



# THE ECHO

OREGON ASSOCIATION  
FOR COURT  
ADMINISTRATION

THE ECHO  
February 2004

## A MESSAGE FROM YOUR PRESIDENT CHAR MAUCH

Your OACA Board has been hard at work finalizing the education program for the Spring Conference in Lake Oswego. We are fortunate to begin on Sunday with a session "The Legacy of the 2003 Legislature: What's In Store for Oregon's Courts?" with Chief Justice Wallace Carson, Jr. and Senator Len Hannon presenting this very important and timely session. The conference is certain to meet the needs of our members and will provide many informative and interesting sessions. Complete information on the Spring Conference is included in this issue of *The ECHO*.

I continue to be impressed by the commitment of time and energy the members of the OACA Board give to your organization. The Board continuously seeks ways to improve OACA. The key to our organization is our members. Marilyn Nelson, Education VP, has been working with the Board on a survey to send out to all members and TCAs prior to Spring Conference. The information returned by this survey is very important to the continued success of our conferences. We are soliciting information regarding educational needs and wants. Our organization is very diverse, consisting of members working at the State, Justice and Municipal court levels. The OACA Board is very aware of the importance of reaching out to and meeting the needs of all members. Your input will allow the Board to develop future session ideas specific to your own career growth and to the challenges you face in your court on a daily basis. There have been significant budget constraints, especially with our State court members. Are there ways OACA can continue to keep up with these ever-changing times and better meet your needs? The survey is one opportunity to communicate this information to the Board. Included in this issue of *The ECHO* is contact information for all Board members. I would encourage you to contact members of the Board to share information, concerns and to utilize these very experienced court personnel as resources.

The Board is committed to having a current and innovative website – [www.open.org/~oaca/](http://www.open.org/~oaca/). I'm pleased to announce the addition of a "Vendor" button that includes information on vendors from the Fall Conference as well as *ECHO* advertising information. Your input on the website is important. I welcome any and all feedback.

I hope to see you in Lake Oswego. Our Conference VP, Donna Andersen, has been hard at work on this conference. I'm sure it will be of value to you both professionally and personally. If your agency is feeling the budget crunch and is unable to assist your attendance at this conference, please review the Vendor Scholarship information in this issue.

***Working together to keep court administration in Oregon knowledgeable and connected!***

**Char Mauch, President**



**Inside this Issue -  
Especially for you:**

**Editor's Corner**

**Registration Info**

**Registration form**

**Membership App**

**Conference Agenda**

**Registration Form**

**Vendor Scholarship**

**Session descriptions**

**Certification program**

**OACA board**

## EDITOR'S NOTE

The ECHO is committed to accuracy in all of its content. If you see something that requires a correction or a clarification, please

contact Becky Robertson:

[brobertson@co.linn.or.us](mailto:brobertson@co.linn.or.us)



## EDITOR'S CORNER

***The Spring Conference is a must this year - great education, great opportunities to learn!***

**Welcome** to the February 2004 edition of The ECHO. We've survived the ice and snow of December and January and spring is soon here! There's excitement in the air because the **Spring Conference is April 25, 26, and 27, 2004**. Make plans now to join other O.A.C.A. members in Lake Oswego. You won't want to miss this one!

## CONFERENCE REDESIGN

As a result of last Fall's Overall Conference Evaluations, the Board has implemented a few changes to the design of our 2004 Spring Conference:

- **Two Muni Rap Sessions:** The municipal attendees have numbered between 50-70 people each conference. It made sense to look at having two smaller sessions, one for courts which only deal with traffic offenses and another for courts which handle both traffic and misdemeanors. We believe this design will promote more discussion and be more helpful to the individual attendees.
- **Registration:** On Tuesday mornings, the registration desk will only be open from 8-8:30 a.m. which will allow time to pack up materials before the conference ends. We are also looking at the possibility of contracting with someone to staff the registration desk. This will allow more Board members to attend sessions and work toward their O.A.C.A. Education Certification.
- **Hotel Check-Out:** The Tuesday morning break has been extended to make it easier for attendees to check out. If you don't have an opportunity to check out before or during breakfast, there will be time from 10-10:30 a.m. between sessions to do so.

## → OACA CERTIFICATION PROGRAM

Conference attendance is an excellent way to add up credits toward a Court Manager Certificate or higher level of education certification. A sign-off sheet is provided in each conference binder to easily track and document the sessions you attend. Information about the certification program will also be included in your conference binder, and is available on the OACA web site. See page 14 for certification explanation. If you believe you have accumulated enough credits to apply for certification, please contact Director Amy

## SPRING 2004 CONFERENCE REGISTRATION INFORMATION

### ROOMS

Reservations can be made by calling the Lake Oswego Crowne Plaza Hotel at **1-800-227-6963** **BY APRIL 2, 2004**. Reservations after April 2nd, if available, must be made by calling the hotel direct at **(503)624-8400**. Our group rate is 1-4 persons in one room, \$59.00 plus tax. You must identify yourself as an OACA member. The Crowne Plaza is a beautiful hotel located just off I-5 & Highway 217. Take the Kruse exit 292 from I-5. The hotel address is 14811 Kruse Oaks Blvd., Lake Oswego. Restaurants are located within walking distance. See you there!

### MEALS

#### **Sunday Luncheon: *ITALIAN BUFFET***

Traditional Caesar salad; antipasto salad; fettuccine, tortellini and penne pastas with marinara and Alfredo sauces; meatballs; chicken cacciatore; garlic bread and a dessert display.

#### **Monday Evening Banquet: *ASIAN BUFFET***

Asian noodle salad with ginger lime dressing, Napa cabbage salad with chicken, scallions and water chestnuts; teriyaki chicken; marinated Northwest salmon with soy ginger sauce; potstickers with dipping sauce; fried and steamed rice and an assorted dessert display.

#### **Tuesday Breakfast: *MEMBERSHIP APPRECIATION BREAKFAST BUFFET***

Fresh fruit; scrambled eggs; breakfast potatoes; sliced ham and sausage links; assorted cold cereals; assorted baked goods; fruit juices and coffee or tea. Come honor OACA's PAST PRESIDENTS.

### BANQUET THEME

We are going to enjoy an **ASIAN** theme for our Monday night Banquet, calling it the **"YEAR OF OACA"** with decorations and entertainment. Our scheme will be white, black and red. So practice those chopsticks, dress for the night and find out what your fortune will be!



### GRAND PRIZE AND SELECTIVE DRAWING

The **Grand Prize** will include **TWO NIGHTS OF OLD WORLD ELEGANCE** at the 4-star downtown Portland **Governor Hotel** which includes a basket of goodies: Sushi bar at the Mandarin Inn, 2 tickets to the Portland Art Museum, Oregon wine and glasses, chocolate truffles and many other options of things to do while enjoying your stay. Tickets are \$1 each or \$5 for 6 tickets.

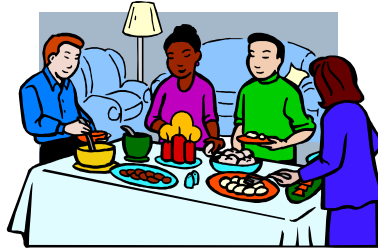
**With your donated prizes**, we will hold a selective drawing banquet night. Tickets are purchased and deposited for items. A random drawing will be held for each item, then all non-winning tickets will be deposited into the Grand Prize barrel for a chance to win the **Grand Prize**.

## MEMBERSHIP DRIVE

OACA always welcomes new members and encourages our members to recruit new members from their colleagues and acquaintances. As an incentive for recruiting new members, the Association offers some valuable rewards. **Refer 3 new members and win a free annual membership! Refer 5 new members and win a conference registration!** Just make sure the new member you refer writes your name on their application as the person who referred them.

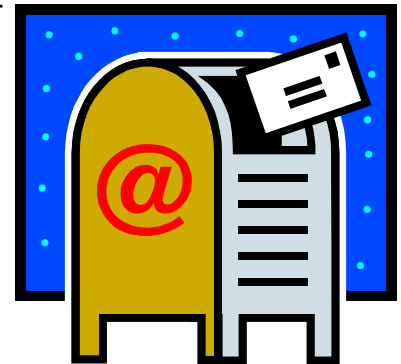
## NEW MEMBER BREAKFAST

At each OACA Conference, a New Member Breakfast is held Sunday morning to welcome new members to the Association. First-time conference attendees are also invited. Board members will provide brief information about the Association and about the conference. It is a great opportunity to meet other new attendees, so you won't feel "alone" at your first conference. If you have been a member for awhile but this is your first conference, please contact Membership Vice President Kay Renfro at (503)526-2291 for an invitation. We look forward to seeing you there!



## DO YOU HAVE A NEW ADDRESS OR NAME?

Please help us keep our membership information current by contacting us if you have had a name change, address or phone number change recently. You can make the change on your membership application or renewal form, complete the address change form on our website and submit it electronically, or contact Kay Renfro at (503)526-2291 with the correct information.







Monday, April 26, 2004

7:00 a.m. - 8:15 a.m.	Breakfast on your own
8:00 a.m. - 5:00 p.m.	Registration
8:30 a.m. - 10:00 a.m.	<p><b>Plenary Session: "Crisis Intervention Skills for the Mentally Ill, the Intoxicated and the One Normal Person Who Never Stops By"</b></p> <p><b>Speaker:</b> <b>Rick Movsky, Counselor and Supervisor</b> <b>White Bird Clinic / CAHOOTS Crisis Response Team</b> (Host: Char Mauch)</p>
10:00 a.m. - 10:15 a.m.	Break
10:15 a.m. - 11:30 a.m.	Continuation: "Crisis Intervention Skills"
11:30 a.m. - 1:00 p.m.	Lunch on your own
1:00 p.m. - 3:15 p.m.	<p><b>Plenary Session: "Public Records and the Courts"</b></p> <p><b>Speakers:</b> <b>Bradd Swank, Special Counsel, OSCA</b> <b>Dr. Jeff Barlow, Deputy Director, Information Technology Division, OSCA</b> (Host: Kay Renfro)</p>
3:15 p.m. - 3:30 p.m.	Break
3:30 p.m. - 5:00 p.m.	<p><b>Plenary Session: "Fingerprints"</b></p> <p><b>Speaker:</b> <b>Kathy Cea, OSP Identification Services</b> (Host: Sue Lamb)</p>
5:30 p.m. - 6:30 p.m.	No Host Social Hour
6:30 p.m.	Banquet/Selective Drawing

Tuesday, April 27, 2004

- 7:00 a.m. - 8:15 a.m.                      **Member Appreciation Breakfast**  
**Honoring Past Presidents**  
**All members invited!**
- 8:00 a.m. - 8:30 a.m.                      **Registration**
- 8:30 a.m. - 10:00 a.m.                      **Plenary Session: "Making Your Work Space Safe and Comfortable"**  
**Speaker:**  
**Mark Noll, Ergonomics Consultant, Oregon OSHA**  
(Host: Laurie Boyce)
- 10:00 a.m. - 10:30 a.m.                      **Break & Hotel Check-Out**
- 10:30 a.m. -12:00 p.m.                      **Plenary Session: "Basic Spanish for Court Clerks"**  
**Speaker:**  
**Corinne Cline, Educator and Certified Interpreter**  
(Host: Marilyn Nelson)
- 12:00 p.m.                                      **End of OACA Conference**

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## PETER KIEFER SCHOLARSHIP

Information about this scholarship and the application form are available on the OACA web site or by contacting Education VP Marilyn Nelson. (See the Board Member listing on the web site or at the back of this newsletter for contact information.) Applications are to be submitted to Marilyn anytime between January 1 and March 15, and must be received (not postmarked) on or **before March 15, 2004**. Faxing the application is acceptable, so long as it is received by 5:00 p.m.



# SPRING 2004 CONFERENCE REGISTRATION FORM

## OREGON ASSOCIATION FOR COURT ADMINISTRATION

Crowne Plaza Hotel - Lake Oswego, Oregon  
April 25, 26, 27 2004

NAME \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

COURT/AGENCY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ FAX # ( ) \_\_\_\_\_

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

**This is my first OACA conference. ( ) I am a new OACA member. ( )**

( ) Full conference registration (Member \$125/Non-member \$190) \$ \_\_\_\_\_

(Full conference registration includes Sunday luncheon, Monday banquet, and Tuesday breakfast.)

\*\*Annual membership dues of \$50 are due if not already paid. \$ \_\_\_\_\_

( ) A La Carte (Member/Non-member)

- Municipal Court Rap Session, Traffic only (\$25/\$45)
- Municipal Court Rap Session, Traffic and Misdemeanors (\$25/\$45)
- Justice Court Rap Session (\$25/\$45)
- State Court Rap Session (\$25/\$45)
- Legacy of the 2003 Legislature (\$25/\$45)
- Promoting Oregon Department of Revenue Services (\$25/\$45)
- Crisis Intervention Skills for the Mentally Ill (\$35/\$60)
- Public Records and the Courts (\$25/\$45)
- Fingerprints (\$25/\$45)
- Making Your Work Space Safe and Comfortable (\$25/\$45)
- Basic Spanish for Court Clerks (\$25/\$45)

Total A La Carte Fees \$ \_\_\_\_\_

( ) Guest or A La Carte Meals

April 25th Luncheon – (\$16.00 per person) \$ \_\_\_\_\_

April 26th Banquet – (\$25.00 per person) \$ \_\_\_\_\_

April 27th Breakfast – (\$16.00 per person) \$ \_\_\_\_\_

(Vegetarian plates are also available) \_\_\_\_\_

TOTAL PAYMENT ENCLOSED \$ \_\_\_\_\_ (Due by 4/2/04)

**PLEASE LIST ANY RAP SESSION TOPICS THAT WOULD BE OF INTEREST TO YOU:**

**WHICH RAP SESSION WILL YOU BE ATTENDING?**  Municipal, traffic  Municipal, traffic/misd.  Justice  State

Please make checks payable to **OACA** and forward the registration form (PLEASE COPY) and check to:

**OACA, C/O Susan Martin, Roseburg Municipal Court, 900 Douglas Ave., Roseburg, OR 97470**

**Registration Deadline: April 2, 2004.** Request for conference refund must be made in writing to the Treasurer. Request for refund must be received ten days prior to conference for full refund. Request for refund after the ten-day grace period will be forwarded to the Board for review and action.

**For room reservations, contact the CROWNE PLAZA HOTEL at 1-800-227-6963...no later than April 2, 2004. The block of rooms for our group will not be held after this date.**

## VENDOR HARDSHIP SCHOLARSHIPS AVAILABLE

Every year at the Fall conference OACA has a group of vendors who come to show us their services and products and meet Oregon's court professionals. We charge a fee for their attendance and encourage them to sponsor breaks, provide binders and totes, and host the Hospitality Suite for an evening. The fees for the vendor show are placed in a special fund for providing funding support for OACA members who want to attend the conferences but lack sufficient funds from their court or organization. We encourage OACA members to apply for the funds if they truly need them to attend the excellent training provided at conferences.

There is no set limit to the amount that can be requested by any one person but the funds go only for actual expenses for attending the conference. The amount that is given to any person is determined on the amount available from last year's vendor fees and the number of applicants requesting funds. All requests must be made on a Vendor Scholarship application (provided in this issue of *The ECHO* to copy or on the OACA web site) and must be submitted on or before the due date printed on the application for the conference for which support is requested.

The following is from the Vendor Hardship Scholarship's official description:

Selection criteria and process:

An applicant must be an active OACA member to receive an award.

An applicant shall have a demonstrated financial need, documented with a written statement of why the applicant feels he/she needs OACA's financial assistance to attend the conference. This statement shall include a description of the proposed cost to attend the conference.

An applicant shall submit a written statement as to why he/she wants the scholarship, why he/she deserves it, for what the award will be used, and a brief narrative of his/her background and future career goals. The proposed use of the award must be related to furthering the applicant's skills in court administration.

Priority will be given to new applicants, although repeat awards may be given if insufficient numbers of new, meritorious applications are approved.

Each scholarship recipient shall be required to submit proof of attendance (via a certified transcript or certificate of attendance) of the conference with a minimum of four (4) sessions attended, after the award is used. Such proof shall be submitted to the Board within ninety (90) days after the money is used. If a recipient does not use the entire award, he/she is required to refund the remaining balance to the OACA Treasurer at that time.

**SEE APPLICATION ON PAGE 11**



# APPLICATION FOR VENDOR HARDSHIP SCHOLARSHIP

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

COURT: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

\_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

=====

I am a current member of OACA and am applying for:

( ) **A full scholarship, which includes registration,**

Registration \_\_\_\_\_ &

Lodging \_\_\_ nights (maximum 2) X \$ \_\_\_\_\_ = \_\_\_\_\_ &

Meals on your own \_\_\_\_\_ &

Mileage (.17 per mile X # of miles) \_\_\_\_\_

TOTAL AMOUNT REQUESTED \$ \_\_\_\_\_

( ) **A partial scholarship,**

Lodging \_\_\_ nights (maximum 2) X \$ \_\_\_\_\_ = \_\_\_\_\_ &

Meals on your own \_\_\_\_\_

TOTAL AMOUNT REQUESTED \$ \_\_\_\_\_

( ) **Mileage** (.17 per mile X # of miles) \_\_\_\_\_

TOTAL AMOUNT REQUESTED \$ \_\_\_\_\_

( ) **Other:** \_\_\_\_\_

TOTAL AMOUNT REQUESTED \$ \_\_\_\_\_

Scholarships are awarded on the basis of the applicant's documented need. Please give a brief explanation of why you are requesting the scholarship. Please note any special circumstances the board needs to take into consideration. (Add additional pages if necessary).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is there any funding available through your court?  Yes  No If yes, please explain.

Are you required to take vacation time or other leave to attend the conference?  Yes  No

**APPLICATIONS ARE DUE NO LATER THAN 3/31/04.** Please copy, fill out and mail application to: Verda Gillock, Secretary, c/o Hubbard Municipal Court, PO Box 380, Hubbard, OR, 97032 or e-mail to [verdag@cityofhubbard.org](mailto:verdag@cityofhubbard.org) or fax: (503)981-8743.

## OACA 2004 SPRING CONFERENCE SESSION DESCRIPTIONS

**The Legacy of the 2003 Legislature: What's in Store for Oregon's Courts?** Speakers: Chief Justice Wallace P. Carson, J. and Senator Lenn Hannon

The 2003 Legislative session in Oregon brought significant changes in funding, laws and policies for Oregon's courts. The Chief Justice of Oregon's courts and the Vice-Chair of the Senate Revenue Committee will discuss their perspectives on the major changes in the operations of the courts in Oregon resulting from decisions of the 2003 Legislative session. Budgetary cutbacks in the Oregon Judicial Branch resulted in: changes in the hours of operation for the Circuit courts; shifting of some cases from Circuit courts to Justice and Municipal courts; and, changes in processing of revenues generated by limited jurisdiction courts for the state. Are these changes likely to be permanent? Are these changes the result of a strategic plan by the Legislature, the Executive, and the Judicial branches? This session will provide answers to these intriguing questions.



### **Promoting Department of Revenue Services: Implementing New Legislation**

Speaker: Sean Barnhart, Oregon Dept. of Revenue

This session will cover the laws regarding Unitary Assessment, and discuss some of the new laws related to court business. Payment procedures will be explained so that courts understand what does and does not go to the Department of Revenue. Mr. Barnhart will explain changes concerning the Department of Revenue's relationship with the courts, and provide information and contacts involving other state-related business the courts may have.

### **Crisis Intervention Skills for the Mentally Ill, the Intoxicated and the One Normal Person Who Never Stops By**

Speaker: Rick Movsky, Crisis Intervention Counselor

This session will target strategies for dealing with difficult situations you may encounter while dealing with the public. The presentation will utilize case studies, mental health information, communication skills, and humor to convey an easily accessible, common-sense approach to dealing with problem situations in a compassionate and effective way. Topics will include: background on mental health disorders, crisis management skills, basic communication skills, safety assessment, and skills for dealing with the mentally ill, the drug addicted and others. You will leave with a greater sense of ease and confidence dealing with those populations, and have a greater skill set to assess and de-escalate crisis situations.



### **Public Records Issues and the Courts**

Speakers: Bradd Swank, Special Counsel, and Dr. Jeff Barlow, Info Technology, OSCA

Several trends are converging to create tension in information-intensive organizations. On the one hand, organizations increasingly leverage information technology to improve the efficiency of their operations and the products and services they deliver. At the same time, access to the resultant information is increasingly easy. Thirdly, parties previously unrelated to the organization's business are becoming aware of the value of the information that resides with the organization as a byproduct of its operations. The tensions created include personal privacy versus universal access, rights both pecuniary and regarding control over original and derivative information, liability for misinformation, and more. Added into the mix are laws and standards relating to rights of access to public records, most of which were implemented and refined in a far different technological environment.



**Fingerprints**

Speaker: Kathy Cea, Oregon State Police, Identification Services

What role do courts have in obtaining defendant fingerprints for state and national identification databases? For what kinds of charges should individuals be fingerprinted, who is responsible for obtaining the prints and processing the information, and where does this information need to be sent? How is this information used? How is case disposition information used, and when do courts need to provide it? Ms. Cea will answer these and other intriguing questions which surfaced during the Fall 2003 Conference municipal rap session.

**Making Your Work Space Safe and Comfortable**

Speaker: Mark Noll, Ergonomics Consultant, Oregon OSHA



Many agencies struggle with preventing ergonomic injuries. You and your safety committee can play an important role. Mark will present a participatory training session that builds your capacity to identify and solve ergonomic problems in your work areas. This action-oriented approach builds on what the participants already know, treating them as the experts of what they do. The session goals are to de-mystify the terms “ergonomics” and “risk factors,” to practice doing ergonomic job evaluations in courtroom and office settings, and to discuss strategies to make changes.

**Basic Spanish for Court Clerks**

Speaker: Corinne Cline, Educator and Certified Interpreter

The number of people who only speak Spanish is growing every day in Oregon. In any court there will be times when a clerk will need to try to make him/herself understood before an interpreter arrives and to conduct routine business. Ms. Cline will provide a handout of useful phrases for a court setting and assistance with pronunciation. She will also present information about the cultural context of Spanish-speaking people who may have different experiences and beliefs about courts and judicial systems, and may not understand the rights they have. Ms. Cline is adjunct faculty with the Foreign Language Department at Willamette University, owns and instructs for the Northwest Academy of Interpreter Training.



**“CHOICES FOR CHANGE”**

**Educational programs developed for the Northwest to help defendants “Make Better Choices”**

- ◆ **Choices 1** – Defensive Driving
- ◆ **Choices 1** – Available Online at [www.courtsi.com](http://www.courtsi.com)
- ◆ **Choices 2** – Ending Aggressive Driving
- ◆ **Alcohol Drug Information School (ADIS)**
- ◆ **Consumer Awareness** – Shoplifting / Bad Check writing
- ◆ **Anger Management Skills** - 8 & 16 hour programs

CSI’s newly developed courses are based on the belief that the student will choose productive behaviors if provided with **choices** . . . . . and that those informed alternatives will motivate **change**.



**COURT SERVICES INSTITUTE**

Toll Free: 1-866-268-7874

Fax 425-671-0908

[www.Courtsi.com](http://www.Courtsi.com)

Email:

[Register@Courtsi.com](mailto:Register@Courtsi.com)

Lorraine Nelson, President

## OACA EDUCATIONAL CERTIFICATION PROGRAM

The certification program was established to assist members to enhance their training and education in judicial administration. The program provides guidance in obtaining a comprehensive educational program and assisting members in receiving recognition for their knowledge and achievements.

Among the goals of OACA regarding the program are the following:

The program:

- will be available to all members;
- costs of completion will remain reasonable;
- time of completion should normally take no more than three years;
- will be comprised of educational content designed to improve the participants' effectiveness as court professionals;
- will enable those participants to receive proper recognition for completion.

To be eligible for participation in the certification program requires:

1. Completion of the approved educational program requirements as described in the program document; and,
2. Submission of the application (**available on website**) for certification complete with all documentation of educational program credits claimed for application toward certification.

Certification for each level requires the successful completion of Educational credit hours and the successful completion of each level. The levels are as follows:

- Certified Court Manager—100 hours
- Professional Court Manager—200 hours
- Professional Court Leader—300 hours

Determining the oaca Educational credit hours is the responsibility of the OACA Education Committee. Distribution of educational credits requirement are as follows for **each** of the three programs:

1. Legal/Court Procedures = 16 credit hours
2. Personnel/People Skills = 25 credit hours
3. Judicial Organization and Theory = 16 credit hours
4. Operational Systems Management = 33 credit hours
5. Electives = 10 credit hours

A complete descriptive summary is included in the program document. Documentation of completion of courses in the program should not be submitted until each program has been completed. Each conference packet will include a certification log listing each educational session conducted. Documentation signatures must be obtained following attendance at the full session.

The OACA Education Committee oversees the program and is available to members to answer questions and interpret policy. Please contact Amy Anderson at: [AmyA@ci.hillsboro.or.us](mailto:AmyA@ci.hillsboro.or.us)

**OREGON ASSOCIATION FOR COURT ADMINISTRATION  
2003—2004 OFFICERS AND DIRECTORS**

**PAST PRESIDENT**

Donna Poirier  
Sweet Home Municipal Court  
1140 12th Avenue  
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**CONFERENCE VICE PRESIDENT**

Donna Andersen  
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**ECHO, RESOLUTIONS &  
BY LAWS VICE PRESIDENT**

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**DIRECTOR**

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**DIRECTOR**

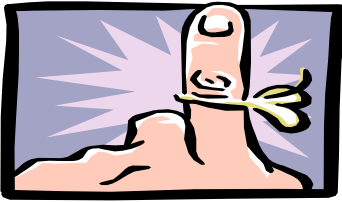
Karen McCulley  
Central Lane Justice Court  
220 5th St.  
Springfield, OR 97477  
Work: 541-682-3610  
[Karen.McCulley@co.lane.or.us](mailto:Karen.McCulley@co.lane.or.us)

**DIRECTOR**

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## **DON'T FORGET!**

- 1. Get your registration in by 4/ 02/ 04!**
- 2. If applying, get your vendor scholarship in by 3/ 31/ 04!**
- 3. Make your hotel reservations by 4/ 02/ 04!**
- 4. Pay your membership dues for 2004 if you haven't!**
- 5. Get or make something for the selective drawing, we need your help!**  
**Suggestions: Baskets of goodies, arts & crafts, gift cards & certificates, chocolate, apparel, use your imagination!**
- 6. Remember our Asian theme! Turn the year of the Monkey into the year of OACA.....**

