

Volume 2 Issue 1

December 1996

# Inner Chambers

*Newsletter of the Federal Magistrate Judges Secretaries Association*

## From the President:

Wow! That's the first word that comes to mind when I think of our FMJSA Conference in New Orleans! Wow, was it ever fun/interesting/enlightening/super!

Our congratulations and a huge "thank you" go out to Conference Chairperson Flay Sambrone-Metoyer and her entire committee, Pat Jones, Marilyn Mosley, Joan Scull, and Glenda Signal, for a superb job. It is the mark of a tremendous organization and dedication when everything runs so smoothly and looks so effortless. Thank you, thank you, thank you for a marvelous time!

One of the biggest pluses of having a yearly conference are the friends we make, many of whom we never see from year to year because we're spread out all over the country. It was terrific to see "old" friends from last year in San Francisco and to make new friends at this year's conference. Whenever I have a concern or a question or a problem, I know there are people out there with expertise and experience who can help, or at least listen. So I want you to know that we're here -- all the officers and circuit representatives -- we're all in this together. Call us.

Now we look forward to a new year for FMJSA with much to accomplish and our minds already percolating with ideas for our conference in Knoxville next October. (Not sure where that "coffee" analogy came from -- must be that chicory coffee we brought home from New Orleans. Wish we had some beignets to go with it!)

Included in this newsletter is a list of committees that was given out at the Conference. We'd like to have as much participation from the membership as possible. Please take a look at the list and see if there is something you would like to be a part of. One of the committees that is not on the list, but which was decided on at the Conference, is the committee to investigate a title change from secretary to something else. If you'd like to be a part of that committee or any of the others, or if you have a comment, questions or concern, please contact me at 400 South Virginia Street, Ste. 404, Reno, NV 89501, or (702) 686-5856. That's my personal line and has my voicemail on it if I'm not available right then. Hope to hear from you.

Next year in Knoxville!

Candace Jones, CLAS  
President - FMJSA

For those of you unable to attend either the conference in San Francisco or in New Orleans it is my privilege to introduce to you our new President, Candace Jones. You are in for a treat when you meet her and she is an asset to our organization.



Candace works with the Hon. Phyllis Halsey Atkins, United States Magistrate Judge for the District of Nevada at Reno.

Candace has a two-year Associates degree from Truckee Meadows Community College, Reno, NV, has obtained the national designation as a Certified Legal Assistant with a speciality in Civil Litigation; thus she usually uses the initials CLAS (Certified Legal Assistant Specialist) after her name. She is very proud of this certification as it was obtained after a grueling two-day exam for the initial designation of Certified Legal Assistant and then another half-day exam for the Civil Litigation Specialist designation.

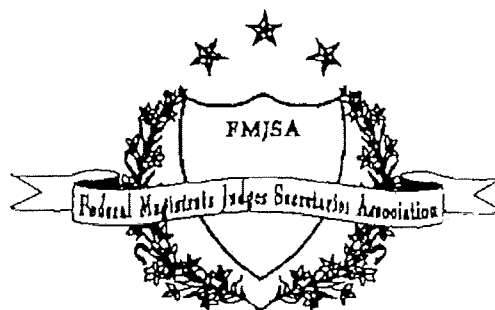
She has been married for 32 years to a really terrific guy, Clarence (CJ), who works as a land developer.

Candace has worked for various law firms in the Reno/Carson City area since 1978, first as a legal secretary, then paralegal/office manager.

This is her sixth year as a part-time instructor in the Paralegal/Legal Assistant Program at Truckee Meadows Community College teaching "Ethics for the Legal Assistant" and "Paralegal Practice & Procedure." She is a member of the Advisory Board for the Paralegal Program and past-President of the Sierra Nevada Association of Paralegals. She and CJ are active members of their church and enjoy Reno Little Theater, Reno Philharmonic and the Nevada Opera. She is an avid gardener and just when they managed to get their house and acre-plus yard the way they wanted, they sold the house and are moving. Still in Reno but with many challenges ahead as they begin to renovate the new yard and house.

Up until April Judge Atkins was the sole magistrate judge in Reno but help has now arrived. Candace's primary duties involve case management; research and drafting of orders and reports and recommendations; in charge of research and drafting of all R&R's for Social Security judicial review cases; writing bench memos for the Judge in preparation for settlement conferences; attending court on cases assigned to her; traveling with Judge to prison to assist when hearings are held at other sites; and the list goes on.

Make it a priority to get acquainted with Candace and to offer your help to our organization.



ARTICLE VII of the By-Laws of the FMJSA requires that the President shall appoint all chairmen and members of the various standing committees, subject to the approval of the Executive Committee, no later than December 31st of each year.

One of the goals of the Executive Committee is to continue to have varied representation on each of the standing committees and to utilize the many talents of our members. Because we are so widespread, we are not always aware of each member's specific interests. Please look at the following list of committees and let one of the Executive Board know if you are interested in participating in one or more of the committees. We need your help and expertise. Please consider being an active part of your association.

The Standing Committees are:

(a) Budget and Finance: This committee shall prepare a proposed budget for approval at the Annual Meeting and shall administer all fund-raising projects. The Treasurer shall be the Chairman of this committee.

**Note:** This Committee is presently formed, but please contact our Treasurer, Paula Coley, if you are interested in assisting.

(b) Professional Development & Continuing Education: This committee shall promote professional development and continuing education throughout the Association by dissemination of information and shall be responsible for the professional development and continuing education program at the Annual Meeting.

(c) Public Relations/Newsletter. This committee shall edit, approve, and handle all material for publication sponsored by this Association in accordance with the By-Laws and any Standing Rules.

**Note:** This Committee is presently formed, but please contact Nancy Smith in Dallas, TX, if you are interested in assisting. Also, the Committee welcomes articles for the newsletter; contact Nancy for deadlines.

(d) Historian. This committee shall keep a record of the activities of this Association and compile a history book.

**Note:** Sylvia Brown of Washington, D.C., is currently the Historian, but she welcomes additional members for the Committee.

(e) Legislation. This committee shall monitor any proposals which may affect the members of this Association.

(f) Membership. This committee shall promote membership and membership retention of this Association. It will be composed of the president-Elect and the Circuit Representatives.

**Note:** As this committee is formed in concurrence with the By-Laws, it is included for informational purposes only.

(g) Nominations and Elections. This committee shall consist of not less than (3) Association members who are not members of the Board of Directors. The committee shall obtain nominations, prepare and distribute ballots and conduct the election pursuant to Art. III of the By-Laws.

SPECIAL COMMITTEES:

Pursuant to the By-Laws, the President may appoint special committees as needed, subject to the approval of the Executive Committee. Is there a need you have that this Association should be addressing? Is there an interest you have you would like to see pursued by FMJSA? If so, please let us know your thoughts.

=====

KNOXVILLE, TENNESSEE, OCTOBER 9 , 10, 11 and 12, 1997

Keep this locale and this date marked in RED on your calendar. We want you to attend. We want to meet you and know you. Alice Mitchell of Knoxville is working by herself planning our time together. She needs and deserves your support. Alice can be contacted at 423-545-4255 and would welcome help. Please remember - transportation costs can be shared - rooms can be shared - we can form car pools - we can form car caravans.. Remember this is your organization - we want your presence.

AT THE CONFERENCE I ASKED EACH ATTENDEE TO BRIEFLY DESCRIBE WHY THEY ENJOYED THE CONFERENCE AND THE RESPONSES ARE AS FOLLOWS:

Everything was wonderful: the seminars, presentations, food and weather! And finally meeting everyone in person after two years of only phone contact was the best part of all!

Krys Juleen, Chicago, IL

The conference was both of an informative and educational nature to me--the sharing of ideas, making new friends, excellent speakers, good food and the list goes on. Meeting as a professional group is an important step in expressing our needs and opinions. It was also a lot of fun!

Joan Scull, New Orleans, LA

Met wonderful people, enjoyed hearing how their chambers/court operated, and had a great deal of respect for all the work put into the conference and the association.

Mary Hill, New Haven, CT

The exchange of ideas and learning how our duties vary among the courts was interesting and educational. New Orleans did a wonderful job and left big footsteps to fill - but Knoxville will be trying.

Alice Mitchell, Knoxville, TN

The conference was very informative. I enjoyed meeting other legal assistants and sharing ideas.

Joetta Kastel, Fort Smith, AR

It's nice to finally put a face with a name! The camaraderie was great! We were enlightened on some very important issues. Please, please come to the next conference in Knoxville, TN and meet your fellow members.

Glenda Signal, New Orleans, LA

I enjoyed meeting all the different people from across the country.

Juanita Davis White, Philadelphia, PA

The organization of events was finely tuned between business and social functions. I learned of up to the minute changes at the AO and am now aware of how much training is available.

Priscilla Miller, Las Cruces, NM

The opportunity to meet my fellow colleagues from near and afar and sharing our many thoughts, concerns and experiences with one another was a "key" component in this conference. My sincere gratitude and appreciation goes out to ALL the "N'aw Leans" planning committee members--you have a great city! Thank you.

Deborah L. Perates, Boston, MA

I enjoyed meeting with the secretaries from the other circuits, sharing information, comparing notes and the procedural differences of the other circuits, and, especially, the training sessions. I learned a lot!

Fran Serwatka, Alexandria, LA

Had a wonderful time meeting everyone and being in New Orleans -- The programs were well-planned and very helpful -- (even though the computer training covered programs we don't have - it will probably help to get them for our office) -- Looking forward to going to Knoxville, TN next year.

Becky Kaldem, El Dorado, AR

Wonderful camaraderie; seminars were a terrific education experience.

Paula Coley, Norfolk, VA

Because I knew it would be over soon and my life would be almost back to normal!

Floy Sambrone-Metoyer, New Orleans, LA

They get better every year! Start putting your money away for next year! Great time had by everyone. Great opportunity to meet your counterparts and exchange and share ideas.

Ann Sherman, Phoenix, AZ

FEDERAL MAGISTRATE JUDGES SECRETARIES ASSOCIATION  
 INCOME STATEMENT FOR THE  
 TEN MONTHS ENDED 10/1/96

## INCOME

Dues		\$	4,000
Interest (checking account)	<u>31</u>		\$ 4,031

## EXPENSES

Newsletters (four to date) <sup>1</sup>			
Postage			452
Office Supplies (paper)	<u>105</u>		557
Postage - Officers & Circuit Representatives (ballots, letters to circuit membership, etc.)			221
Membership Chairman <sup>2</sup>			
Convention			500 <sup>3</sup>
Telephone			15
Office Supplies - Other	<u>146</u>		<u>1,439</u>

NET INCOME FOR TEN MONTHS ENDED  
 10/1/96 \$ 2,592

Prepared by Paula Coley, Treasurer

<sup>1</sup>A fifth newsletter for 1996 is planned for 12/96.

<sup>2</sup>Estimated additional expense for membership chairman for 1996 \$100.

<sup>3</sup>1996 Convention additional cost estimated to be \$750.



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

- |   |  |
|---|--|
| <input type="checkbox"/> Budget and Finance                                       | <input type="checkbox"/> Historical        |
| <input type="checkbox"/> Public Relations/Newsletter                              | <input type="checkbox"/> Membership        |
| <input type="checkbox"/> Nominations and Elections                                | <input type="checkbox"/> Legislation       |
| <input type="checkbox"/> Professional Development and<br>and Continuing Education | <input type="checkbox"/> 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



President Candace Jones  
Past-President Linda Altafi



President Candace Jones; President-Elect Flay Sambrone-  
Metoyer; Secretary Ann Sherman; Treasurer Paula Coley;  
Circuit Reps. Sylvia Brown; Deborah Perates; Juanita Davis-  
White; Nancy Smith; Rebecca Kaldem; Priscilla Miller



Sunday Morning City Tour



From a brief in support of § 2254 habeas corpus petition:

"The petitioner feels he must complete all the circumlocation, as well as the verbosity."

From the same petitioner in a letter to the Clerk:

"I don't mean to seem adventitious, but it does seem as if my bundobust of my case is under close scrutiny . . . My attempt to antanqoqe the Attorney General's Motion is balladromic."

Above taken from an actual petition filed in the Eastern District of Virginia.

Submitted by Paula Coley

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Many of you are already aware that the Norfolk and Newport News Divisions of the Eastern District of Virginia have an annual joint interview process for law clerk selection. A brief summary is presented here, in the hopes that you can utilize some of these procedures in your own chambers. While I would not anticipate that many other districts would adopt our joint interview procedure, many of the steps outlined below could be adapted to individual chambers for efficient time-saving.

We process between 300-400 applications each year. Applicants are interviewed over a three-day period in March (this year, there will be nine Judges hiring 16 law clerks to begin in August of 1998) and offers are made immediately upon conclusion of interviews. Approximately 65 applicants are selected for interview. Interviews last 15 minutes and the candidates appear before all nine Judges at a panel interview. I coordinate this process under the supervision of U.S. Magistrate Judge Tommy E. Miller.

When applications arrive, information considered critical by the Judges to select interviewees is entered into a WordPerfect 6.1 table in merge data format. I have attached a simplified version (Table 1),<sup>4</sup> which can be modified to show whatever your Judge might want. This table can then be used as a merge with any form file--letters to the students, envelopes, interview schedules, etc. Our Judges prefer one table sorted alphabetically by student. A second table is sorted by law school alphabetically and then by student, showing applicants from each law school. I also prepare a list of Phi Beta Kappas for our one Judge who requests this information. Later, I prepare an interview schedule by date and time for the Judges. After interviews, offers are made and accepted by telephone, and with my merge files, I can send immediate confirming letters to the students.

I have greatly simplified this process, but perhaps you will find the information useful and can adapt it to your Judge's needs. Your Judge will thank you for streamlining the "annual ordeal!"

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<sup>4</sup>All applicants and data are purely fictional.

TABLE I

NAME	ADDRESS	LAW SCHOOL	GPA	CLASS STAND-ING	LAW REVIEW	UNDERGRAD SCHOOL	PJI BETA KAPPA	LSAT	COMMENTS	INTERVIEW
Howland Francis P.	12 W. 20th Ithaca, NY 14850	Cornell	3.72	25/203	Editor, Modern Law J.	U. Cincinnati 1991; Magna Cum Laude	N	93%	M.A. Int'l. Affairs American U. 1993	3/12 9:45 a.m.
Jones, Edward T.	200 Marshall Ave., N.W. Washington D.C. 20002	American U.	3.9	4/175	Articles Editor, J. Contemporary Law	Notre Dame	Y	97%	Accepted position with Smith firm locally to begin 8/99	3/11 11:30 a.m.
Minton, Sandra P.	35 W. Dearborn Chicago, ILL 60658	Chicago- Kent	3.4	18/122	N	U. Michigan	N	88%	J.D. expected 12/97	3/10 4:15 p.m.
Smith, Amanda E.	147 South St., Apt 3E Rockville, MD 20852	American U.	3.75	14/175	N	George Mason	Y	97%	Extern, USDJ M. Brown Summer 1995	3/12 9:30 a.m.

Our thanks to Paula Coley

NOTE: The secretaries of the Northern District of Texas are now in charge of our newsletter. Please contact either Judi Andrew, 214-767-8274, Ann Garrett, 214-767-0279 Judy Murray, 214-767-2954 or Nancy Smith, 214-767-2974 anytime you have a suggestion or idea for our newsletter. This is a newsletter for the entire ORGANIZATION and we want your input.

WELCOME NEW MEMBERS

First Circuit  
Nydia Luz Gutierrez-Collazo  
c/o Judge Justo Arenas  
San Juan, PR

THANK YOU

A huge THANK YOU to *Dale E. Woods*, Application Training Specialist, at the Arizona Training and Support Center in Phoenix, AZ for finalizing the logo. Dale gave his own time in taking the very rough sketch we gave him and turning it into the great final product. Without his expertise and help, we would still be awaiting for our certificates!

MEMBERSHIP DRIVE

It's that time of the year again to renew your membership in FMJSA! We need your support to remain a viable association to actively and continually pursue your interests, especially in the areas of continuing education and professional development. We all need to keep up-to-date with our skills and knowledge, and the Association will help us achieve these goals. Please keep your circuit representatives or myself advised of any changes in your address, telephone/fax numbers, etc. so that our mailing list is current. Also, if you have any questions, concerns, comments, etc. please feel free to contact any officers, chairperson or your circuit representative any time.

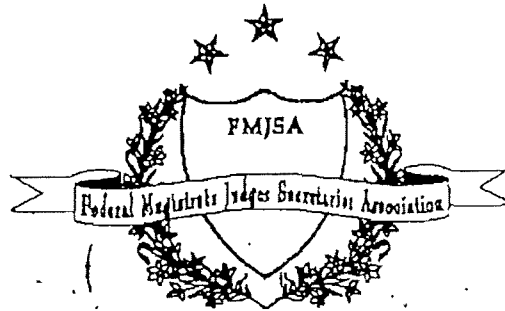
1997 ROSTER OF OFFICERS AND CIRCUIT REPRESENTATIVES

President Candace Jones, Reno, NV  
Phone No. 702-686-5855  
President-Elect Flay Sambrone-Metoyer, New Orleans, LA  
Phone No. 504-589-7620  
Secretary Ann H. Sherman, Phoenix, AZ  
Phone No. 602-514-7240  
Treasurer Paula Coley, Norfolk, VA  
Phone No. 757-441-3544  
Parliamentarian Marlene Stidham, Las Vegas, NV  
Phone No. 702-388-6222  
Past-President Linda Altafi, San Francisco, CA  
Phone No. 415-522-4110  
Circuit Representatives

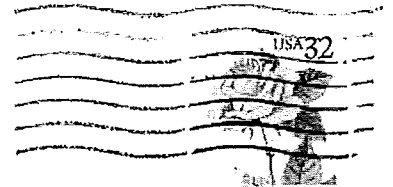
DC Cir. Sylvia Brown, Washington, D.C.  
Phone No. 202-273-0592  
1st Cir. Deborah Perates, Boston, MA  
Phone No. 617-223-4736  
2nd Cir. Sandra Wilson, Buffalo, NY  
Phone No. 716-551-3141  
3rd Cir. Juanita Davis-White, Philadelphia, PA  
Phone No. 215-597-1207  
4th Cir. Laura Addington, Greenville, SC  
Phone No. 864-235-7682  
5th Cir. Nancy Smith, Dallas, TX  
Phone No. 214-767-2974  
6th Cir. Linda May Cornwell, Ashland, KY  
Phone No. 606-329-2952  
7th Cir. Deborah Mitchell, Indianapolis, IN  
Phone No. 317-226-7572  
8th Cir. Rebecca Kaldem, El Dorado, AR  
Phone No. 501-863-3173  
9th Cir. Frances Hernandez, Fresno, CA  
Phone No. 209-498-7325  
10th Cir. Priscilla Miller, Las Cruces, NM  
Phone No. 505-527-6918  
11th Cir. Joan Connors, Miami, FL  
Phone No. 305-536-4302

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Office of United States Magistrate Judge  
 1100 Commerce, Room 14E9  
 Dallas, TX 75242



Diane K. Vescovo  
 c/o The Honorable Carol Vinson  
 167 N. Main Street  
 Room 921  
 Memphis, TN 38103