

## Greetings OACA!

I hope that all those who attended the spring conference at Agate Beach learned something new that they could bring back to their court and coworkers. That is the goal of OACA, to provide you with education that you wouldn't otherwise receive. There was an array of topics that each of our speakers touched on during the sessions. Some were more procedural and some were a little more light hearted. I think it is good to mix in some laughter during a session, especially in the line of work we are all in!

Welcome to our new members! It was great meeting you at the "Meet the Board" session, the "Meet & Greet" on Sunday night, Past Presidents Reception, and seeing you throughout the conference. I hope you enjoyed the conference and made some connections. I look forward to seeing you all in the fall!

As I wrote in my first President's message, the board is very interested in what our members have to say about OACA. In particular what we do well, and maybe not so well. We are here for each and every one of you and we need to know what you think! In that spirit, we are now using Survey Monkey for all of our conference critiques/evaluations. We had a much bigger turnout this conference than we have had in years. Thank you all who took the time to give us your feedback. The board will review each and every suggestion for future education classes and future conferences.

Continued.....

## PRESIDENT'S MESSAGE



## 2018 POST-SPRING



#### **ABOUT OACA**

Oregon Association for Court Administration is a professional organization committed to excellence. The association was established in 1977 and is Oregon's only organization for court professionals and those interested in the Courts of Oregon. Our membership includes Justice, Municipal, Tribal and State Court Staff, students, vendors, active and retired judges, and others who share an interest in Oregon Courts.

The Past President's reception was a blast! Bret Lucich is a great entertainer and he gets the crowd involved, which is awesome! The food was yummy too. That is one of the reasons we keep coming back to Agate Beach, the accommodations, food, and staff are top notch.

Don't forget to mark your calendars for our Fall conference at Sunriver Resort from October 14-October 16, 2018. The board is working diligently to ensure that we have a packed full conference for you all to enjoy. And, don't forget, all of our amazingly supportive vendors will be in attendance. You will not want to miss out!

We will be holding our annual business meeting at the fall conference, which means election time. I encourage each and everyone on of you to run for a board position. OACA needs you!

Please feel free to email me anytime for any reason at <u>shawn.branson@mcminnvilleoregon.gov</u>. I look forward to hearing from you!

I hope everyone has a fantastic summer and I will see you all in the fall at beautiful Sunriver!

Shawn

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#### **OACA MISSION**

The goal of the OACA Board is to provide beneficial and reasonably priced learning experiences. This is done through conferences held biannually, one in the spring and one in the fall. Each conference provides formal training and allows attendees the opportunity to network with people from similar court environments. The Board works very hard to develop the educational agenda for each conference.

## MEMBERSHIP

What a fun and fantastic conference at Agate Beach!!! As always, the line-up of fabulous speakers and educational opportunities did not disappoint.

Instead of the welcoming and informational new member breakfast typically held on Sunday morning, all members were encouraged to join the board for an informal question and answer session. We had a great turn out and answered a lot of questions about educational opportunities, certification and OACA.

Later that evening our fantastic board hosted a meet and greet for new and familiar faces of OACA. All of us had an awesome time networking, relaxing, having fun AND each new member that attended received \$25.00 off their next conference! That was for just showing up! Amazing!

Need to complete your membership application? In the past OACA has given members the choice to submit a paper application by mail or to complete the process online. As of today, the membership application process can now only be completed online. OACA feel this method is more secure, convenient and environmentally conscience. Please contact me, your Membership Vice President, if you are not able to submit your application online and you need assistance.

Don't forget! The 2018 fall conference in Sun River will be here before you, or any new members you recruit, know it. OACA always welcomes new members and encourages others to recruit their colleagues and acquaintances.



Don't lose out on the awesome incentives OACA offers for referring new members and earn an annual membership for three new referrals in a calendar year or refer five new members in a calendar year and receive a free conference registration!

If you have any questions regarding your OACA membership please contact me at (

503) 786-7520

or email me at

nelsonm@milwaukieoregon.gov.

## EDUCATION

Thank you to all who attended the OACA 2018 Spring Conference. Since this was my first conference as Co-Vice President of Education, it was quite the revelation regarding all of the "behind the scenes" details that go into preparing these educational events. I want to thank Debbie Arnsten profusely as Co-Vice President of Education because without her, there would not have been much of a conference at all. She was extremely patient with me as I was learning the ropes, getting my feet wet, and dropping the ball as well.

A reminder that Michigan State University (MSU) is closing their Judicial Administration Program on August 31, 2019. I encourage those of you that are interested in earning your certificate from MSU to complete the program by the closure date. We will be offering our final MSU class at the fall 2018 conference. The full email, including MSU contact information is on page 8 of the 2018 Pre-Spring Echo Newsletter. Please visit the MSU website at <a href="http://cj.msu.edu/programs/judicial-administration-program/">http://cj.msu.edu/programs/judicial-administration-program/</a> for further details on the program itself.

Another thank you to all who completed the survey. I will be reviewing your responses closely as I have already begun planning the fall conference in Sunriver. The old saying is "you can't please all of the people all of the time" but I truly hope we come close in meeting your educational needs. While there is a wide variety of case types, Court types, and local rules or procedures, we hope the classes offer something for everyone. I encourage anyone to email me directly at <u>doliveira@bendoregon.gov</u> throughout the year when you have an idea for an educational speaker or topic for future conferences.

Dory Bend Municipal





## **OACA Specific Timeline and Deadlines:**

**Spring 2018 Conference:** OACA may offer MSU noncredit certificate courses and a student graduation (if applicable)

**Fall 2018 Conference:** OACA may offer MSU noncredit courses and a student graduation (if applicable)

**Spring 2019 Conference:** OACA may offer MSU noncredit courses and a student graduation (if applicable)

All online courses (traditional or interactive) **must be completed** by **April 30, 2019 or earlier**. The interactive online course schedule is below:

Capstone proposals **must be submitted** MSU by **May 31, 2019 or earlier**.

Capstone papers **must be submitted** to MSU by **August 1, 2019 or earlier**.

Certificates issued by **August 31, 2019 or earlier.** 

Dates of Course Offering	Noncredit Online Course Offering
September 2018	Purposes and Responsibilities of Courts
September 2018–October 2018	Court and Community Communication
October 2018	Resources, Budget, and Finance
October 2018–November 2018	Education, Training, and Development
November 2018–December 2018	Visioning and Strategic Planning

January 2019	Caseflow Management
January 2019–February 2019	Leadership
February 2019	Essential Components of Courts
February 2019–2019	Information Technology Management
March 2019-April 2019	Human Resources Management



## CONFERENCE

It was nice to get to the beach in spring and get to spend some time away from the office learning and improving ourselves as court clerks. It is good to be among people that understand our struggles and our challenges and good feeling that come with the job well done.

Conference went well as far as Pam and I are concerned, even though the hotel went through renovation while we were there. We were pleased to see that most people understand that renovations are part of doing business and improving future experiences. We are sorry that the parking was not the best.

We want to give shout out to hotel staff for their great help with setting up rooms, serving us great meals and always having an extra smile. We wanted to send a very special thank you to their event coordinator Tammi for always being available and on top of things. She made our job a breeze.

We hope you enjoyed the entertainment and got to relax and sing and dance with your fellow court clerks.

Please mark your calendars for our upcoming fall conference this October.

The conference will be held in Sunriver Resort in Bend from October 14<sup>th</sup> to 16<sup>th</sup> and we hope to see all of you there. This is a location we visited a few times and it is perfect for fall weather with it being surrounded by natural beauty with plenty to do outdoors or treat yourself to a massage, facial or a manicure.

We are busy working on finding a location for our fall conference for next year. We are open to suggestions and questions. We want to make sure your conferences are informative, useful but we also wish for you to have a comfortable bed to return to after long day and good meal to get you going.

Emira Vejo Conference Vice President



JUDGE: Do you have any questions? DEFENDANT: Yes, Judge, you said I was presumed innocent, right?

JUDGE: Yes, that's right.

DEFENDANT: Then, what am I doing in jail?





"And don't go whining to some higher court."

## **2018 SPRING CONFERENCE SESSION REVIEWS**

# Turn Your Challenges Into Opportunities

"Most folks are about as happy as they make up their mind to be"

~Abraham Lincoln~

Sharon Lacey is a Motivational Humorist and also the author of a book 'A Funny Thing Happened On The Way To Dementia'. She travels all over the United States as well as appearing in Uganda, Iraq and Kuwait to make folks smile and laugh. She has been doing stand-up comedy for 14 years and was a teacher prior to this adventure.

She really tailored her presentation to the Court personnel, using examples and statements that she had collected from those present prior to coming to OACA. She was very funny and had everyone laughing. Multiple times, she has us working together as a team and laughing along the way. She definitely believes in her statement of "Deal with Stress with a Smile".

In our jobs, stress can be many different things, from Customers to dealing with the DMV, Judges to difficult Co-workers, or even just the paperwork that we have to process daily. She has taught me to turn those stresses or negative vibes into a positive using humor and laughter instead of blame and frustration.

Even though this class wasn't about State Statutes, Court Security or the DMV, it definitely is something we all need more of: Humor and Laughter!

I hope that everyone that attended, felt that this was a good session for all of us to be in. It lightened the mood and I truly do believe that Laughter is the best Medicine for all!

Mandy Balcom Court Administrator, Coburg Municipal Court

# MSU—Resources, Budget and Finance

Merci Beaucoup, Mr. Dibble, (He can speak French). Tim Dibble is the Vice President of the Justice Management Institute and Adjunct Professor at Michigan State. I was dreading signing up for this class Resources, Budgets and Finance. Sounds "BORING" with a capitol B and it's all day! Tim Dibble's teaching techniques and program material made learning about city budgets, the court budget and grants be interesting and actually fun. He kept us all engaged throughout the day. I learned a lot and didn't want it to end plus we all got MSU credits. We had a small group who interacted well with each other making it enjoyable to complete our project in getting a court grant. So in the future if you see Mr. Dibbles name as one of the speakers I highly recommend you sign up.

Pam Ganey Welburn

Vice President Conference

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# **Resilience Under Stress**

This session helps to identify stress, and shows the connection between stress, emotions and productivity.

The session explained the definition of resilience and resistance; one being capacity to bounce back, while the other is ability to protect ourselves from stressors.

Effects of stress were described as increased cortisol, testosterone, and problem- solving ability being reduced. It causes unstable and extreme emotions, lower life expectancy, and poor quality of life experience.

We were given a table with life changes and stressors and number values that we scored ourselves on to help us identify our own stressors and learn about our own resistance.

The effects of stress are having high cholesterol, blood pressure, being overweight, having difficulty organizing ones thoughts, digestive problems, low energy, sluggishness and many more.

Learning to manage your stress and cope with it was addressed as well.

Some of the counter -productive ways to deal with stress are denial, blaming, justifying, substance use isolation, self -pity complaining and focusing on negative.

It was shown how resilient people deal with stress and some of the examples shown were thinking positively, being aware of changes in your health, behavior, identifying stress triggers, doing something different by breaking out of norm, building healthy habits, and asking for feedback .We also learned that stressors come in as external and internal.

The most useful section was learning to develop strategies to turning stress into positive action. We learned that our brains are quite powerful and can turn stress and anxiety into peace and calm.

Learning to take care of ourselves by eating healthy, spending time with happy people, being grateful, breathing well, meditating, being kind, and finding humor in everyday situations is a process we all need to work on daily. We need to remind ourselves to always go with our first impulse to do good and be true to ourselves.

Emira Vejo—Beaverton Municipal Court

# New Cell Phone Laws/Marijuana and Other Drugs

## Kristen Twenge, presenter

Distracted driving tops the list of growing dangers, having been experienced by an estimated 88% of all drivers. Statistics are not accurate due to underreporting; lack of self-reporting and/or having the charge dismissed by completion of traffic school played a part of this in the past. Distracted Driving and Distracted Pedestrian have both been added to the State's accident forms in hopes of better tracking.

The typical distracted driver according to Ms. Twenge is female between the ages of 24 and 44.

There are 4 types of Distracted Driving: Visual, Auditory, Manual and Cognitive. Distracted Driving can be summed up as any activity that can pull a person's attention away from driving. ODOT provides information, tools, media and publications on their website to assist courts and law enforcement on Distracted Driving.

HB 2597 went into effect 10/1/17 and made it illegal to hold any electronic device while driving. The Distracted Driver Avoidance course was noted in the bill, allowing first-time offenders to waive their fine by attending a certified course. However, the offering of a Distracted Driver Avoidance course did not go into effect until 1/1/18. HB 4116 was described by Ms. Twenge as the "clean-up bill", clarifying what constitutes an electronic device and the fee schedules for first time offense - \$265, 2<sup>nd</sup> offense - \$440, and 3<sup>rd</sup> offense within 10 years - \$2000.

Ms. Twenge also presented information on HB 2355 which deals with Racial Profiling. The bill will go into effect 7/1/18 and applies to law enforcement agencies with over 100 offers. For any self-initiated stop, officers will be required to collect 14 data elements including race/ethnicity, age, sex, if a search was conducted, type of search and findings of said search. The information will be submitted for a report at state level behind the scenes. The state will track the raw data for reporting purposes only; It will not be linked to any specific officer or agency.

## Marijuana and other Drugs - Sgt. Robert Hayes, presenter

Oregon has undergone some major changes since the legalization of marijuana. In the first year, \$530 million in recreational cannabis sales was recorded and with that, \$111 million in taxes. Per Sgt. Hayes, Oregon is transporting more marijuana out of the state than Mexico. Marijuana is the #1 contributing factor for persons driving too fast. The ability to get marijuana at dispensaries in food and drink has presented another set of problems for possible overdosing. Packaging has to be child-proof however, once the package is open, there is no way to seal it back up. Serving size is significantly less when compared to normal food items. Sgt. Hayes showed a single cookie with packaging listing 6.5 servings due to the THC content. Over 50 dogs overdosed this last year from eating their owner's cannabis food items.

Sgt. Hayes gave an overview of other types of cannabis product including Dabs, pin-head in size, which can have up to 99% THC concentration or an equivalent of up to 5 joints. There are now more cannabis users that tobacco users.

Sgt. Hayes next discussed a lab made drug called Fentanyl. It is highly lethal; a very small amount will cause an overdose. It goes in through the skin so just being exposed to it can be deadly. There is a new laser available which will allow officers to test for Fentanyl through packaging in order to avoid contact. Kratom and Propylhexedrine were also mentioned. Both are readily available but can be very harmful if taken in concentrated doses.

Lisa Baker—Eugene Municipal

# Cell Phone Avoidance Course Approved by ODOT

## Presenters - Sgt. Schaer and Officer Dalton

The Distracted Driving Avoidance Course (DDAC) is a way to educate motorists. The goals of the course are to increase understanding, increase awareness and educate about the dangers of distracted driving. There are four types/categories of distracted driving:

Visual – seeing things that take away from the driver's focus such as a toddler in the back Auditory – hearing things that distract the driver such as arguing with a passenger Manual – having things in your hand such as food

Cognitive – thinking about something other than the drivers/vehicles around you

Research shows that talking on a cell phone while driving reduces brain activity that should be devoted to driving by 37%. Drivers texting while driving are 20 times more likely to be involved in a crash. Sgt. Schaer indicated that even though distracted driving is underreported, current statistics list 8 people per day are killed and 1161 injured as a result of distracted driving.

The DDAC recommends all drivers take the following actions prior to starting up their vehicle:

- \*Turn your cell phone off or put it in airplane mode
- \*Finish eating/drinking prior to your trip

\*Set the GPS to your destination

- \*Finish grooming (make-up, shaving, hair) prior to your trip
- \*Make sure your kids are buckled in properly
- \*Do not drive under stress/strong emotions both positive and negative can be dangerous
- \*Eliminate physical distractions from passengers, pets, fatigue
- \*Be mentally and physically equipped to drive
- \*Know the rules of the road where you will be driving and know where your documents (insurance, registration) are in the vehicle
- \*Make sure your vehicle is in good working order
- \*Be aware of road conditions
- \*Practice safe driving/defensive driving techniques speed, safe distance, look ahead, be prepared for other drivers

The specifics of ORS 811.507 were discussed including the specific definitions for distracted driving, hands-free accessories, mobile electronic device and using a mobile electronic device. Information was also provided on exceptions for using a mobile electronic device and affirmative defenses that can be argued in court. There will be changes in the fine schedule <u>as of 7/1/18</u>. 1<sup>st</sup> offense for using a mobile electronic device / Class B violation - \$265, 2<sup>nd</sup> offense / Class A violation - \$440 and 3<sup>rd</sup> offense in 10 years / Class C Misdemeanor - \$2000.

Lisa Baker

# Record Request Laws

When looking at Oregon Public Records Law, we want to first look at the purpose and scope. The purpose of public records is to have an open, transparent government. The scope is that "every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided on ORS 192.338, 192.345, and 192.355."

A public record is:

-Any Writing

-Containing information relating to the conduct of the public business

-Prepared, owned, used or retained by a public body

-Regardless of physical form or characteristics

There are some required responsibilities under the Public Records Law. Records must be produced in a timely manner, unless the records are exempt or the request is complex. It is also required that reasonable communication must be made with the requestor. It is not required of you to create a public record where there is none. You also do not need to produce the record in the format requested, unless the system is capable. You are not required to answer substantive questions; you are only required to produce the record.

When responding to a public records request, you must first give a written acknowledgement within 5 business days. Next, you need to do some internal investigating/coordinating of the record. For example, Where can it be found? How long will it take to retrieve the record? What will the cost be? Once you've determined the estimated fees you must let the requestor know if it is over \$25. If it is over, you must get payment first.

There are times when it is okay to redact or withhold the records being requested. In general, there are over 500 exemptions listed in Oregon law. Most exemptions are listed in ORS Chapter 192. More exemptions are incorporated into ORS192 by reference. Other exemptions are listed in State or Federal law. If you are redacting or withholding records, you must cite the specific exemption.

Once you have acknowledged the request, it must be produced within 10 business days or have correspondence with the requestor, giving them the estimated date in which you will have the record complete. There are a few exemptions to the timed deadlines. If you do not have the staff necessary, or a have a high volume of requests, or if the request will take too much time away from day to day services you provide, you may be exempt from the regular deadline.

It is best to have one person to receive public records requests. Having a designated person will help to ensure requests get properly handled and deadlines are met, as well as making sure there is proper communication with the requestor.

Melissa Harmon—Linn County Justice Court





## Kim Carrier—Happy Valley Municipal

1. WHAT IS YOUR JOB TITLE AND HOW LONG HAVE YOU BEEN IN YOUR POSITION?

Municipal Court Clerk—9 years

2. WHAT DO YOU LIKE BEST ABOUT YOUR JOB?

The people I work with. I also like it when people will pay their tickets online LOL! I also like my vacation time!

3. WHAT DO YOU LIKE LEAST ABOUT YOUR JOB?

Being yelled at on the phone or at the counter and blamed for whatever citation they were issued. I know they are just venting, but it gets old.

4. WHAT ARE YOUR FAVORITE THINGS TO DO ON YOUR OWN TIME?

I enjoy wine tasting, traveling, spending time with my family

5. WHAT IS ONE ITEM YOU CAN'T LIVE WITHOUT EVERY DAY?

My coffee! 2

6. WHAT IS SOME ADVISE YOU WOULD GIVE TO SOMEONE ELSE IN YOUR JOB POSITION?

Don't take anything personal! This job definitely tests your patience and customer service skills. People can be rude and confrontational and if you can't hang up on them, do your best to remain calm and just try and keep them on task, why they are there – to enter their plea and/or pay their citation. Try and keep a sense of humor!

7. TELL US SOMETHING ABOUT YOUR SELF THAT WE PROBABLY DON'T KNOW.

Oh gosh...My dad was in the air force so we moved a few times – I was born in Ft. Walton Beach, FL but we settled in New Orleans, Louisiana when dad got hired by Delta Airlines. We moved up to Washington after I graduated high school. My parents are from WA and we would spend every summer in the NW. Dad was a pilot for Delta so as soon as the opportunity opened up for us to move back to the NW he took it (Delta opened the route from PDX to Tokyo). It took 18 years, but we ended up back here! I went to college at University of Idaho. I really wanted to be a flight attendant – I went up to Seattle to interview with Alaska Airlines during my senior year of college but they were hiring before I graduated so I didn't pursue it. After college I worked for the Latah County Prosecutor (Moscow, Idaho) and I LOVED this job – I worked with check fraud and DUI cases. I was there for about 5 or 6 years before life changes brought me back to Washington then Oregon. I got to be a stay at home mom for a while before I was hired at City of HV 9 years ago!

# SAVE THE DATE



# SUNRIVER

# OCTOBER 14-16, 2018

Reminder—nominations for the board are in the fall. Are you interested in a position? The board needs you!

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