An Exhibit from the Conference

Created by:
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These panels were first presented at the 2018 Educational Conference. Content and dates were gleaned from Association newsletters, FJC and AO publications and their employees, and various internet articles. Images were obtained from Association publications and archives, using Google images labeled for reuse, or with permission of owner.





Judicial Chambers

A HISTORY

Early Stenographers

Article III of the United States Constitution established the judicial branch of the national government. In 1789, Congress enacted the Federal Judiciary Act, detailing the organization of the judiciary system and authorizing 19 federal judgeships.

At the time Congress believed it was unnecessary to provide the judiciary with clerical support staff. Some Justices hired "private secretaries" and paid them from their own funds. It wasn't until 1886 that Congress authorized the hiring of clerical assistants under the job title "stenographers" but didn't appropriate funding for the position until 1919. The position rarely included legal research or writing responsibilities, but primarily consisted of clerical tasks. Early on male law students and lawyers filled these positions, some were hired away from other governmental agencies. The first known female, non-lawyer, secretary, Jane Smith, was hired in 1926 by Justice Harlan Fiske Stone.



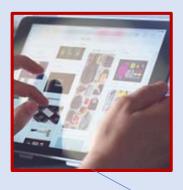
Staff Changes

The combination of increased territory, population and federal jurisdiction proportionally increased the number of federal judges and the caseloads of each judge. Today there are 860 authorized federal judgeships.

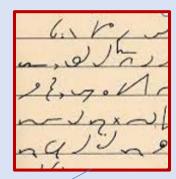
In 1920, Congress saw its way clear to authorize the hiring of an additional clerk, creating a staff of one law clerk and one stenographic clerk for each Supreme Court Justice. Circuit and District Court Judges were appropriated funds for appointment of similar staffing in 1938, followed by Magistrate and finally Bankruptcy Judges. Eventually the term "stenographer" was replaced with "secretary" and later "judicial assistant." Today's chambers staff structure (number of appointees) is limited to "the aggregate salaries of such employees which may be imposed by law" (73 Stat. 452) and is ultimately determined by the individual Judge.













Westlaw

Westlaw

Search

Selected Outobases

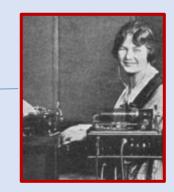
Monesota Cases (MVCs)

Ferms and Connectors

Motural

Search:















Today's Chambers

From the printing press to the typewriter to the internet, innovative technologies have driven change within judicial chambers. Today's technology requires a tech savvy staff and provides a platform for unified communication, regardless of the physical location of its participants.





ORGANIZATIONAL HISTORY

Panel 2

First formed in 1972 as the "Federal Judges Secretaries Association" with membership open to Secretaries to Supreme Court Justices or Article III Judges





Secretaries to Magistrate Judges formed their own Association in 1995 appropriately called the "Federal Magistrate Judges Secretaries Association"



In 2002, FJSA and FMJSA merged to become one Association and officially changed our name to the "Federal Judicial Assistants Association" in 2009



Newsletter Updates

It's March and weeks away from the opportunity to vote on one of the most important issues our membership has had before them. The combined and revised bylaws and a prospective new Board of 2003 will be sent out to all members of FMJS and FJSA. You have to be a member to vote, so we encourage you to not put off sending in your membership. We need your involvement on this issue. Remember, if a merger is voted on and approved, we will have an even stronger voice.



FJSA/FMJSA MERGER



Good News!!! The June ballots have been counted and the merger has passed! The Federal Judicial Secretaries Association and the Federal Magistrate Judges Secretaries Association have merged into one association. Our new name is the Federal Judges Secretaries Association. We will become official on November 1, 2002. New officers will be installed at the banquet at the annual conference in Salt Lake City, UT in October. Our new fiscal year is January 1 to December 31. Dues may be paid in January for the year 2003.



Inner Chambers

The President's Pen

By Veda K. Kelley

Merger

As I wrote in the last newsletter, this is an exciting time for our Associations. Paula Coley (FMJSA) and Judy Anderson (FJSA) have worked together to combine both sets of bylaws into one. The Committee, made up of members of both organizations, has worked several months reviewing and tweaking them. Be sure and read the article inside this issue for further information. The final version will be mailed to all members of both organizations about the time you receive this Newsletter.

PRESIDENT'S MESSAGE

By Jackie Logue

Well, ladies, this is my last article as President of FJSA. Thank you for allowing me to be president of this wonderful organization. It has been a very productive year as our main goal for the year was the merger with FMJSA. The new Federal Judges' Secretaries Association will become effective November 1, 2002. These are exciting times for our association!

Issue 1

December 2002

The FJSA NewsLetter

Newsletter of the Federal Judges Secretaries Association

The President's Message

By Ann Nielsen

First and foremost I wanted to express what an honor it is to be the President of the newly formed Federal Judges Secretaries Association. As most of you know, the FMJSA and the FJSA have merged to form one association. This should be an exciting and eventful year for all of us. If the excitement and energy exhibited at the Salt Lake City Conference are any indication of our future, we are in for a great ride!

Association Committees



In 1992, FJSA had 3 committees:

- (a) Audit
- (b) Membership and
- (c) Nominations & Elections.

In 2002, when the FJSA & FMJSA merged, the number of committees had expanded to 12:

(a) Audit, (b) Budget & Finance, (c) By-laws, (d) Legislative, (e) Long-Range Planning, (f) Membership, (g) Nominations & Elections, (h) Ways & Means, (i) Public Relations/Newsletter, (j) Professional Development & Continuing Education, (k) History & Archives, and (l) Annual Conference.

Copies of the following publications are provided in report covers on this display table: (available at this tab in pdf)

- FJSA constitution & by-laws from 1994 (pre-merger)
- FJSA constitution & by-laws from 2002 (post-merger)
- FJAA current constitution & by-laws
- FMJSA April 2002 newsletter (pre-merger)

Describes the bylaw drafting process, voter eligibility and proposed distribution timeline

FJSA August 2002 newsletter (pre-merger)

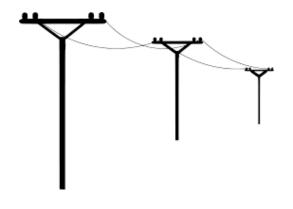
Reported the successful merger of the two associations and the effective date of November 1, 2002

FMJSA August 2002 newsletter (post-merger)

Tells the historical path of the merger initiative, the involvement of JSAG in the effort, and lastly reports the ballot proposal passed overwhelmingly

• FJSA December 2002 newsletter (post-merger)

First newsletter publication post merger



Lines of Communication

WEBSITE/NEWSLETTER

Panel 3



	Home	Officers	Circuit Reps	Committees	Constitution	Membership App	Conference	Election
Scholarship Applica		o Application	History/Archives	Members On	nly			Materials

Our FJAA website (www.fjaa.net)

By 2001, both the FMJSA and FJSA had websites up and running. Carolyn Weber was the first Webmaster for FMJSA's website, while Martine Talbot was the first Webmaster for the FJSA site. At some point after the organizations merged, Cathy Gray (TNMD) took over as Webmaster and held that post for several years. Then in 2016, Melissa Hardin (WIWD) assumed the role of Webmaster and migrated our site to the current version.

Among the useful information you can find on our website, www.fjaa.net

Did you know . . . under the "Members Only" Tab, you can find information on "Top Duties in Chambers," "Grammar usage sheet," our current membership roster and current newsletters. In addition, under the drop-down list, there are past newsletters from the FJAA, FJMSA and FJSA, as well as photos and content from past conferences. Be sure to email photos from this conference you'd like to share with our members to the Webmaster! (Melissa.Hardin@wiwd.uscourts.gov)

get adventurous

EXPLORE



On our website, did you also know . . .

Under the "Circuit Reps" Tab, besides the list of each circuit's representative, you can find helpful tips for being a circuit representative, including how to process membership applications and tips for the newsletter.

Under the "Scholarship Application" Tab, is a short synopsis of the purpose of our FJAA scholarship and eligibility requirements. You can also find a .pdf of the application and where to send it for consideration. (The full program can be found under the "Constitution" tab.)

Under the "Committees" Tab is a drop-down list of all the various committees you can volunteer for, along with a short description of the committee's purpose and current members.

Under the "History/Archives" Tab we have pictures and materials from prior conferences. Some of this information is also under the "Members Only" tab, which has more photos from conferences provided by our members.

Under the "Constitution" Tab, besides our Constitution and Bylaws, you will find a drop-down list giving more information on the Scholarship Program and the Legislative Corner, which has information on topics such as the court compensation study and FERS sick-leave credit.

IN BRIEF

FEDERAL JUDICIAL
ASSISTANTS ASSOCIATION

FJAA Newsletter

The Newsletter, like so much of the history of our Association, has undergone many renditions. It is our historical record and a direct method of communication with our membership to disseminate and solicit information. Without the committee staffers' volunteer efforts, much of the content of these panels would be unavailable.

In its current form, the Newsletter Committee consists of at least three members of the Association. This Committee is responsible for the publication of a minimum of three issues annually. Each issue contains a message from the current Association president and articles from members solicited by circuit representatives, together with information about Annual Conferences, officer and committee actions, legislation, elections, members, etcetera.

Featured in a report cover entitled "President's Column" is a selection of messages shared by various Association presidents of the FJSA, FMJSA and the FJAA. (available at this tab in pdf)

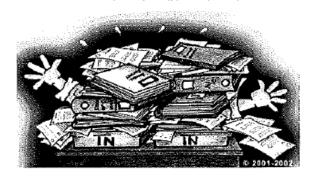


Each association (FJSA, FMJSA and FJAA) published newsletters under various titles throughout the years. After the merger of the FJSA and FMJSA, a campaign was launched to rename the publication. A search of the archives revealed a small snafu in this undertaking.



OOPS!

YOU'VE BEEN WORKING WAY TOO HARD.....EASE UP A LITTLE



We have a problem with the "Name our Newsletter" campaign. One of the names submitted AND the name that won the vote is: "Behind The Bench." In reading the postings on the Listserv, I read that the name of the newsletter for the Association of Bankruptcy Judicial Assistants is Behind The Bench. Of COURSE, we cannot use that name, and I apologize for not knowing this when we published our May 2002 Newsletter. Perhaps with the pending merger of the FJSA and the FMJSA, we should wait. After the merger, we will want to have a name that is appropriate for and chosen by the membership of the two associations combined.



ANNUAL educational CONFERENCE

Panel 4



Charleston, South Carolina

Association

IDAHO

nnual Conference

PORTLAI
HEAD LIG

Portland B

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- Oct 6-9, 2011

FEDERAL JUDICIAL ASS.
2016 EDUCATIONAL CO.

Minneapolis, Minnesota

September 8 - 11, 2016



ANNUAL CONFERENCE

Two of the goals of the Federal Judicial Assistants Association are "[t]o promote continuing education and professional development of its members" and "[t]o further the exchange of ideas and practical information relating to judicial support". To that end, the Association sponsors an annual educational conference, in various locations throughout the United States.

An executive board meeting is held in the afternoon before the conference gets underway. Reports are received from each committee.

Election and ballot question results are reported to the membership at large during the conference.





In October 2001, members of the Federal Judicial Secretaries Association (FJSA), the Federal Magistrate Judges Secretaries (FMJSA) and the Association of Bankruptcy Judicial Assistants (ABJA) held a joint conference in Chicago, Illinois.

Brief Summary of The 2001 Conference By: Flay Sambrone-Metoyer

What a conference! As in 1998 our association members met with the Federal Magistrate Judges Secretaries Association (FMJSA) and the Association of Bankruptcy Judicial Assistants (ABJA) for our 2001 conference in Chicago, Illinois. The conference was very educational as well as fun.

The following is a brief summary of what took place at that conference.

October 4th:

One could feel the excitement in the hotel as we registered for the conference. Our executive board met and discussed such issues as, merging our association with the Federal Magistrate Judges Secretaries Association, retirees having the right to vote, fund-raising activities, and changing officers at the annual conference.

Later that evening was the welcoming reception. We saw old and met new friends, enjoyed great food and drinks and were entertained by several judges from the local federal court who sang and played musical instruments.

October 5th:

Michael Berney, from the Federal Judicial Center and Mari Rosa Jorge (one of our members) presented an educational session on "Analysis v. Assumption - Making Bias Free Choices".

Later that afternoon Lee Horvath of the Administrative Office spoke indepth and answered questions concerning Flexible Benefit Accounts/Full Flex Cafeteria - Style Programs.

Maurice White, Chief of Programs and Workforce Development Division (PWDD) at the Administration Office spoke about training for Judicial Assistants/Judicial Secretaries. He also introduced a CD-ROM that will be released sometimes early this year to assist experienced and newly appointed Judicial Assistants/Judicial Secretaries.

October 6th:

Our first speaker of the day was Gretchen Van Dam from the 7th Circuit Library. She demonstrated electronically generated legal research.

John Leonard and Jim Schaaf from the Administrative Office Information Technology Systems Development and Support Division gave a demonstration on Lotus Notes and Case Management/Electronic Case File Applications. This was especially useful because most of the attendees had just started working with Lotus Notes or will be getting it in the very near future.

On Friday and Saturday during lunch we had motivational speakers.

Later that evening our banquet was held at the hotel. We all sat down to a wonderful dinner. The speaker of the night was Judge William J. Bauer, who kept us laughing.

October 7th:

Our joint association business meeting was held that morning. The following was discussed, Lael Noble, Susan Doty, Norrine Gardiner and Phyllis Walker spoke about the 2002 Conference to be held in Salt Lake City Utah, I gave the Judges Secretaries Advisory Group (JSAG) report, and Shirley Newsome spoke about training funds that are available to attend these conferences, but that it is important to attend all sessions.

During our separate association business meeting, we discussed, our association merging with the Federal Magistrate Judges Secretaries Association, retirees voting, fund raising, a location for the 2003 conference, and circuit representatives serving more than two years.



Today's Challenges

AND THE BENEFITS OF MEMBERSHIP

Panel 5

As we learned in panel one, JUDICIAL CHAMBERS, Early Stenographers, clerical employment within the judiciary was almost exclusively limited to young lawyers or law students until the mid-twentieth century. The continued evolution of office technology, together with the expansion of the federal courts, created opportunities for an increased pool of legally trained paraprofessionals. Successive generations of judicial secretaries and assistants have performed the prestigious work of office administration within judicial chambers.





Three Ways It Pays to Join the FJAA

- 1. Early Bird Drawing renew or join between January 1 and March 31 for chance to win \$100.
- 2. Recruit a new member between January 1 and the date of the annual conference for a chance to win \$100.
- 3. Renew your membership at the annual conference for a chance to win \$100.

Sources of Revenue Membership Dues Annual Conference Fees





The Federal Judicial Assistants Association exists to educate, inform, support and celebrate those dedicated individuals who foster a collaborative workplace, provide institutional knowledge, and perform essential managerial duties within the chambers of the Courts of the Federal Judiciary. Each year the FJAA awards up to two SCHOLARSHIPS!

The FJAA Scholarship Program is administered by the FJAA Professional Development & Continuing Education Committee (PDCEC). Its intent is to enable and assist FJAA members in good standing to pursue their educational goals and professional development by taking courses and/or attending seminars or workshops to acquire additional knowledge and skills to enhance job performance. The course or training program for which the scholarship is used does not have to be applied toward a degree, but must be work or career-related so that the courts and the individual recipient benefit. Interested? Our website (www.fjaa.net) has more information, including the scholarship application.

Recent winners include: 2017 - Rose Plummer (Judicial Administration Program at Michigan State University) and LaShonda Bradley (LSAT course); 2016 - Terri Quintos (Privacy law course); 2015 - Stephanie Lawley (Judicial Administration Program at Michigan State University); 2013 - Janet Curry (LSAT course); 2012 - Tina DeMonaco (paralegal program), Tracy Diaz and Marcy Gatell; 2011 — Tina DeMonaco, Anne Wolf, Marcy Gatell; 2010 — Pamela Angelette, Tina DeMonaco (paralegal program) and Janet Curry; and 2009 — Tina DeMonaco (paralegal program).

PURSUING MY PARALEGAL CERTIFICATE

Scholarship Recipient

I have been a legal secretary for twenty years. Eleven of those years have been with the federal government (five with the U.S. Probation Office and seven serving as secretary to a United States Magistrate Judge). For the last five years, I"ve been in the contemplation mode of furthering my 2-year associate college degree. With the association"s scholarship assistance, I opted for an internet-based paralegal certificate program. The program was extremely intense and required many hours of reading, researching, and completing exercises and testing. While I was taking the course, I had the support of the judge I work for and my family and friends. Without them urging me on, I would not have been able to successfully complete the course. The course covered everything from federal rules and legal research to document preparation

Scholarship Testimonial

and client contact, including ethics.

I am very proud that I successfully completed the program and received my paralegal certificate. Everyone asks me "Surely you didn't learn that much after working in the field for twenty years?" They couldn't be more wrong. Many of the things we studied were familiar; however, the intense study course deepened my knowledge of the legal system. Everyday I use at least one thing from the paralegal program. have a better understanding of what the law clerks need to do to research and write opinions. I have a better understanding of the Federal Rules of Civil Procedure and Federal Rules of Evidence.

It appears to be very important in this day and age for secretaries to make themselves in disposable. Why? Because many judges opt to replace their secretaries with an additional law clerk. Broadening your legal knowledge not only does wonders for your self-esteem but also makes you irreplaceable to the court. I am now able to draft minute entries and orders for the judge's review and have even tackled a social security appeal file. I cannot say that I have lots of time for these additional duties, but is important to me that after obtaining the paralegal certificate, I force myself to find various ways to put the new skills to work. Of course, I've been asked the question "What's next, law school?" My answer is "no way, I love being a secretary and now I've got a paralegal certificate to add to my tool bag,".

> Teresa Cronk (CD/IL—Urbana Division)





The Federal Judicial Assistants Association, and its predecessor Associations, were created to:

- Promote the general welfare of its members,
- Encourage the highest ethical standards of conduct among its members,
- Promote continuing education and professional development of its members,
- Further the exchange of ideas and practical information relating to judicial support, and
- Foster among its members a feeling of camaraderie and mutual confidence.

Being a member of the FJAA makes each one of us part of a larger organization of like-minded, yet individually unique, court employees. The FJAA is an environment where we can bond, get together to strategize about our ever changing and future roles, while never forgetting our past!



LOOKING TO THE FUTURE

Biggest Challenges for the FJAA:

- 1. Recruiting and Retaining Members
- 2. Member Engagement
- 3. Advocating for the Continued Viability of the Judicial Assistant

JOIN TODAY