

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

Jan Streetman, Upson County

DISTRICT 7

Monika Welchel, Bartow County

DISTRICT 8

Vacant

DISTRICT 9

Kathy Bruce, Dawson County

DISTRICT 10

Lena Travis, Burke County

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Marla S. Moore
Director

LaShawn Murphy, Mallory Minor
Editors

Derrick B. Bryant
Designer

Greetings from the President

Greetings,

Hope you are having a great New Year. It is hard to believe that we are already into a fourth month in 2015. Boy, time flies when you are having a good time or just getting older. I haven't figured out which one it is with me.

Clerk's training is scheduled for June 18th and 19th at Lake Lanier Island. Hope to see you all there. In January, the executive committee met along with Tiffany and Kathy from ICJE to plan the training. We had a great turnout for the planning session with lots of great topics discussed.

Remember this is an election year. Please let Stacey Askew in Dooly County or Judy Clay in Athens-Clarke County know if you would like to run for any position. Mallory Minor in Rockdale County has taken over the Reporter's Notebook. Thank you Mallory for taking on the task.

Please remember to pay your dues for the Council of Magistrate Court Clerks, Inc. If you haven't, please contact Cheryl McMillan in Charlton County. Remember it is just \$15.00 per clerk and/or deputy clerk in each office. The dues help pay for our training. Please remember that we changed our name and we are no longer the Council of Magistrate Court Clerks and Secretaries. We are the Council of Magistrate Court Clerks, Inc.

Hope to see you all in June at Lake Lanier for some great learning and fellowship time. See you all soon,

Carla Brown
President



2015 ICJE Announcement

Greetings from the Institute of Continuing Judicial Education! Have you registered for the 2015 Magistrate Court Clerks' Training? In early January, the ICJE emailed the 2015 Sign-up Packet to those clerks that attended in 2014. If you didn't receive the packet, please contact Tiffany Sargent tiffany@icje.law.uga.edu or Kathy Adams kathy@icje.law.uga.edu and we will be happy to email it to you. Once we receive your Sign-up Form and \$125 Yearly CJE Support Fee, your confirmation letter will be emailed to you. We have included a tentative schedule below for your convenience.

Thursday, June 18

Registration	7:15 – 8:00 a.m. (outside of meeting room)
Class	8:00 a.m. – 12:00 Noon
Clerks Council Meeting	12 Noon – 12:30 p.m.
Group Lunch (pre-set menu)	12:30 p.m. – 1:30 p.m.
Class	1:30 p.m. – 5:00 p.m.

Friday, June 19

Class	8:00 a.m. – 12:30 p.m.
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The 2015 Magistrate Court Clerks' Training will be held at the Legacy Lodge & Conference Center in Buford, Georgia. You may visit their website here: <http://www.lakelanierislands.com/accommodations/lodge> and watch their in-room video here: <http://youtu.be/j4Ca7giOSx8>. Rates start at \$155 per room per night plus state tax based on single/double occupancy. Group rates will be extended three days prior and three days after our conference so this would be a great opportunity to build your family vacation around this comprehensive training!

Kathy Adams – 706-369-5813 – kathy@icje.law.uga.edu

Tiffany Sargent – 706-369-5807 – tiffany@icje.law.uga.edu



Lake Lanier Island

Council of Magistrate Court Clerks 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 • Charlton Co. Magistrate Court
1520 Third Street, Suite B, Folkston, GA 31537 • 912-496-2617
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, Chief Clerk: 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:

Vacant

District 9:

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

District 10:

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



The Clerks' Council, AOC and ICJE staff met in January for the Board and Planning meeting

Nominating Committee Report

Happy New Year Too All!

Election Year is here!

Elections will be held this June, 2015 at the annual Council of Magistrate Court Clerks Inc. training and now is the time to consider nominations! If you are presently an Executive Officer or District Representative please submit your nomination for yourself if you plan to retain the position.

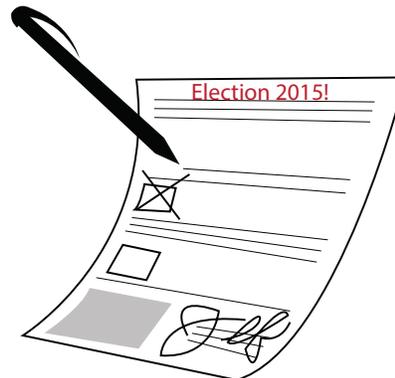
- Term of office is two years
- All Officers/District Representatives need to be available to attend Magistrate Clerks Board and Training-Curriculum Planning meetings
- Available for all Clerks

Lisa Hudson McCard, Ben Hill County, has elected to resign as District Eight Representative. Thank you Lisa for your many years of service. Nominations are needed for district eight.

If there are any changes that may occur in your office, e.g. retirement, changes of career etc., please contact your District Representative. If you do not know what district you are in please do not hesitate to contact your Nominating Committee:

Stacey Askew
doolymagclerk@yahoo.com
Dooly County Magistrate Court
229-268-4324

Judy Clay
Judith.Clay@athensclarkecounty.com
Athens-Clarke County Magistrate Court
706-613-3313 ext. 6278



Each position will be open for nominations:

Executive Officer – General Membership
Vice President
Secretary-Treasurer

District Representatives – General Membership
Ten (10) Members Elected
Floor nominations will be accepted.

ALL NOMINATIONS MUST BE SUBMITTED ON OR BEFORE MAY 15, 2015.

YOU MUST BE PRESENT AT THE CLERKS TRAINING!

REMINDER: NO ABSENTEE BALLOTS CAN BE SUBMITTED

Mail or Email Nominations to:
Judy Clay, Clerk Athens-Clarke Co
PO Box 1868
Athens, GA 30603
Judith.Clay@athensclarkecounty.com

COUNCIL OF MAGISTRATE COURT CLERKS BYLAWS

ARTICLE I

Section I. Name

This Council shall be known as the Council of Magistrate Court Clerks.

Section II. Membership

Eligibility-Membership in this Council shall be open to all full-time and part-time employee of
The Judges of the Magistrate Court of the State of Georgia performing secretarial and administrative
assistant duties for the Magistrate Court Judges of Georgia.

Dues-Membership shall be for a period of one-year beginning January of each year and upon payment of annual dues in the amount of Fifteen Dollars (\$15.00)

ARTICLE II

Section I. Purpose

This Council is created for the purpose of improving the quality of judicial services provided by the Magistrate Courts of this state. [though the development of training standards, curricula, education products and continuing education] training will be provided at the annual meeting of the Council of Magistrate Court Clerks.

Section II. Goals

The goals of this Council shall include, but not be limited to:

- A. The sponsoring of education and training activities designed to improve the quality of services performed by judicial employees of the Magistrate Courts of Georgia.
- B. The development of a forum for the publication of materials that will serve as an aid to the improvement of judicial services provided by the Magistrate Court of Georgia.
- C. The improvement of communications between the offices of the Magistrate Courts of Georgia.
- D. The development of a mechanism for input on legislative issues directly affecting the operation of the Magistrate Court offices.
- E. Providing liaison to other judicial and non-judicial organizations in Georgia.

ARTICLE III

Section I. Officers

Officers of this Council shall be a President, Past-President (or a member at large appointed by the President), Vice-President and Secretary/Treasurer. Officers shall be elected by a majority vote of members in attendance at the annual meeting.

Section II. Nomination/selection of officers

There shall be appointed by the President of the Council a nominating committee who shall present nominations to the membership at the annual meeting. Nominations shall also be open from the general membership at this time.

The election of officers shall occur at the annual meeting. Notice of the time and place shall be mailed to all members at least 30 days prior to the meeting date.

Section III. Terms of Officers

Officers shall serve for two years upon election and until their replacements are elected.

The advisor shall serve at the pleasure of the President.

Section IV. Advisor

A Magistrate Court Judge shall be appointed to serve as an advisor to the elected board.

Section V. Duties of Officers

The duties and responsibilities of the officers of this Council shall be as follows:

PRESIDENT – The President shall preside at all meetings of the Association and shall appoint committees and committee chairpersons required for the orderly operation of the Council. The President shall be the official representative of the Council and shall present the Council in all matters requiring official Council representation. The President shall be the Ex-Officio Chairperson of the Executive Committee of the Council.

VICE-PRESIDENT – The Vice-President shall assume all duties of the President in the absence, illness, or vacancy of the President. The Vice-President shall serve as the Ex-Officio Chairperson of the Nominating Committee.

SECRETARY-TREASURER- The Secretary/Treasurer shall be the official custodian of all records of the Council, including minutes of the meetings and official resolution.

The Secretary/Treasurer shall maintain all receipts and financial records of the Council, make all expenditures authorized by the Executive Committee and provide reports when required by the President and/or Executive Committee.

ARTICLE IV

Section I. Executive Committee

The Council shall be governed by an Executive Committee comprised of the President, Vice-President, Secretary/Treasurer, ten (10) members elected from the general membership and The immediate past President.

Section II. Elected Members

Elected members of the Executive committee shall be from general membership and not concurrently serving in another elected position. Provided, however, that member representatives shall also be from judicial administrative districts not otherwise represented by officers elected for terms concurrent to these members.

Section III. Meetings

The Executive Committee shall meet at least twice annually. Meeting shall be called by the President or by a majority of the Executive Committee with electronic and/or written notice to the other members. A quorum of the Executive Committee shall be three members, which may include the President.

ARTICLE V

Section I. Amendments to By-Laws

By-Laws for this Council may be amended by majority vote of the executive committee present at any meeting/Electronic voting on any matter. Provided, however, that notice of said meeting and notice of the intent to amend the By-Laws shall be mailed to the executive committee at least thirty (30) days from the scheduled meeting.

ARTICLE VI

Section I. Standing Committee

Standing Committee of this Council shall be as follows:

Executive Committee

Section II. Special Committees

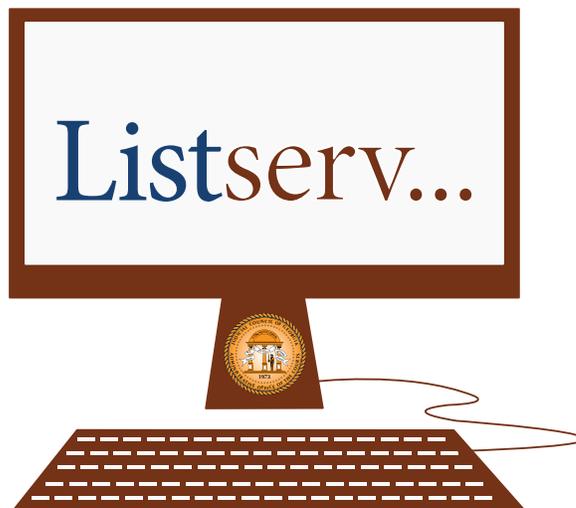
Special Committees may be created and appointed by the President and/or the Executive Committee as may be required for the conduct of Council business.

The Magistrate Court of Rockdale County
State of Georgia

Announces with Pleasure
the Appointment and Commission of
Mallory Q. Minor
as its Clerk of Court
on February 19, 2015



the Special Presentation to
Karen Moore
*of a recognition plaque in honor of her outstanding contributions
and dedication to our judicial system and community
during her tenure from September 2006 through February 2015
on February 27, 2015*



The Listserv...is ready to serve you!

The 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 other wise 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

Welcome aboard to all new subscribers!

In the News...

Lee County Magistrate Court

Leesburg, Georgia

February 4, 2015

Hope all in our district are doing well!! It is hard to believe we are already in the year 2015. Before we know it, it will be June and our Clerks' training at Lake Lanier will be here. If you have never attended, I encourage all clerks to attend. Not only are there some great topics and instructors for our training, it is also an excellent time for us to get to know each other a little better. Our fellowship with each other is a fantastic way for the clerks of different counties to share ideas and concerns during this time as well. The training is scheduled for June 18th and 19th at Lake Lanier. Please contact Tiffany Sargent at ICJE if you are interested in attending. Look forward to seeing everyone this summer!

Wilkinson County Magistrate Court

Ms. Rosa Elaine Smith retired effective January 1, 2015. Anyone that would like to contact Ms. Rosa, can reach her by email at rosaesmith@yahoo.com .

Whitfield County Magistrate Court

Whitfield County Magistrate Court added two new Deputy Clerks last year: Ms. Donna Hardin and Ms. Tosha Haynes. We welcome them to the magistrate court family.

Rockdale County Magistrate Court

Rockdale County Magistrate Court would like to welcome Angela Bentley, as Part-time Records Clerk!



Tracking a Bill Through The General Assembly

IDEA

Legislator sees need for a new law or changes in existing law and decides to introduce a bill.

DRAFTING

Legislator goes to Office of Legislative Counsel. There, attorney advises legislator on legal issues and drafts bill.

INTRODUCTION AND FIRST READING

Legislator files bill with the Clerk of the House or Secretary of the Senate. On legislative day after filing, bill is formally introduced. In chamber, bill's title is read during period of first readings. Immediately after first reading, presiding officer assigns bill to a standing committee.

SECOND READING

In the House only, on the next legislative day the Clerk reads bill's title (second reading) in chamber, although actual bill is now in committee. In Senate, second reading comes after bill is reported favorably from committee.

COMMITTEE ACTION

Bill is considered by committee. Author and other legislators may testify. If controversial, public hearings may be held. Final Committee action reported in a written report. Committee options are:

- Recommend Bill or Resolution Do Pass;
- Recommend Do NOT Pass;
- Recommend Do Pass with changes (amendments or substitutes);
- Hold Bill.

THIRD READING AND PASSAGE

Clerk or Secretary prepares a General Calendar of bills favorably reported from committee.

- Legislation which was second read the day before is placed on a calendar in numeric order for floor action prior to the Rules Committee meeting to choose bills for consideration.
- After a certain point, set by rule, the Rules Committee meets and prepares a Rules Calendar for the next day's floor consideration from bills on General Calendar.
- The presiding officer calls up bills from the Rules Calendar for floor action in order as they appear on this calendar.

Once presiding officer calls bill up from Rules Calendar, Clerk or Secretary reads bill's title (third reading). Bill is now ready for floor debate, amendments, and voting. After debate, main question is called and members vote. If the bill is approved by majority of total membership of that house, it is sent to the other house.

Tracking a Bill Through The General Assembly cont.

TRANSMITTAL TO OTHER CHAMBER

Bill is passed if:

- If second chamber passes bill, it is returned to chamber where bill was introduced.
- If first chamber rejects changes and second chamber insists, a conference committee may be appointed. Committee report is accepted by both chambers.

Bill is enrolled and sent to the Governor (if requested). Otherwise, all enrolled bills sent to Governor following adjournment sine die.

GOVERNOR'S SIGNATURE/VETO

Governor may sign bill or do nothing, and bill becomes law. Governor may veto bill, which requires two-thirds of members of each house to override.

ACT

Act and other laws enacted at the session are printed in the Georgia Laws series. Also, ACT is incorporated into the Official Code of Georgia Annotated. Act becomes effective the following July 1, unless a different effective date is provided in act.

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Membership Dues

COUNCIL OF MAGISTRATE COURT CLERKS

1520 Third Street, Suite B
Folkston, GA 31537

PHONE: 912.496.2617

FAX: 912.496.7045

EMAIL: gamagistratejudge@hotmail.com

Membership dues for 2015 are \$15.00 annually per clerk/secretary. Any dues paid between July 1, 2014 to June 30, 2015 will be marked "paid dues" for the year 2015. Monies paid after June 30, 2015 will be considered "paid dues" for the year 2016.

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