

The Reporter's  
*Notebook*



The Official Newsletter of Georgia's  
**Magistrate Court Clerks**

**Executive Committee, 2013-2015**

President

Carla Brown, Lee County

Vice President

Cynthia Kelly, Burke County

Secretary-Treasurer

Cheryl McMillan, Charlton County

Immediate Past President

Vacant

**Executive District Members, 2013-2015**

DISTRICT 1

Kay Reese, Tattnall County

DISTRICT 2

Amanda Rowe, Berrien County

DISTRICT 3

Jackie Norman, Lee County

DISTRICT 4

Mallory Minor, Rockdale County

DISTRICT 5

Cicely Barber, Fulton County

DISTRICT 6

Stacey Carr, Carroll County

DISTRICT 7

Monika Welchel, Bartow County

DISTRICT 8

Lisa Hudson McCard, Ben Hill County

DISTRICT 9

Jennifer Alday, Dawson County

DISTRICT 10

Dena Daniels, McDuffie County

# Table of Contents

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Greetings from the President and Vice-President.....	2
From Your Advisor .....	3
Committee and District Representative Members .....	4
eCourt Reporting Policies .....	6
Fulton County Family Law Clinic Expands .....	6
New Online Service Facilitates Filing in Magistrate Courts.....	7
Council of Magistrate Court Clerks Meetings .....	9
Council of Magistrate Court Clerks Budget Report .....	10
The Listserv...Is Ready To Serve You! .....	11
In The News .....	12
ICJE: 12 Hour Magistrate Court Clerks Course.....	14
Nominating Committee Report .....	15
Membership Dues .....	16
Personnel Change Form.....	17

Marla S. Moore  
Director

LaShawn Murphy  
Editor

Derrick B. Bryant  
Designer

## Greetings from the President

Greetings,

**H**ope everyone is ready for some fall weather. I know I am, as I write this letter on the 15th of September and it is 90 degrees outside. It is hard to believe that this year is almost over and a new year will be upon us soon.

We had a great time at Jekyll Island this year for training. I know I learned a lot. Thank you to all our facilitators. We had over 100 in attendance at our training! A big thank you goes out to Tiffany Sargent, ICJE for putting it all together. Next year's training will be held at Lake Lanier, June 18-19, 2015, so mark your calendar. Please note elections will be held during this meeting.

The Executive Committee will meet in January to put together ideas on the upcoming training. If you have any suggestions, please let your voice be heard by contacting me or one of the other executive council members. Let us know what you would like to have taught or even ideas on how to improve our Council.

I could not do the job as president without everyone's help on the Executive Committee and all of you that make our Council the best. I would like to say "Thank You" for all you do and the help that is given to me as the President. Judge Holt, there are no words that I could say to express my gratitude for all the help and the guidance that you have given to me and the Council of Magistrate Clerks.

Have a safe remainder of the year and I will talk to you later.

Carla Brown  
President

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## Greetings from the Vice-President

**H**ope everyone had a great summer. I want to thank you all for electing me to serve as your Vice President for two more years. I look forward to working with each and every one to ensure that the clerks' training is a success. Hope that everyone likes their certificate, maybe next year we can come up with something a little different. Be safe and see you all next year at our yearly meeting.

Thanks,

Cynthia D. Kelly  
Vice President

## From Your Advisor:

Hello, I hope everyone is doing well and is enjoying this beautiful fall weather. I hope all of you that attended our Annual Clerks Training and Council of Magistrate Court Clerks meeting enjoyed Jekyll Island and the training. We really had a great crowd, excellent instructors and presenters. If you didn't get to attend, you really missed a great meeting and fellowship with some wonderful clerks and judges.

As you know, Dr. Lynda Hanscome retired in January and Tiffany Sargent took her place at ICJE. She did such an excellent job with coordinating all of our training and instructors. The Jekyll Island Club was wonderful, as was the food! We all gained a lot of good information and made new friends. Tiffany will be planning the meeting for us next year that is scheduled to be held at Lake Lanier Islands, June 18th and 19th, 2015. Make your plans to attend; it will be an election year for the Council, so please be thinking about nominations for Officers and District Representatives.

Your Executive Committee will be hard at work working on the curriculum for next year with Tiffany Sargent and Rich Reaves of ICJE. They plan to meet in Athens, sometime in January. All of you will receive your registration material sometime early in January 2015, for our training at Lake Lanier. Be sure you plan to get your paper work filled out and get your registration in.

With the Holidays soon to be upon us, I want to wish you all a very Happy Holiday Season and a safe one.

Thanks to each and every one of you, for all you do for your Judges. If it were not for you, we could not do our jobs. Remember, you are the backbone of the Magistrate Courts.

Well, that's all for now. I really look forward to seeing you at Lake Lanier Islands.

Connie Holt  
Chief Judge  
Magistrate Court  
Morgan County



Morgan County Courthouse

# Council of Magistrate Court Clerks and Secretaries 2013-2015 Officers & District Representatives

**Carla Brown**, President • Lee Co. Magistrate Court • P.O. Box 522  
Leesburg, GA 31763 • 299-759-6016  
cabrown@lee.ga.us

**Cynthia Kelley**, Vice President • Burke Co. Magistrate Court • P.O. Box 1375  
Waynesboro, GA 30830 • 706-554-8750  
cynthia1375@burkecounty-ga.gov

**Cheryl McMillan**, Secretary/Treasurer • Rockdale Co. Magistrate Court • P.O. Box 289  
Conyers, GA 30012 • 770-278-7800  
gamagistratejudge@hotmail.com

## **President:**

Judge/Clerk Carla Brown, Lee Co.  
PO Box 522  
Leesburg, GA 31763  
Work: 229-759-6016  
cabrown@lee.ga.us

## **Vice President:**

Judge/Clerk Cynthia Kelley, Burke Co.  
PO Box 401  
Waynesboro, GA 30830  
Work: 706-554-4281  
cynthia1375@burkecounty.ga

## **Secretary-Treasurer:**

Judge/Clerk Cheryl McMillan, Charlton Co.  
1520 Third St, Suite B  
Folkston, GA 31537  
Work: 912-496-2617  
gamagistratejudge@hotmail.com

## **District 1:**

Kay Reese, Chief Deputy Clerk: Tattnall Co.  
PO Box 513  
Reidsville, GA 30453  
Work: 912-557-4372  
magkayreese@yahoo.com

## **District 2:**

Amanda Rowe, Clerk: Berrien Co.  
201 N Davis Street, Suite 250  
Nashville, GA 31639  
Work: 229-686-7019  
amanda.rowe@windstream.net

## **District 3:**

Jackie Norman, Deputy Clerk: Lee Co.  
PO Box 522  
Leesburg, GA 31763  
Work: 229-759-6016  
jnorman@lee.ga.us

## **District 4:**

Mallory Minor, Deputy Clerk III: Rockdale Co.  
PO Box 289  
Conyers, GA 30012  
Work: 770-278-7800  
mallory.minor@rockdalecounty.org

## **District 5:**

Cicely Barber, Esq. Court Administrator/Chief Clerk: Fulton Co.  
185 Central Avenue, Suite T G 800  
Atlanta, GA 30303  
Work: 404-612-0758  
cicely.barber@fultoncountyga.gov

## **District 6:**

Jan Streetman, Senior Clerk: Upson Co.  
PO Box 890  
Thomaston, GA 30286  
Work: 706-647-6891  
jstreetman@mail.com

**District 7:**

Monika Welchel, Chief Clerk: Bartow Co.  
112 Cherokee Avenue Suite 101  
Cartersville, GA 30120  
Work: 770-387-5070  
welchelm@bartowga.org

**District 8:**

Judge/Clerk Lisa Hudson McCard, Ben Hill  
Co.  
255 Appomattox RD, PO Box 1163  
Fitzgerald, GA 31750  
Work: 229-426-5140  
magistrate1@benhillcounty.com

**District 9:**

Kathy Bruce, Clerk: Pickens Co.  
50 North Main Street  
Jasper, GA 30143  
Work: 706-253-8747  
kbruce@pickenscountygga.gov

**District 10:**

Lena Travis, Deputy Clerk: Burke Co.  
PO Box 401  
Waynesboro, GA 30830  
Work: 706-554-4281  
ltravis@burkecounty-ga.gov



Seated: Cynthia Kelley, Burke Co. Vice President, Carla Brown, Lee Co. President Kathy Bruce, Pickens Co. District 9

Standing: Jan Streetman, Upson Co. District 6, Kay Reese, Tattnall Co. District 1, Cheryl McMillian Charlton Co. Secretary Treasurer, Lisa Hudson McCard, Ben Hill Co. District 8, Stacey Askew, Nominating Committee Chair, Judy Clay, Nominating Committee, Jackie Norman, Lee Co. District 3, Lena Travis Burke Co. District 10, Amanda Rowe Berrien Co. District 2, Mallory Minor, Rockdale Co. District 4

Not pictured: Monika Welchel, Bartow Co. District 7, Cicely Barber, Fulton Co. District 5

## **eCourt Reporting Policies, Fee Schedule Approved by Judicial Council**

**R**evised policies and fee schedule for court reporting services in criminal cases were adopted by the Judicial Council at its September meeting. The Council's action largely concludes a three-year effort to detail guidelines and best practices to assist judges and county governing authorities accurately and cost effectively preserve records of court proceedings.

The Judicial Council defines and regulates the practice of court reporting in state trial courts. Production of the official court record is an essential business process contributing to court users' access to and fairness in Georgia courts, and each court has the responsibility to manage that process. The revised policies address the need to maintain business continuity of court proceedings, modern technology to encourage efficiency, and accountability for costs to county governments.

The Council adopted an update to the Official Court Reporters' Fee Schedule which prescribes rates payable to non-salaried court reporters for court attendance, specialized services, and transcript production. The new schedule will apply to court cases filed after January 1, 2015.

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## **Fulton County Family Law Clinic Expands Help for Self-represented Litigants**

**T**he Superior Court of Fulton County Family Division, in partnership with Atlanta's John Marshall Law School (AJMLS) and the Georgia Hispanic Bar Association (GHBA), is piloting a new project designed to address the growing need for legal assistance for the self-represented individuals in family court. The Fulton County Family Law Clinic (FLC) will provide legal services to low-income litigants, including non-English speakers, involved in family matters.

The clinic, which started operation in September, will be held each Tuesday and Wednesday from 9:00 a.m. to 2:00 p.m. in the Family Law Information Center in the Fulton County Justice Center.

Under the direction of professor, attorney and GHBA member, Bernadette Olmos, third-year law students at JMLS will be actively engaged throughout the year in interviewing clients, completing child support worksheets, assisting unrepresented litigants with paperwork for simple divorces, name changes and legitimization, and representing clients at status conferences, mediations, uncontested hearings and TPO hearings.

## Fulton County Family Law Clinic Expands Help for Self-represented Litigants cont.

This project will extend the current assistance offered by the Family Law Information Center allowing for litigants to receive additional support and serves a two-fold purpose. Law students gain hands-on experience dealing with clients and litigants without resources, and sometimes with language barriers, receive valuable help navigating the court system. “The Family Law Clinic is a win/win for the school, the court, and the citizens of Fulton County,” said Renata Turner, AJMLS Assistant Dean of Pro Bono and Experiential Learning.

According to Yolanda L. Lewis, District Court Administrator, “The addition of a new, innovative clinic reinforces the Superior Court’s commitment to community engagement. This project is a natural extension of our pledge to promote public awareness to the mechanisms available to those truly in need.”

Deputy Chief Judge Wendy Shoob noted, “Through such partnerships, the Superior Court has the opportunity to demonstrate to the law students the value of using one’s legal skills to meaningfully assist people within their community. In addition, being able to practice in a court setting is an invaluable learning opportunity that helps prepare students for future practice.”

“The GHBA is honored to partner with the Fulton County Superior Court Family Division and AJMLS in such a worthwhile endeavor. This is an undertaking that will directly address a need in underrepresented communities while providing the law students, many of whom are minorities, with a priceless opportunity to develop legal skills and experience first-hand the value of community service. The project falls squarely within GHBA’s mission and we hope to continue this partnership for years to come,” said Ana Maria Martinez, President, Georgia Hispanic Bar Association.

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## New online service facilitates filing in Magistrate Courts

**T**he Georgia Council of Magistrate Court Judges (CMagCJ) is now offering attorneys and self-represented litigants the opportunity to use a free online service to complete an interview, generate the applicable forms and electronically file court forms. Filings created online may also be submitted by mail or in person for any magistrate court in the state. The Magistrate Courts Free Forms Generator, powered by the Tyler Technologies, Inc. Odyssey Guide & File solution, can be accessed on the CMagCJ website.

The Magistrate Free Forms Generator, which debuted in August, walks users through the process of filing or responding to cases involving General Statement of Claim,

## New online service facilitates filing in Magistrate Courts cont.

Answer and Counterclaim to a Statement of Claim, Dispossessory Warrant Request by a Landlord, and Answer and Counterclaim to a Dispossessory Affidavit using an “interview” process.

Since it became available, 365 users from Georgia have visited the Forms Generator; a total of 554 sessions have been recorded from states as far away as Colorado and California.

“The Council of Magistrate Court Judges has been brainstorming ways to help the public and, specifically, the self-represented litigant group for several years now,” said Sharon Reiss, executive director of the Georgia Council of Magistrate Court Judges. “Magistrate court was designed to be the people’s court and, especially since the economic downturn, we have seen even more self-representation. In an effort to gain more uniformity, education, and efficiencies within our courts, we wanted to develop a free service that would make our forms not only easier to fill out, but also more complete so that judges had all the information about a case before court.”

The Council of Magistrate Court Judges is the first Tyler client to roll out interviews statewide through a Web portal and via mobile technology. Georgia’s 159 magistrate courts will also be able to offer in-house access to the guided filing process, without additional strain on employees, through use of kiosks. Each year, Georgia’s magistrate courts exceed 500,000 filings.

“Tyler is proud to assist the Magistrate Court to expand access to justice across all Georgia counties with an easy-to-use solution that helps self-represented litigants; they are a leader in leveraging this rapidly expanding way to increase access to justice while at the same time improving court efficiencies,” said Bruce Graham, president of Tyler’s Courts & Justice Division. “The Georgia Council of Magistrate Court Judges is providing a tool that will streamline court processes and improve service to constituents, and we look forward to helping them succeed.”

Odyssey Guide & File allows users to develop interviews and provide relevant, informative content that can result in a reduction of erroneous filings and staff time answering pro se questions. As a cloud-based solution, self-guided interviews are published and accessed from the court’s website, providing flexibility for self-represented litigants to complete the interview anytime, from anywhere. Other early adopters of Odyssey Guide & File include the South Dakota Unified Judicial System; the State of Idaho Judicial Branch; Eighth Judicial District Court in Las Vegas; and the Second Judicial District court in Albuquerque, New Mexico.

## Council of Magistrate Court Clerks Meetings

President Carla Brown called the meeting to order and welcomed everyone in attendance. Council Officers and District Representatives were introduced as follows:

President: Judge Carla Brown, Lee County  
Vice President: Judge Cynthia Kelly, Burke County  
Secretary/Treasurer: Judge Cheryl McMillan, Charlton County  
Advisor: Judge Connie Holt, Morgan County

District 1: Kay Reese, Tattnall County  
District 2: Amanda Rowe, Berrien County  
District 3: Jackie Norman, Lee County  
District 4: \*VACANT\*  
District 5: Cicely Barber, Fulton County  
District 6: Jan Streetman, Upson County  
District 7: Monika Welchel, Bartow County  
District 8: Lisa McCard, Benhill County  
District 9: Kathy Bruce, Pickens County  
District 10: Lena Travis, Burke County

Judge Carla Brown requested all new clerks in attendance to stand and welcomed them.

### **Minutes and Budget Report**

Cheryl McMillan, Secretary/Treasurer read the minutes from the 2013 meeting and gave the financial report. The minutes were approved, motioned by Lillis Brown and seconded by Lisa McCard. The budget was read and approved, motioned by Jackie Norman and seconded by Lillis Brown.

### **Election Report**

Stacy Askew stated that some Representatives had to resign and she thanks everyone who stepped up and filled those positions. She reminded everyone next year will be an election year. We still need a District 4 representative.

### **Old Business**

Carla Brown recommended that the clerks join the listserv. She also thanked everyone who stepped up and filled the vacant positions.

### **New Business**

Carla Brown reminded everyone to pay their clerk dues; they are \$15.00 per clerk. She encouraged all the clerks from every County to attend the Clerks Training. Judge/Clerks were also invited to attend the training. Next year the training will be held at Lake Lanier on June 18th and 19th, 2015.

Door prizes were given out. The winners were:

Ms. Regina McClurg  
Mr. David Rodriguez  
Judge Ashley Thornton  
Ms. Mary Elizabeth Selph  
Ms. Debra V. Fleeman  
Judge Sarah D. Torbert  
Judge Chandra Jarrard

Meeting Adjourned

# Council of Magistrate Court Clerks 2014 Budget Period

**JANUARY 1, 2014 THROUGH OCTOBER 2, 2014**

## 2014 Budget

01-01-2014 Beginning Balance	\$6,928.90
January Deposits	\$165.00
01-13-2014 Debit Card Transaction Fed-Ex	\$33.25
<b>Balance</b>	\$7,060.65
February Deposits	\$1,095.00
02-05-2014 Check# 1001/Secretary State for Inc. Fee	\$85.00
<b>Balance</b>	\$8,070.65
March Deposits	\$450.00
<b>Balance</b>	\$8,520.65
April Deposits	\$405.00
<b>Balance</b>	\$8,925.65
May Deposits	\$0.00
June Deposits	\$0.00
06-18-2014 Debit Card Transaction/Big Lots for Door Prizes	\$130.45
<b>Balance</b>	\$8,795.20
July Deposits	\$255.00
07-25-2014 Check # 1002 / Payable to Cynthia Kelly Reimbursement for Certificate Paper	\$12.78
07-26-2014 Debit Card Transaction/Staples for Envelopes	\$26.74
07-31-2014 Debit Card Transaction/USPS for Postage for Clerks Certificates	\$72.80
<b>Balance</b>	\$8,937.88
August Deposits	\$0.00
September Deposits	\$30.00
<b>Balance</b>	\$8,967.88
10-02-2014 Check # 1003 / Payable to ICJE for Clerks Luncheon	\$3,622.74
<hr/> <b>Balance as of 10-15-2014</b>	\$5,345.14



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

**T**he Magistrate Clerks' 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 (no-cost) 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 [lashawn.murphy@georgiacourts.gov](mailto:lashawn.murphy@georgiacourts.gov).

Welcome aboard to all new subscribers!

## In the News...

### **Hello from Athens-Clarke County Magistrate Court!**

Things have been really hopping around here. We are getting ready to release the RFP for our new case management system and are super excited about the possibilities. Congratulations to our Chief Magistrate Patricia Barron, she received the Excellence in Judicial Training Award from the Institute of Continuing Judicial Education.

I'll be working with Stacey Askew on the nominating committee. You can contact me at any time by email at: [Judith.Clay@athensclarkecounty.com](mailto:Judith.Clay@athensclarkecounty.com) or phone at 706-613-3310 ext.6278.

Judy Clay, Clerk of Court  
Athens-Clarke County Magistrate Court

### **Colquitt County Magistrate Court**

The new clerk in Colquitt County is Ms. Sandra Robinson.

### **Lee County Magistrate Court**

Leesburg, Georgia

Hope all in our district are doing well! I believe we are all looking forward to the cooler fall weather that will hopefully arrive soon. We thank all of our military for their service and pray for their continued safety during their duty; especially Judge Jim Thurman's son Josh and Judge Brown's son Matt who have returned safely from duty. Matt is currently enrolled at Georgia Southwestern and studying International Business. Judge Brown's oldest son Gil has achieved becoming a fireman/paramedic and is employed with Goldstar in Americus, Georgia.

One of our constables Johannes Meens recently returned from a trip to the Dominican Republic. Ms. Jackie Norman's family has increased the population of Lee County by three; her son Matt and wife Shay are proud parents of a son, Brooks born on June 27th. Her daughter Deanna and husband Danny are the parents of twins, daughter Madeline and son Trey, born August 13th. Jackie is now "mamaw" to four grandchildren and loving every minute of it.

Lee County is proud to be called the home of celebrities, Luke Bryan, Buster Posey, Phillip Phillips and Carly Mathis and continue to cheer them on with all their accomplishments.

### **Morgan County Magistrate Court**

Good Day to all,

All of us here at the Magistrate Court of Morgan County hope you are well and enjoying the beautiful fall weather. We have been really busy and know you are as well.

We wanted to let you know, that Hope Ward, long time Deputy Clerk and friend, is no longer working in our court. Hope decided to move on, after 14 years of service with the Court, and move to another county with her sister. She will be terribly missed by all of us. We continue to send our love, encouragement and best wishes to her.

## In the News cont.

We now have the task of hiring a new deputy clerk for the office, which will be hard finding the right person to fit in our little family. We will notify you when the new Deputy Clerk is hired.

We are glad Hope came to the Clerks Training in Jekyll Island; we enjoyed it so much, especially seeing all of our friends and meeting new ones. The Jekyll Island Club was beautiful and training was great; we look forward to seeing all of you again in Lake Lanier next summer. Lucinda, Amy, Jennifer and Connie

### **Seminole County Magistrate Court**

Please welcome Ms. Amanda Helms who started with the Seminole County Magistrate/ Probate Court, June 19, 2014. She was raised in Seminole County and now she and her husband live in Miller County.

### **Sumter County Magistrate Court**

Ms. Joy Marchbanks has joined the staff of the Magistrate Court of Sumter County, replacing Clerk, Connie Johnson; who was appointed Chief Magistrate upon the retirement of Judge Shirley Duke. Joy has served seven years as Deputy Clerk of Superior Court and brings to us experience and knowledge of the Court System which will be a great asset to our Court. Joy is a Wife, Mother, and Grandmother which is a common thread in our office and true to her name; it is a "joy" to have her!

### **Whitfield County Magistrate Court**

The new Clerk of Court in Whitfield County is Ms. Ethel Addis additionally Donna Hardin and Tosha Haynes joined the staff as well. Please help us welcome them. Also a big congratulation to Ms. Gayle Gazaway, former Clerk of Court is now a Magistrate Judge.



Seminole County Courthouse

# AGENDA

## ICJE: 12-Hour Magistrate Clerks Course

June 19-20, 2014

Jekyll Island Club Hotel, 371 Riverview Drive, Jekyll Island, Georgia 31527

<b>Thursday, June 19, 2014 (8 a.m. – 5 p.m.)</b>			
<u>Time</u>	<u>Unit</u>	<u>Instructor</u>	<u>CLE (if any)</u>
7:15-8	<i>Registration &amp; Light Food Items (Outside of meeting room)</i>		
8-10	Types of Civil Filings and Other Critical Civil Information	Judge Allen Wigington	1.6
10-12 N	GCIC CCH & Record Restriction	Ms. Tina Abernathy	1.6
12-12:30	<i>Council of Magistrate Court Clerks Business Meeting</i>		
12:30-1:30	<i>Group Lunch (Grand Dining Room – On Site)</i>		
<b>***There are two tracks to choose from for 1:30-4. General Session resumes for everyone at 4.***</b>			
<b>Track 1: New Clerks (Space is limited.)</b>			
1:30-4 Room: Crane Library	New Clerks Track	Judge Carla Brown (Clerk) Judge Lisa McCard (Clerk) Ms. Stacey Askew (Clerk) Ms. Jackie Norman (Clerk)	
<b>OR</b>			
<b>Track 2: General Session</b>			
1:30-3	Deposit Account Fraud & Pre-warrant Criminal Applications	Judge Amos Sheffield Ms. Leslie Johnson	1.2
3-4	Record Retention for Magistrate Courts	Judge Robert Turner	.8
4-5	Transfers and Appeals	Judge Amos Sheffield	.8
<b>Friday, June 20, 2014 (8 a.m. – 12:30 p.m.)</b>			
7:15-8	<i>Light Food Items (Outside of meeting room)</i>		
8-10	Garnishments	Judge Shawn Bratton	1.6
9-10	New Legislation Impacting Magistrate Court	Judge Alan Harvey	.8
10-11	Best Practices & Procedures for Magistrate Court Clerks	Interactive Session for Participants with Moderator: Judge Connie Holt	.8
11-12:30	Panel of Experts (Advance Questions)	Moderator: Judge Connie Holt Judge Carla Brown (Clerk) Ms. Stacey Askew (Clerk) Ms. Amanda Rowe (Clerk)	

This Course offers a maximum of 9.2 Mandatory Continuing Lawyer Education credits.  
To purchase CLEs, follow instructions on the enclosed form which is provided for your convenience.

### Questions?

Contact Rich Reaves at [rich@icje.law.uga.edu](mailto:rich@icje.law.uga.edu) or 706-369-5836 or  
Tiffany Sargent [tiffany@icje.law.uga.edu](mailto:tiffany@icje.law.uga.edu) or 706-369-5807

# Nominating Committee Report

Hello everyone,

We did it! All of the Executive Committee and District Representatives positions are now filled. Judy Clay, Athens-Clarke Co., has joined the nominating committee. If anyone is interested in participating, please let me know. Training was great; I look forward to seeing everyone in the upcoming year.

Election year 2015 is fast approaching. Each position will be open for nominations.

**President:** Carla Brown, Lee County

**Vice-President:** Cynthia Kelley, Burke County

**Secretary-Treasurer:** Cheryl McMillian, Charhon County

District 1: Kay Reese, Tattnall Co.

District 2: Amanda Rowe, Berrien Co.

District 3: Jackie Norman, Lee Co.

District 4: Mallory Minor, Rockdale Co.

District 5: Cicely Barber, Fulton Co.

District 6: Jan Streetman, Upson Co.

District 7: Monika Welchel, Bartow Co.

District 8: Lisa Hudson McCard, Ben Hill Co.

District 9: Kathy Bruce, Pickens Co.

District 10: Lena Travis, Burke Co.

Stacey W. Askeew, Nominating Committee Chair

Clerk of Court

Dooly Co. Magistrate Court

229-268-4324

[doolymagclerk@yahoo.com](mailto:doolymagclerk@yahoo.com)



Dooly County Courthouse

# Membership Dues

## COUNCIL OF MAGISTRATE COURT CLERKS AND SECRETARIES

PO BOX 289  
CONYERS GA 30012  
(770) 278-7800  
FAX: (770) 278-8915  
EMAIL: gamagistratejudge@hotmail.com

MEMBERSHIP DUES FOR 2014 ARE \$15.00 ANNUALLY PER PERSON  
(Please remit to the above address A.S.A.P.)

COURT NAME: \_\_\_\_\_

COUNTY: \_\_\_\_\_

CONTACT PERSON/NAME & TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

NAME & TITLE OF CLERKS, DEPUTY CLERKS, & SECRETARIES:

- 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_
- 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_
- 7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_

If you need more space, duplicate this form.

AMOUNT REMITTED \_\_\_\_\_

\_\_\_\_\_  
Cheryl McMillan,  
Secretary-Treasurer

THE ADMINISTRATIVE OFFICE OF THE COURTS  
SUITE 300  
244 WASHINGTON STREET, S.W.  
ATLANTA, GEORGIA 30334-5900  
404-656-5171  
FAX: 404-651-6449

**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.

CHIEF MAGISTRATE  SENIOR MAGISTRATE  MAGISTRATE   
CHIEF CLERK  DEPUTY CLERK  CLERK  CONSTABLE

COUNTY \_\_\_\_\_

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

PHONE(\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

GENDER: Female  Male   FULL-TIME  PART-TIME

ATTORNEY: Yes  No

ELECTION/APPOINTMENT DATE: \_\_\_\_\_ TERM from \_\_\_\_\_ to \_\_\_\_\_

REAPPOINTMENT: Yes  No  TERM from: \_\_\_\_\_ to \_\_\_\_\_

Replacing someone? \_\_\_\_\_ If So, Who? \_\_\_\_\_

Has this person ever served as a magistrate? If so, when and in what county? \_\_\_\_\_

(Optional) Are you Spanish/Hispanic/Latino Yes  No

(Optional): RACE African American (Black)  Asian \ Pacific

Euro American (White)  American Indian or Alaska Native

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

Submitted by: NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

(AOC – 2013)

Council of Magistrate Court Clerks  
Administrative Office of the Courts  
244 Washington Street, SW • Suite 300  
Atlanta, Ga. 30334