Jones:**

Thanked everyone for attending the 2005 seminar.

Meeting adjourned.

Respectively submitted,  
Donna Parker  
Secretary/Treasurer

# Magistrate Court Clerks and Secretaries' Seminar

July 27-29, 2005, Brasstown Valley Resort, Young Harris, Georgia

## Program Schedule and Speakers

\*10-min. Stretch Breaks each day at 8:50, 11:00, 1:50 & 4:00. Nutrition Breaks at 9:50-10:10 & 2:50-3:10

### Wednesday, July 27, 2005

12:00 - 1:00 p.m.

#### REGISTRATION

#### Track A

1:00 - 1:50 p.m.

#### Unit

Abandoned Motor Vehicles

#### Instructors

A. Lewis

2:00 - 4:00 p.m.

Landlord Tenant Issues

L. Levenson; B. Anderson

4:10 - 5:00 p.m.

Fines and Fees

B. Bray; T. Pumphrey; V. Farness

#### Track B

1:00- 1:50 p.m.

New Clerks Unit

J. Wright

2:00- 2:50 p.m.

New Clerks Unit

J. Wright

3:10- 4:00 p.m.

New Clerks Unit

J. Wright

4:10- 5:00 p.m.

New Clerks Unit

J. Wright

### Thursday, July 28, 2005

7:00- 8:00 a.m.

*Light Nutritional Items*

8:00- 9:50 a.m.

PreWarrant App. & Hearings–Role Plays

J. Jones

10:10-11:00 a.m.

Transfers and Appeals

C. Holt

11:10- 12:00 N

Clerks/Secretaries' Association Meeting

12:00- 1:00 p.m.

Group Lunch

1:00- 2:50 p.m.

Personal Security for Clerks

N. Hylton

3:10- 5:00 p.m.

Panel of Experts–Q&A

(D. Parker; G. Collins; J. Wright; A. Lewis)

### Friday, July 29, 2005

8:00- 9:00 a.m.

*Light Nutritional Items*

9:00- 12:00

Jury of Her Peers–Discussion of the Drama

L. Hanscome

**Program Coordinator: Dr. Lynda Hanscome, ICJE**

#### The 4 Cs of Classroom Conduct:

*The Magistrate Court Training Council & the Institute of Continuing Judicial Education have adopted the following conduct guidelines for all training sessions:*

1. Children are not to be in classroom
2. Cellular telephones & pagers are to be turned off (or set at vibrate)
3. Conversation (specifically table chats) are to be avoided
4. Clothing should be suitable for a member of the judiciary





# Notes from AOC Research

The Administrative Office of the Courts' Research Division is striving to collect 100% of caseload reports for calendar year 2005. As of the month of October, the Division has collected 89% of the caseload for the first and second quarters of the year. The Research Division strongly believes the Magistrate Courts can achieve 100% submission by the fourth quarter due date.

Caseload reporting is the quarterly compilation of information on warrants, hearings, cases, and rev-

enues of the courts. This form of data collection is important because it serves as a basis for determining budget support for additional resources such as funding and personnel. It is also a source for determining caseload trends which may assist in grant application support.

The Research Division understands the various challenges of data collection and submitting caseload reports. For this reason we are available to assist you and your court as necessary. If your

county requires assistance from our staff, please notify us in a timely manner to allow our office to make arrangements accordingly.

The Division would like to extend its sincerest thanks to you, the Magistrate Court Judges and Clerks, for your continued participation in this annual process. The Division would also like to thank the Council of Magistrate Court Judges' Executive and Internal Affairs Committees for being proactive in encouraging 100% caseload participation.

Quarterly Report	Submit to AOC by	Date Published
1st Quarter January 1 - March 31	April 28	May 15
2nd Quarter April 1 - June 30	July 31	August 15
3rd Quarter July 1 - Sept 30	October 31	November 15
4th Quarter October 1 - Dec 30	January 31	February 15

## How to Submit Reports

### Mail:

Administrative Office of the Courts  
244 Washington Street, S.W. Suite 300  
Atlanta, Georgia 30334

**Fax:** (404) 651-6449

**Online:** <http://caseload.gaaoc.us/>  
(Please contact research staff for user name and password information)

## 2005 Magistrate Salary and Personnel Survey

Please note that salary surveys were due in September. The information compiled from the survey often plays a vital role in gaining additional judicial staff, funding for equitable compensation and addressing other needs in the court. Each survey submission truly counts. If you have not submitted your information, please send it to the Research Division using the abovementioned contact information. Salary forms are available upon request. Thank you.

### Caseload and Salary Survey Contacts

Bernadette Smith (primary contact)  
(404) 463-5219  
smithb@gaaoc.us

Ebone' Richardson  
(404) 436-4245  
richarde@gaaoc.us

## From Your Advisor

**DRAFT**

**O**n July 27, 2005, the Council of Magistrate Court Clerks and Secretaries annual seminar was held at Brasstown Valley Resort, in Young Harris, with approximately 100 clerks and secretaries in attendance.

As a member and representative of the Magistrate Courts Training Council and the advisor of the Council of Magistrate Court Clerks and Secretaries, I was very pleased at the response and participation of all who attended the seminar. The program was excellent as Dr. Lynda Hanscome for ICJE works so very hard to make sure that all of you have a very educational and informative program. She did a great job as always. Thank you Dr.

Hanscome for all of your hard work.

There are some new Officers and District Members on the Executive Committee for the New Year. With you all working together, the Council of Magistrate Court Clerks and Secretaries will have more of a voice in what direction you want your council to go and become a much stronger Organization.

I was honored to be asked to serve as your council's advisor once again. I look forward to working with all of you and assisting you in any way that I can.

Sincerely,  
Connie Holt

# NOTICE

Please share this newsletter with all of the court clerks. Also, submit any articles, news, announcements, photographs etc. to the advisor for inclusion in the next newsletter.

Judge Holt can be reached at  
706-342-3088 or  
cholt@morganga.org



*The Reporter's Notebook*

244 Washington Street, Suite 300  
Atlanta, GA 30334