



Behind the Bench

Membership Renewal Reminder

Memberships are valid January through December of each year. If someone from your court leaves and a new employee has taken their place, let the membership Chair Lisa Hettinger know, so she can update your Court information.

Lisa Hettinger, Evans Municipal Court, 1100 37th St., Evans, CO 80620; email lhettinger@ci.evans.co.us. Tel: 970-475-1123; Fax: 970-330-3472.

CAMCA Website Update

The newly designed CAMCA website is currently available and can be viewed online at <http://www.camcacolo.com/>, this site can be used for additional information pertaining to court classes, meeting dates, forms, court directory and Legislature Updates.

If you have any information that needs to be added or updated, please contact Sally Cannady as she will be acting as the liaison for the Website. She can be reached by telephone at (303)582-1727 or her e-mail address is scannady@cityofblackhawk.org.

CAMCA's Tri-Annual meeting,

held on December 7, 2007, in Lakewood was well attended by court clerks from across the state. The Annual Business Meeting was held including the Nominations and Elections.



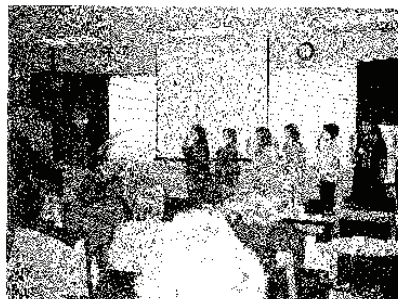
Lakewood's Honorable Judge Thomas Elliot did the swearing-in of the new Officers at the meeting. Those present were: Sharon Dunlap, of Thornton Municipal Court, Karla McCrimmon of Castle Rock Municipal Court, Candace Atkinson of Greeley Municipal Court, Beverly Seidel of Gunnison Municipal Court, Philippa Stephens of Greenwood Municipal Court, Terrie Cooke of Denver City and County Court, and Kersten Armstrong of Wheat Ridge Municipal Court.



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CAMCA TRI-ANNUAL MEETING



New Members being sworn in.



CAMCA Committee Chair Regina Dennehy of Lone Tree Municipal Court presented the “Member of the Year” award to Kersten Armstrong of Wheat Ridge Municipal Court for her outstanding work in 2007.



Maureen Conner, Ph.D. presented the Judicial Administration Program offered by Michigan State University .

Judicial Administration Program

Presented by: Maureen Conner Ph.D. connerm@msu.edu

Director of the Judicial Administration Program.

The Judicial Administration Program at Michigan State University was presented to promote an educational opportunity for all CAMCA members. This program offers professional development to ensure courts operate on a most efficient level. The program is web based and therefore can be completed online.

There are three levels to choose from which include educational training on a non-credit, credit and masters degree level.

To earn a *noncredit* certificate you must complete sixty contact hours within five years of your start date.

There are three components of this course to be completed

Core: Forty contact hours with a minimum of six contact hours in each:

Caseflow management

Information Technology Management

Human Resources Management

Leadership

Purposes and Responsibilities of Courts

Resources, Budget and Finance

Elective: Twenty contact hours in at least three of the following:

Court and Community Communication

Education, Training, and Development

Essential Components of Courts

Visioning and Strategic Planning

Capstone: Written assignment and one-on-one conversations with a Supervising MSU faculty member

Cost of the Noncredit Certificate Over Five Years is \$665.

\$15 nonrefundable application fee

\$10 per hour for each contact hour

\$50 for the capstone experience

Once the noncredit certificate is completed you may move forward towards credit-bearing courses by adding thirty online contact hours with a MSU faculty member to their noncredit certificate, thus earning six graduate credits that can be applied toward the credit-bearing certificate or directly to the Master of Science in Criminal Justice, Judicial Administration Specialization. You may also transfer those credits to another academic institution and apply them toward a bachelor's or master's degree, if approved by the academic institution.

continued

For More Information: Visit <http://judicialadminist.msu.edu> or contact the Judicial Administration Program: School of Criminal Justice

Michigan State University

1407 South Harrison, Suite 330 Nisbet Building

East Lansing, MI 48823-5239

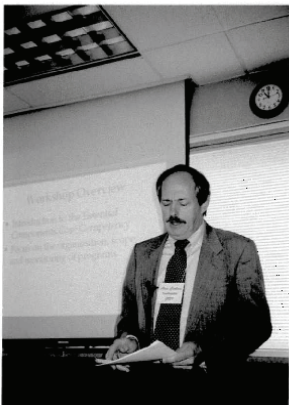
Phone 517-432-1716

Fax: 517-432-3965

Dr. Sharon L. George, Academic/Student Services Administrator, georges@msu.edu

Summarized by Reed Patterson, Aspen Municipal Court.

The next guest speaker was



Alan Carlson, President of the Justice Management

Institute who did the late morning /afternoon presentation on “Essential Components of Courts”, this being one of the Elective required courses by Michigan State University under the Judicial Administration Program. Continued on page 4



WAYS TO CONTROL YOUR BLOOD PRESSURE.....

1. **SHED A FEW POUNDS**—Research show that losing even 10 pounds can lower blood pressure. Weight loss has the best effect on blood pressure in people who are overweight and already have high blood pressure.
2. **MOVE MORE**—Being physically active is one of the most important steps you can take to prevent or control high blood pressure. It also helps reduce your risk of heart disease. Being active can help you lose weight and keep the pounds off.
3. **DRINK ONLY MODERATE AMOUNTS OF ALCOHOL**—One drink a day for women and two drinks a day for men won't raise blood pressure. However, more than three drinks a day have been shown to raise blood pressure in men and women.
4. **CHOOSE MORE DAIRY FOODS**—Enjoy three 8-ounce glasses of fat-free milk or an equal amount of yogurt. Another high-calcium choice is one and a half ounces of cheese or calcium fortified juice. One service of a high calcium food should contain at least 300 mg of calcium for a total of at least 1,000 mg a day. Women over 51 years old need 1,200 mg. a day.
5. **EAT MORE POTASSIUM**—Because Americans don't eat enough fruits, vegetables and dairy foods, they don't get enough potassium. Getting enough potassium can lower blood pressure, lessen the effects of too much sodium and salt and decrease the risk of heart disease, especially stroke. You can get the mount you need each day by eating 2 1/2 cups of vegetables, choosing high-potassium vegetables (broccoli, spinach, sweet potato or winter squash), eating two cups of fruit, selecting high potassium fruits (oranges, cantaloupe, bananas and apricots) and eating three servings of low-fat or fat-free dairy foods.
6. **Eat less sodium**—Check the mount of sodium per serving on the Nutrition Facts label. Can you buy a lower-sodium version or prepare the food from scratch with less sodium? Use more foods that are unprocessed and naturally low in sodium, such as fresh or frozen vegetables, fruits, grains and starchy vegetables. Limit your use of ready-to-eat and processed foods, such as canned soup, cold cuts and hot dogs, frozen entrees, salad dressings, and packaged mixes.

Continued on page 7

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Essential Components of Courts

Essential Components of Courts

Summarized by Kersten Armstrong

Presented By: Alan Carlson, President of The Justice Management Institute

CAMCA kicked off the Michigan State University Judicial Administration Program by offering the Course, “Essential Components of Courts”. This course was presented by Alan Carlson, President of The Justice Management Institute.

This course focused on the organization, the scope, and the monitoring of various programs offered by Courts. The essential components of Courts noted in the presentation were: Collections, Records Management, Verbatim Record, Self-help Programs, Probation, Jury Management, Court House Construction/Remodeling. Repercussion of the essential components not operating effectively may result in the delay of cases, additional costs, frustration on behalf of the public, and lower public trust and confidence. The benefits of essential components operating effectively are, but not limited to, participants understanding the process, participants knowing what to expect, an overall more efficient process, and a greater public trust and confidence.

Essential Components (programs/services) serve a purpose under many different aspects of the Court:

Role and Purpose

Does it support the mission and goals of your Court?

Does it strengthen judicial accountability?

Case Preparation

Does it assist parties in preparing their case?

Does it gather information for judicial decision-making?

Adjudication

Alternative dispute resolution approaches

Trial support services such as interpreters, jurors

Enforcement

Monitor compliance with Court orders

Enforcement of court orders or judgments

Court Infrastructure

Workplace or workflow

Business continuity, such as disaster preparedness.



Developing and managing various essential components (programs/services) consists of:

Determining a need for a service or program

Determine scope of service

Determine the participants that will be served by the program

Determine if the program is in line with the Role, Purpose, & Mission of your Court.

What is the objective?

What outcomes do you want?

Review and evaluate service delivery models

Continued

- In house vs. outsourced
- Equipment needs
- Performance measures
 - Where is the accountability?
 - Determine performance measures
- Develop monitoring mechanisms
 - Reports
 - Forwarding outcomes (i.e. DMV)
- Funding and Budgeting
 - Requests and allocation of funds
 - Collection of revenues
 - Funding necessary equipment and staffing to support program



The participants learned how to manage essential components (services and programs) of the Courts through discussion and exercises. As all of us in the municipal court system have experienced, there are multiple ways to deliver the same service. Participants learned that there are ways to measure programs and services. Participants learned the importance of monitoring and evaluating the success or usefulness of a program or service.

As summarized in the hand out, well-managed Essential Components support court purposes and responsibilities such as rule of law; judicial independence and impartiality, equal protection, due process, societal values such as privacy, and court management values such as efficient and good customer service. When managed well, Essential Components promote court performance excellence and help maintain and improve public trust and confidence in the judiciary.

If you were unable to join us at the CAMCA Annual Meeting held on December 7, 2008, you may take this course on-line @ <http://judicialadministration.mus.edu>. You may visit this web-site to find out more information regarding the MSU Judicial Administration Program. In addition, this course will be offered at the 2008 NACM Annual Conference.

If you would like more information regarding Alan Carlson or The Justice Management Institute visit: www.jmijustice.org



**And in the end it's not the
years in your life that
count. It's the life in your
years....**

Abraham Lincoln

President's Day-February 18th

Reflections of Martin Luther King, Jr.

Are you making the most of your inner Dr. King?



We all have the potential, if not the obligation, to do great things in great ways. Use this page to check your progress while reflecting on the words of Martin Luther King, Jr.

► **INSTRUCTIONS:** Read each item, then check the box (1 to 5) that best indicates how often your actions match the words. Use this scale: 1 = never 2 = rarely 3 = sometimes 4 = usually 5 = always

1 EXCELLENCE No matter what I'm doing at work, I strive to do my best.

1	2	3	4	5
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In Dr. King's words: *If a man is called to be a streetsweeper, he should sweep streets even as Michelangelo painted, or Beethoven composed music, or Shakespeare wrote poetry.*

2 COURAGE When important issues are being talked about, I take a stand and speak up.

1	2	3	4	5
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Our lives begin to end the day we become silent about things that matter.

3 REFLECTION When facing difficult situations, I learn the facts and think through all options.

1	2	3	4	5
---	---	---	---	---

Rarely do we find men who willingly engage in hard, solid thinking. There is an almost universal quest for easy answers and half-baked solutions.

4 HOPE When I run into roadblocks, I deal with them and move on, knowing better days are ahead.

1	2	3	4	5
---	---	---	---	---

We must accept finite disappointment, but never lose infinite hope.

5 INTERDEPENDENCE When making decisions, I consider how my actions will affect other people.

1	2	3	4	5
---	---	---	---	---

An individual has not started living until he can rise above the narrow confines of his individualistic concerns to the broader concerns of all humanity.

6 SERVICE I make an effort every day to help other people be successful.

1	2	3	4	5
---	---	---	---	---

Life's most urgent question is: What are you doing for others?

7 HUMILITY I graciously accept help from others.

1	2	3	4	5
---	---	---	---	---

The art of acceptance is the art of making someone who has just done you a small favor wish that he might have done you a greater one.

8 VISION In my life, I have a big vision for positive change that gives me inspiration.

1	2	3	4	5
---	---	---	---	---

I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin, but by the content of their character.

9 MISSION My life is guided by a meaningful mission that shapes what I do on a daily basis.

1	2	3	4	5
---	---	---	---	---

If a man hasn't discovered something he will die for, he isn't fit to live.

10 LEGACY I live each day with such passion that if today were my last day on earth, I would be satisfied that I had made the most of my time and talents.

1	2	3	4	5
---	---	---	---	---

I want you to know tonight that we as a people will get to the promised land. So I'm happy tonight. I'm not worried about anything. I'm not fearing any man.

Add the numbers in all the boxes you checked, and put the total here:

10-30 = You can do more to tap your potential. Set goals and take action now.

31-40 = You're making progress, but there's room to improve. Make it happen.

41-50 = You make a difference wherever you go. Keep it up – the world needs you.

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continued

Buy lower-sodium versions of these products when they are available. Cut back on salt in cooking and at the table. Don't add salt to rice, pasta or hot cereals. Cut back on instant or flavored rice, pasta and cereal mixes. Which usually have added salt. To season your foods when you cook and at the table, use a wide variety of no- or low-calorie and sodium flavor enhancers, such as herbs, spices, fresh ground pepper, lemon, lime, mustards and vinegars.

7. **DON't smoke**—Quit now! Smoking has been shown to injure blood vessel walls and speed up the process of hardening the arteries. Even though smoking doesn't directly cause high blood pressure, it is not healthy for anyone, especially people with high blood pressure. If you smoke, quit. If you don't smoke, don't start. You will reduce your risk of having a heart attack even just one year after quitting.



Court Happenings



TEEN COURT—Sandra Gutierrez was hired by the **Castle Rock and Parker Courts** to run their Teen court. Sandra started last year with Karla to get the program up and running and has now combined both courts in a joint effort to train and team build with the

volunteers. They are optimistic about the success and hope to have an IGA in place for next year. Good Luck Sandra!

Montrose Municipal Court—has hired a part-time administrative court clerk. We welcome Ginger Kuemmerlin to the court family.

Crested Butte Court—hired Carmen Bell in July of 2007 to assist with the City Clerk's department. After showing an interest in the court side, Eilene Hughes "passed the hat" officially as of January 2008. Carmen will be attending Court Basic classes this spring so you'll have the opportunity to meet her.



DON'T FORGET..

DAYLIGHT SAVINGS-MARCH 9TH



2008 CAMCA TRAINING

March 7, 2008

CAMCA Court Basics I—Greeley Municipal Court

March 9-11, 2008

NACM Mid-Year Conference—Charleston, South Carolina

April 17-19, 2008

CMJA Conference (Judges) - Beaver Creek

April 18, 2008*

CAMCA Tri-Annual Meeting—Denver

*(MSU Training at this Meeting)

May 9, 2008

CAMCA Court Basics I—Greenwood Village Municipal Court

June 6, 2008

CAMCA Court Basics II— Castle Rock Municipal Court

July 13-17, 2008

NACM Annual Conference—Anaheim, California

August 8, 2008

CAMCA Court Basics III—Thornton Municipal Court

September 21-24, 2008*

CACE/CCEC/CAMCA Conference/Tri-Annual Meeting—Breckenridge

*(MSU Training at this Meeting)

September 25-27, 2008

CMJA Conference (Judges)—Grand Junction

October 17, 2008

CAMCA Management Tools—Arvada Municipal Court

December 5, 2008

CAMCA Annual Meeting—Greeley Municipal Court

2008 CAMCA TRAINING REGISTRATION

Please complete one registration form per Court when possible

Name(s):	_____	Municipality:	_____
	_____	Address:	_____
	_____	City, State:	_____
	_____	Zip:	_____
	_____	FAX #:	_____
E-Mail:	_____	Phone #:	_____
	_____		_____

TOTAL ENCLOSED \$ _____

FAX REGISTRATION TO Terrie Cooke @ 720 865-8250

MAKE CHECKS PAYABLE TO CAMCA. MAIL CHECKS & REGISTRATION FORM TO:

Terrie Cooke, CAMCA Treasurer

City & County of Denver Court, 1437 Bannock St., Room 108, Denver, CO 80202

Deadline: 14 days prior to the class. Light snacks will be provided by host Court. Lunch is on your own.

COURT BASICS I: Where do I fit in?, DMV, Records Act, Customer Service, Court Lingo

_____ **March 7, 2008** Hosted by Greeley \$40.00/CAMCA Member \$50.00/non-member*

_____ **May 9, 2008** Hosted by Greenwood Village \$40.00/CAMCA Member \$50.00/non-member*

COURT BASICS II: Bonds, Court Appointed Counsel, Interpreters, Collections, Rules

_____ **June 6, 2008** Hosted by Castle Rock \$40.00/CAMCA Member \$50.00/non-member*

COURT BASICS III: Appeals, Jury Management, Case flow Management, Records Management

_____ **August 8, 2008** Hosted by Thornton \$40.00/CAMCA Member \$50.00/non-member*

MANAGEMENT TOOLS: Conflict Management, Court Security, Ethics, Hiring, and Problem Analysis

_____ **October 17, 2008** Hosted by Arvada \$40.00/CAMCA Member \$50.00/non-member*

*\$40.00 will be applied to the cost of the class. \$10.00 will pay your CAMCA membership fee for one year (if active but not the only member from your court, if you are the **only** member the cost is \$70.00)

CHECK THE CAMCA WEB-SITE @ CAMCACOLO.COM FOR UPDATED INFORMATION

CAMCA/MSU Five-Year Schedule-Courses



CAMCA / MSU Five-Year Schedule of Course Offerings for the Judicial Administration Noncredit Certification Program Core and Elective Subject Matter Course Requirements

Judicial Administration Core and Elective Subject Matter Hour Requirements

Students must complete a total of forty (40) contact hours in the core subject matter. The minimum requirement of six (6) contact hours offered through one (1) program must be met before the core course can be eligible for the Judicial Administration Program. The minimum requirement of twenty (20) contact hours in at least three (3) of the electives is required. There is no contact hour requirement for an elective subject matter; however, students must complete at least three (3) of the elective courses.

Required Core Courses

Caseflow Management; Information Technology Management; Human Resources Management; Leadership; Purposes and Responsibilities of Courts; Resources, Budget, and Finance.

Required Elective Courses

Court and Community Communication; Education, Training, and Development; Essential Components of Courts; Visioning and Strategic Planning

Online Courses at Michigan State University

All required core and elective courses are available online through Michigan State University. Students are charged the same \$10 fee per contact hour fee.

- 2007: **Essential Components** (minimum 5 contact hours)
- 2008: **Education Training and Development** (minimum 5 contact hours)
Resources, Budget and Finance (minimum 7 contact hours)
- 2009: **Information Technology, Management** (minimum 6 contact hours)
Purposes and Responsibilities of Courts (minimum 6 contact hours)
- 2010: **Leadership** (minimum 6 contact hours)
Court and Community Communications (minimum 5 contact hours)
- 2011: **Caseflow Management** (minimum 8 contact hours)
Visioning and Strategic Planning (minimum 5 contact hours)
- 2012: **Human Resources** (minimum 7 contact hours)



Letter from CAMCA 2008 President

The year 2008 is shaping up to be exciting year for the CAMCA organization. At the CAMCA Annual Meeting December 7, 2007, CAMCA kicked off the Michigan State University (M.S.U.) Judicial Administration Program with the presentation of Essential Components of Courts by Alan Carlson, President of The Justice Management Institute. Dr. Maureen Conner, Director of M.S.U. Judicial Administration Program explained all the associated options the Judicial Administration Program has to offer for our members. CAMCA thanks the Lakewood Municipal Court Staff for their efforts in hosting this meeting and to Presiding Judge Thomas Elliott for swearing in our new officers. CAMCA would not be in the position of offering this type of exceptional training opportunity and the potential for recognition and advancement of our profession without the vision and determination of Val Marino, Arvada Municipal Court, who met the challenges and devoted her endless energy to bring this program to CAMCA.

Karla McCrimmon (Castle Rock), Co-Vice President, is in the planning stages for the Tri-Annual meetings. The first Tri-Annual meeting will be slated for one of the MSU modules. The second Tri-Annual meeting will be the combined training with CACE for their CCEC Conference in September. Val Marino (Arvada) and Sally Cannady (Black Hawk) are the CAMCA liaisons with CACE and will provide information to the CAMCA members as available. The third meeting is CAMCA's Annual Meeting to be held in December hosted by Greeley Municipal Court. Karla McCrimmon is in the planning stages as to topics and speakers. Members can look forward to this meeting providing a quality educational opportunity and an opportunity to network with other CAMCA members. Through the dedication of Co-Vice President Sharon Dunlap, the members of the Education Committee, and the CAMCA instructors, the organization is once again offering five Court Basics courses this year. See the upcoming events for dates, times, and locations.

I have mentioned only a few of the members, due to space limitations, that make up the 2008 CAMCA Support Team. They all deserve your thanks, along with your support of their dedication to the CAMCA organization. I personally have had the pleasure to see firsthand the dedication CAMCA members bring to this association, to the judicial profession, and to each other. I look forward to serving this year as CAMCA President and for the opportunity to lead such a remarkable organization.

Sincerely,

Kersten Armstrong, Court Administrator
Wheat Ridge Municipal Court

7-Ways to keep active in Winter

- 1. Take advantage of days where the weather is tolerable. Get out and be active.**
- 2. Consider a change in your exercise pattern. A midday walk or bike ride may work better than your warm weather schedule of early morning or evening.**
- 3. Wear enough clothing to be warm and comfortable. Layers of clothing work well. As you warm up, peel down.**
- 4. Walk the shopping malls or other enclosed facilities, such as an indoor track.**
- 5. Take up a winter sport like skating or skiing.**
- 6. Find a local indoor pool and try swimming indoors during the winter.**
- 7. Try other indoor activities, such as aerobics or strength and toning classes. You can also check out different fitness shows on TV, or rent a fitness video.**



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Spring is just around the Corner-Somewhere!

SAVE THE DATE!

MARCH 7, 2008

Court Basics I-Greeley

(Deadline Thurs. February 28th)

APRIL 17-19, 2008

CMJA Conference
(Judges)-Beaver Creek

APRIL 18, 2008*

Tri-Annual Meeting-Denver
M.S.U. CLASS



MAY 9, 2008

Court Basics I—Greenwood

REMINDER.....

To read the *Behind the Bench* on
the CAMCA website at
www.camcacolo.com

Updates, job announcement, etc.
send to Sally Cannady.

CAMCA SCHOLARSHIPS:

To promote professional development within the membership, CAMCA has established an overall scholarship fund. Active members needing assistance may apply for registration or tuition assistance throughout the year on an as-needed basis.

See CAMCA website for applications and completion information.

