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April 1997

Inner Chambers

Newsletter of the Federal Magistrate Judges Secretaries Association

From the President

DEALING WITH CHANGE

As many of you know, I teach a class entitled "Ethics for the Legal Assistant" at our local community college. One of the tips I always give my students is that in the legal profession one must remain flexible in dealing with change. I then make sure that there are at least a few changes in the schedule so the students can gain some actual experience in this important area. Although the changes I make for my class are intentional, I assure you that the changes we have made in scheduling the FMJSA Conference this year were far from it! Nevertheless, as you will note elsewhere in this newsletter, change is exactly what we are faced with. Being the pros we are in dealing with change from our experience in working for the courts and especially judges, I know all of us will rise to the occasion in this instance as well.

Instead of an October 8-11 meeting (or our subsequent date of October 22-25), in Knoxville, TN, we are now set for October 16-18 in St. Louis, Missouri. There will be optional activities available on the 15th in conjunction with the ABA. Another change is that we will be joining with the Association of Bankruptcy Judicial Assistants (ABA). When we ran into scheduling

problems with the hotel in Knoxville and realized that our 1997 Conference was on the verge of having to be canceled, we contacted ABA President Velma Smith to see if there was a chance we could join with them. She and the ABA Executive Board could not have been more enthusiastic and gracious in welcoming us with open arms and for that we are most grateful.

Before I continue, I want to thank Alice Mitchell in Knoxville, TN for the enormous amount of effort she has expended on our behalf in anticipation of the Conference being held in Knoxville. The problems which were encountered (including a Georgia/Tennessee football game which apparently takes over the entire area) were totally out of her control and we are very grateful for all Alice has done to try to make this work. We are hopeful that we will be able to schedule a Conference in Knoxville at another time. Thank you Alice! Alice has asked me to announce that if anyone has already purchased nonrefundable tickets for Knoxville, she will personally see that you have a marvelous time during your stay!

As to the St Louis Conference, the ABA Conference Committee has done a lot of the groundwork and we will be joining them for part of the Conference and will be doing our own thing for other portions. The FMJSA

judicial assistants in St. Louis, chaired by Denise Peebles, have agreed to coordinate the Conference on our end and are hard at work on the arrangements. We are very grateful to this group for jumping in midstream and pulling our part together in conjunction with the FMJSA Executive Board.

As we all know, change is inevitable. Some changes we can anticipate; others are a surprise! Thanks to the professionalism of all those involved, this change will be dealt with as smoothly as possible. It will also give us an opportunity to work with ABA in anticipation of our upcoming 1998 Conference with all three associations. More information will be coming out within the next couple of months. In the meantime, **THIS CONFERENCE AND THE DATES ARE FIRM!** Please mark your calendars and begin to make your arrangements. We're looking forward to a wonderful, exciting and interesting time!

SEE YOU IN ST. LOUIS!

Congratulations to Flay Sambrone-Metoyer for her wonderful work on the 1996 Convention. The Convention was very close to being a break-even event, costing the members who did not attend only slightly more than \$100 out of our treasury. All other expenses were covered by registration fees and donations from attendees. Join us next year in St. Louis to see what your low registration fee will cover!

Our President, Candace Jones, was introduced in the December newsletter and now here are our other officers

FLAY SAMBRONE-METOYER President-Elect

Flay is the reason our conference in New Orleans was such a success. She is a dynamo of energy and warmth. She works with Magistrate Judge Ivan L. R. Lemelle and has done so for the past 8 1/2 years. She is a certified paralegal graduating from the University of New Orleans in 1982. She was a paralegal with Michael S. Fawer, PLC, 1984-88 and a legal secretary with the State Attorney General's office from 1979-84.

She and her husband, Jay, have no children, but love renovating old houses, gardening and visiting the elderly. She has an older brother and sister and a wonderful loving mother.

There are six full-time magistrate judges in New Orleans. Only one handles criminal matters. The other five handle §1983 prisoner cases, Title VII (discrimination), federal and state habeas, all discovery matters and a lot of settlement conferences.

Flay's duties include reviewing prisoner cases and preparing reports and recommendations. She does research, schedules conferences and hearings, holds preliminary conferences to set pretrial and trial dates, records prisoner hearings, keeps status of all cases that are referred to her Judge, prepares several monthly reports, drafts minute entries and orders, orders supplies and whatever else comes along!

ANN H. SHERMAN

Secretary

Many of you have had the opportunity to talk with Ann as she is chair of the Membership Committee and has made personal contact with many of you. She is the reason our Association has grown. She works with Magistrate Judge Virginia A. Mathis of Phoenix, Arizona, and has been employed by the Magistrate Judge system for 23 plus years. She understands and has gone through the agonizing period of wondering if you will have a job when a new magistrate judge comes aboard.

She has a Business Administration/Business Education degree from Towson State, Towson, Maryland and a M.P.A. from Arizona State University, Tempe, Arizona. She has been married to Michael for 25 plus years. Michael is an accountant by trade but a musician by love. Ann worked for private attorneys while attending college and loves racquetball and traveling.

There are a total of 7 magistrate judges in Arizona, 4 in Phoenix, 3 in Tucson and 1 part-time in Yuma. They all share criminal and civil duties evenly; alternate criminal duty on a two-week basis (2 weeks on 4 weeks off) and handle all prisoner litigation.

Ann handles all administrative matters; case management; assists with courtroom duties; drafts form orders; maintains liaison with court personnel, judges' chambers, government agencies, AO, public, etc.; prepares all reports and assists her Judge with prisoner civil rights litigation.

PAULA COLEY

Treasurer

Paula works with Magistrate Judge Tommy E. Miller, of Norfolk, Virginia, who will be the next President of the Federal Magistrate Judges Association. Paula will be in the unenviable position of having twice been secretary to a magistrate judge who is President of the FMJA - Judge Miller and Judge James Turner who was President of the National Council of United States Magistrates in 1984-85. Those of you who have worked for a magistrate judge who is President of the FMJA know just what a huge job is involved and our heartfelt good wishes go to Paula. Paula has been a member of the magistrate judge system for 12 years.

Paula attended Denison University, Granville, Ohio, and has a B.S. in Business Administration from the University of Florida. She is married and has a father and brother in California. She was a medical administrator for ten years with Cornell University and a legal secretary with Norfolk law firms for seven years. She loves landscape design and wildlife photography.

There are two magistrate judges in Norfolk and the misdemeanor and criminal docket are split 50/50 with civil cases assigned by the docket clerk.

In addition to regular duties in civil and criminal matters, Paula coordinates the law clerk hiring process for nine Judges (see our December newsletter) processing 300-400 applications each year and scheduling interviews for approximately 60 candidates. She also analyzes files and drafts initial orders in habeas corpus and civil rights

cases (files are not directed to the law clerk until ready for R&R).

DID YOU KNOW - JS-43's CAN BE SENT TO THE AO BY CC; MAIL??

Instructions are as follows:

After completing the report, go to "Magistrate Judge Main Menu" screen at beginning of MAGS program.

Choose (4): Prepare data for sending/backup/restore.

Another screen will appear, Choose (1): Extract Data From the Database/Backup Data. Put a disk in your A:\ drive and hit enter. Information will be backed up to disk.

Quit MAGS program at this point. (Escape, Escape, Y, Enter.)

Go to CC: Mail.
Message/New
Address to AO-1PO, Select or enter AOJS 43.
Address message and put in subject.
Attach file items from A:

A:\22XXJS43.J43
A:\22XXCONS.J43
A:\22XXNOTE.J43 (XX = Your Judge's code.)

There will be other files on the A:\ drive, but these are the only three needed by the AO.
Send message. You should get a receipt from the AO within a few days.

Questions: Call Bill Phillips at the AO, (202) 273-1837.

REPORT FROM THE TREASURER

As of March 31, 1996, our checkbook balance was \$7,903.22.

We have 66 paid members to date.

THANK YOU!

Many thanks to the Federal Magistrate Judges Association for its donation to our association of \$1,000.00. We are very appreciative of the support of the Magistrate Judges toward our efforts especially in the area of education and training.

CONGRATULATIONS TO LIZ DAIGLE, BATON ROUGE, LA

Liz bought ONE \$5.00 raffle ticket and took home the grand prize of a brand new Mercedes. With that kind of luck, Liz should buy some lottery tickets!!

VOLUNTEERS NEEDED TO ORGANIZE A SCHOLARSHIP COMMITTEE

The Board is interested in establishing a scholarship fund for FMJSA members to assist in providing funds to those members who wish to pursue continuing education and professional development goals. If you are interested in working on the committee, please contact Ann Sherman, tele: 602-514-7240.

A thank you to Paula Coley who contacted Susan Slade, Training Specialist, United States District Court for the Eastern District of Virginia, 401 Courthouse Square, Alexandria, Virginia, inviting her to participate in our education program for judicial secretaries by contributing to our newsletter. Susan graciously responded that she would be happy to aim for our June newsletter. If there is any particular topic that is of concern to you, please let us know and we'll pass this along to Susan.

HATS OFF TO THE AO

I was fortunate to be one of the 120 judicial secretaries able to attend the Mid-Career Retirement Seminar sponsored by the AO in Phoenix during the week of April 7, 1997. The two-day program covered an overview of the federal retirement systems (CSRS and FERS) as well as the Thrift Savings Plan and financial planning. It was the best program I have ever attended during my 23+ years of service with the U.S. Courts. I urge all of you to apply to attend the program when it is offered in your area.

We owe a great deal of thanks to R. Townsend Robinson, Deputy Assistant Director, Office of Human Resources and Statistics, and Chair of the Judicial Secretaries Advisory Group (JSAG); Terri Tinsley, Chief, Education and Training Branch, and Carolyn Hamer, Retirement Training Officer, and their staff as well as to the JSAG for their hard work and dedication in coordinating this program and being the "driving force" behind the program's development and availability. Thanks for being there for us!!

Ann Sherman, Phoenix

The editor would like to take to this opportunity to personally thank Ann Sherman for being such a gracious hostess to those of us who were fortunate enough to attend the Mid-Career Retirement Seminar. She went out of her way to point us in the right direction.

I would also like to thank Merry Jones from Shreveport, Louisiana, for bringing the seminar to my attention. This is the way the Association should work. Pass along anything of interest to your Circuit Rep. and have her check it out.

KEEP AN EYE OPEN FOR UPCOMING TRAINING

The Clerk's office in Dallas recently conducted a CSRS and FERS Retirement Benefits Seminar. Because of the differences between CSRS and FERS there were two separate seminars given for the two benefit plans. A professional financial consultant, K. Wayne McLeod, RFC, President of the Federal Employee Benefits Group, 1657 Yachtsman's Court, Amelia Island, FL 32034 conducted the seminar. This is actual financial advice and they will provide a FREE employee benefits analysis for anyone who attends and completes a form. Our clerk's training officer set this up and asked all of the judicial staff, clerk's office and bankruptcy employees. If you hear of this event taking place in your area, I urge you to attend. It's never too early to think about retirement.

Also keep an eye peeled for the Striving for Excellence Satellite Conference for U.S. Court Executive Assistants tentatively set for September 10, 1997, at 3:00 PM (EDT). The conference is

designed for senior court executive secretaries and assistants and judges' secretaries and judicial assistants. The purpose is to provide strategies and practical techniques to executive assistants whose work within a senior management environment increasingly involves responsibilities beyond a single job and unique communication challenges.

Our thanks to Linda May Cornwell, FMJA 6th Cir. Rep., who advised me by letter dated January 27, 1997, that Jan Lahley, former secretary to Magistrate Judge Robert Steinberg in the Southern District of Ohio, is now secretary to Magistrate Judge Jack Sherman, Jr., and can be reached at Room 716 Potter Stewart U.S. Courthouse & Post Office, 100 E. Fifth Street, Cincinnati, Ohio 45202, Telephone 513-564-7640. Jan began her duties in Judge Sherman's office on January 15, 1997.

WELCOME NEW MEMBERS

Hilda Garza, c/o Judge Dorina Ramos, McAllen, Tx.

Janine Marino, c/o Judge Robert Levy, Brooklyn, NY

Carrie Cleland, c/o Judge Barry L. Garber, Miami, FL

Maureen D. Islava, c/o Judge Raymond T. Terlizzi, Tucson, AZ

Julia Plummer Weich, c/o Judge V. Sue Shields, Indianapolis, IN

MEMBERSHIP INFORMATION

WE NEED YOU!! As we go to press, the FMJSA has 66 paid members. I am sure most of you have "forgotten" to send your dues; so please take a few minutes to complete the application form and send your check.

Remember this is your organization. Dues paying members are just as important as those who can actively participate. With your support, the Association is able to keep you advised of current issues and developments and sponsor the annual conference which promotes our goal of continuing education and professional development. I have been able to attend both of the FMJSA conferences and can honestly say they were rewarding, educational, and the sites for the exchange of ideas, thoughts and perspectives as well as the development of wonderful friendships.

This newsletter is being sent to all members and potential members. However, due to the costs and time associated with mailings, the subsequent editions of the Inner Chambers will only be sent to members. So, please send your dues today.

Please keep your Circuit Representative or me advised of any changes, corrections, etc. regarding your name, mailing address and numbers. It is imperative to keep the mailing list current in order for communications to be routed in a timely manner. Also, please pass along information regarding new Magistrate Judges entering on duty.

Mark your calendars for ST. Louis! See you there!

Ann Sherman, Phoenix

WELCOME TO ST. LOUIS

We couldn't be happier about joining ABJA at their annual meeting to host the Third Annual Conference of the FMJSA and look forward to introducing you to St. Louis.

The Gateway Arch, standing on St. Louis' Riverfront, stands as a memorial to westward expansion as the "Gateway to the West." A few reminders of St. Louis' past include many historic neighborhoods and Forest Park, the site of the 1904 World's Fair. Today's attractions in Forest Park include the St. Louis Art Museum, the world famous St. Louis Zoo, and the Science Center. The Missouri Botanical Garden must be one of the most beautiful gardens you'll ever see. If you bring the family, there is even more to see and do: The Magic House, Grant's Farm (with a game preserve and petting zoo), the historic St. Louis Carousel at Faust Park (which has a butterfly garden scheduled to open this fall), Six Flags over St. Louis, the St. Louis Symphony Orchestra (one of the finest in the world), and tour Anheuser-Busch brewery and its Clydesdales stables. St. Louis has plenty of professional sports, as well as river boat and land based casinos. In short, there is enough to keep you busy for quite a while. So come in early -- stay late!!!

This year's meeting is being held at the Regal Riverfront Hotel October 16-18, with optional activities on October 15th. The room rate is \$69 single, \$79 double! The agenda and registration packet will be mailed soon.

Denise Peebles, St. Louis



FEDERAL MAGISTRATE JUDGES SECRETARIES ASSOCIATION
 INCOME STATEMENT FOR THE
 TWELVE MONTHS ENDED 12/31/96

INCOME

Dues	\$	4,275	
Interest (checking account)		<u>48</u>	\$ 4,323

EXPENSES

Newsletters (five)			
Postage		548	
Office Supplies (paper)		<u>135</u>	683
Postage - Officers & Circuit Representatives (ballots, letters to circuit membership, etc.)			390
Convention			1401
Telephone			15
Office Supplies - Other		<u>239</u>	—
<u>1,467</u>			
NET INCOME FOR TWELVE MONTHS ENDED 12/31/96			\$ <u> </u>
<u>2,856</u>			

1997 ROSTER OF OFFICERS AND CIRCUIT REPRESENTATIVES

President <u>Candace Iones</u> , Reno, NV Phone No. 702-686-5855	3rd Cir. <u>Juanita Davis-White</u> , Philadelphia, PA Phone No. 215-597-1207
President-Elect <u>Flay Sambrone-Metoyer</u> , New Orleans, LA Phone No. 504-589-7620	4th Cir. <u>Laura Addington</u> , Greenville, SC Phone No. 864-235-7682
Secretary <u>Ann Sherman</u> , Phoenix, AZ Phone No. 602-514-7240	5th Cir. <u>Nancy Smith</u> , Dallas, Tx Phone No. 214-767-2974
Treasurer <u>Paula Coley</u> , Norfolk, VA Phone No. 757-441-3544	6th Cir. <u>Linda May Cornwell</u> , Ashland, KY Phone No. 606-329-2952
Parliamentarian <u>Marlene Stidham</u> , Las Vegas, NV Phone No. 702-388-6222	7th Cir. <u>Deborah Mitchell</u> , Indianapolis, IN Phone No. 317-226-7572
DC Cir. <u>Sylvia Brown</u> , Washington, DC Phone No. 202-273-0592	8th Cir. <u>Rebecca Kaldem</u> , El Dorado, AR Phone No. 501-863-3173
1st Cir. <u>Deborah Perates</u> , Boston, MA Phone No. 617-223-4736	9th Cir. <u>Frances Hernandez</u> , Fresno, CA Phone No. 209-498-7325
2nd Cir. <u>Sandra Wilson</u> , Buffalo, NY Phone No. 716-551-3141	10th Cir. <u>Priscilla Miller</u> , Las Cruces, NM Phone No. 505-527-6918
	11th Cir. <u>Joan Connors</u> , Miami, FL Phone No. 305-536-4302



FEDERAL MAGISTRATE JUDGES SECRETARIES ASSOCIATION

MEMBERSHIP APPLICATION/RENEWAL FORM

NAME: _____

OFFICE ADDRESS: _____

TELE: () _____ FAX: () _____ CC MAIL: _____

MAGISTRATE JUDGE'S NAME: _____

DISTRICT: _____ CIRCUIT: _____

NUMBER OF YEARS WORKING FOR A MAGISTRATE JUDGE: _____

INTERESTED IN SERVING ON A COMMITTEE: Yes ___ No ___ Not at this time ___

If so, what Committee(s):

STANDING COMMITTEES

- Budget and Finance
- Public Relations/Newsletter
- Nominations and Elections
- Professional Development and
and Continuing Education
- Historical
- Membership
- Legislation
- Annual Conference

SPECIAL COMMITTEES

Is there a need you have that this Association should be addressing? Is there an interest you have that you would like to see pursued by FMJSA? If so, please let us know your thoughts.

=====

Annual Dues: \$25.00

Checks should be made payable to: FMJSA

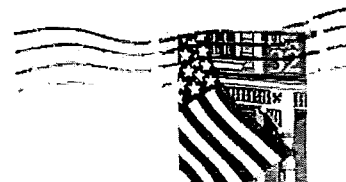
Please send check and application to:

Paula Coley, Treasurer
c/o The Honorable Tommy E. Miller
173 U.S. Courthouse
600 Granby Street
Norfolk, VA 23510
Tele: 757-441-3544
FAX: 757-441-3626

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1100 Commerce, Room 14E9
Dallas, TX 75242



Carol R. VINSON
c/o The Honorable Diane K. Vescovo
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