



## PRESIDENT'S MESSAGE

**WHAT AN UPLIFTING EXPERIENCE!!** Be it the balloon ride or the meetings, the conference in Albuquerque was uplifting, exhilarating, and great. Ann Neff and Lee Jones are to be commended for an exceptional job.

It is an awesome responsibility - the Presidency of the Federal Judicial Secretaries. In looking at those who have held this position before I feel very inadequate, but hopefully a little knowledge and a desire to do my best will make this year a pleasurable experience for the entire membership of FJSA.

My goal this year is to make this an Association for the whole membership. In an effort to do that the Board of Directors and Committee members (which total 37) come from 26 different states. Each circuit has at least two but no more than four members. The Presidency and all Committee members have been to at least one Conference. It will now be our goal to get our Circuit Representatives so *enthused about the Association* that they will make every effort to meet with us in San Francisco in October 1995, **AS WILL THE MEMBERS.** For informational purposes, you will find a map of the USA, which was included in our program from the Albuquerque meeting. This map shows attendees at the Conference for 1994. Hopefully, in 1995, there will not be a single state that is unrepresented at the CONFERENCE BY THE BAY.

The Circuit "Reps" are the only contact that most members have with the Association and it is our goal to make that contact a friendly and close one. They should be available to all members of their circuit and be knowledgeable with respect to the officers, the bylaws and the Association in general.

**IT HAS BEEN SAID BEFORE, BUT I WILL SAY IT AGAIN:** This Association is only as good as its members. We can only accomplish changes in our positions, whether

they be grade increases, job description, additional benefits, or whatever, if we work together as a group. We need all the secretaries to become members and to strive together to accomplish our goals. We have a potential of well over 1000 members. There were approximately 160 active Circuit Judges and 547 District Judges, with an additional 338 Senior Judges as of the beginning of 1994. With one secretary per judge our membership should be at a minimum of 1045; and if increased by second secretaries for the active Circuit Judges, we could have a total enrollment of 1205. The actual number of members voting for officers last year was 313, a very dismal showing. With such minimal membership dues (only \$15.00 per year), each secretary should belong to the FEDERAL JUDICIAL SECRETARIES ASSOCIATION, the organization for you!! Since this Newsletter only goes to those who are members, we call upon each of you to contact the secretaries in your court, in your district and in your circuit and encourage them to become active in the Association.

**LET'S MAKE 1994-95  
THE YEAR TO HAVE  
EVERY POTENTIAL  
MEMBER AN ACTUAL  
MEMBER.**

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# ALBUQUERQUE

## REPORT ON FJSA CONFERENCE NEW MEXICO

by Penny Strauberg, Secretary

The 18th Annual Federal Judicial Secretaries Association Conference was held October 7 - 9, 1994, in Albuquerque, New Mexico, which is, indeed, the "Land of Enchantment." What a wonderful weekend! Many thanks to Ann Neff and Lee Jones for their hard work and superb organization.

The conference, dedicated to Lois Elder, secretary to Chief Judge David K. Winder, U.S. District Court for the District of Utah, who passed away July 2, 1994, started out Friday afternoon with registration. Registrants received the nicest canvas bags with FJSA and a balloon on front in bright turquoise. Later that evening West Publishing treated us to an open bar and Italian buffet at the Sheraton. Sue Schway from West was there with her husband, and were wonderful hosts.

On Saturday morning we started out bright and early with a continental breakfast and opening remarks by Chief Judge Juan G. Burciaga, District of New Mexico. However, we weren't too early to see balloons from our hotel windows, whetting our appetite for Sunday. Lael Noble picked up her new gavel, and Pam Dambra gave us a short farewell.

Our first speaker was Mr. Jesse Casaus, former Clerk of Court, Albuquerque, New Mexico, who now acts as a consultant on court systems for most of the countries in Central and South America, and Lithuania. From what I thought would be a rather boring subject evolved a wonderful learning experience about the struggle for democracy. For instance, it is not unusual in many of these countries for a person to stay in jail longer waiting to be tried, then he would have spent if he had been tried and convicted. In one country a man who murdered his wife arrested himself, convicted himself, sentenced himself, and after twenty years, released himself from jail! Also, many court documents are still hand-sewn into docket books! Mr. Casaus's role is trying to help improve the administration of the administration of justice and in establishing the judiciary as an independent and autonomous part of the government. We take our judicial system for granted, until we hear someone like Mr. Casaus speak, and then he opens our eyes to a whole new world, and not necessarily a "just" one.

Mr. Scott L. Demro, Chief Deputy United States Marshal in Albuquerque, New Mexico, spoke to us about court security. He urged us to work with the Marshals in our buildings, to request their help in using our equipment, etc. — that is what they are here for. He also provided us with a handbook, "Security in the Workplace." Marshal Demro then showed us a film taken the day following a shooting incident in Topeka, Kansas, in August 1993. It was both a serious and amusing presentation. Mrs. Townsend Robinson, Deputy Assistant Director, Office of Human Resources and Statistics of the Administrative Office, spoke to us next. She informed us that the ad hoc group of judicial secretaries has achieved permanent status as the Judges Secretaries Advisory Group with four goals in mind: appointment to committees for training and education; training of the secretaries; change in job title; enhancement of communication between the AO and the secretaries. Mrs. Robinson explained that she and Myra Shiplett are the liaisons between us and the AO. She explained that the decision-making process is through the Judicial Resources Committee members — i.e., the Judges, not the AO. Ultimately, the decisions and recommendations of that Committee go to the Judicial Conference Committee. Both of these committees meet twice a year. For instance, any change in title that we wish to have considered first goes to the Judicial Resources Committee and from there, hopefully, to the consent calendar of the Judicial Conference Committee. A single judge on the Resources Committee can put an item on the discussion calendar, rather than the consent calendar, which means it likely will not go anywhere. So, according to Ms. Robinson, we need to work on the judges exclusively, although the AO's office can feed information and influence into those committees as well.

Our next speaker was Marsha Hardeman, a motivational speaker and trainer with Images, Ltd., on "Managing Your Manager." Her definition of management is, "The art of getting things done through other people." Ms. Hardeman was a truly motivational speaker! In a nutshell, we determine responses from other people by the way we start out — either negatively or positively. Since sixty five percent of all communication is non-verbal, how things are said is crucial. A superior manager lets other people think it was their idea in the first place! We all thought Ms. Hardeman was superb.

During a wonderful Mexican Luncheon, door prizes were given out. We had many

excited winners, including me! During dessert, we were treated to Indian Hoop and Eagle dances. Mr. Ralph Zotigh, a full-blood Kiowa from Oklahoma was the singer, and Arrow Natseway, from the Laguna Pueblo in New Mexico, was the dancer. Mr. Zotigh is able to sing songs from many different tribes. One of the dances took Mr. Natseway six months to learn.

After lunch Mr. Guy Berger from the Palms Trading Company came to speak to us about Indian arts, crafts, and pottery. He brought many pieces for us to examine, and then quite unexpectedly, gave away lots of door prizes!

That night we were treated by Mead Data Central to a "Beans 'n' Jeans" party at the Los Amigos Round-Up. Mariachis, straw hats, bandannas, and a huge camp fire greeted us as we got off the busses, along with wonderful appetizers. A real hot air balloon took us up for a ride (tethered, of course, but we still went up about 100 feet). Clog dancers had us line dancing (some of us learned faster than others — I won't say which group I was in!), and then we had a wonderful performance by an Aztec Indian dance group who had the most amazing costumes! It was a really wonderful evening.

The next morning dawned early and cold (it was supposed to have gotten down to 30 that night, and I believe it!) At 6:30 a.m. we boarded busses to go to the mass ascension of the hot air balloons! West Publishing once again came through for us by providing the busses. When we first got there, the wind had changed, so no balloons were going up. However, a new wind report soon came in and it was a "go." The activity that erupted was unbelievable! Soon balloons were going up 100 at a time — all shapes and colors imaginable! We saw Tony the Tiger, Smoky the Bear, elephants, a cow, pigs, and a yellow submarine from Russia. It was a photographers dream come true! The only other event photographed more than the Balloon Fiesta is the Rose Bowl Parade.

However, we did have some business to take care of, so we were back at the hotel about 10:00 for our business meeting. It was announced that Lana Schultz will be our Treasurer, since Mary Catherine Groat resigned to

move to Florida after her husband's transfer. Joan Armstrong gave the Treasurer's Report as of September 30, 1994, which was approved. Certificates of appreciation were presented to Ann Neff and Lee Jones. West Publishing and Mead Data Central were thanked for all of the receptions, busses, etc.

The 1995 Conference will be in San Francisco. Erma Smith urged us all to register early. Rooms have been reserved at the Sir Francis Drake Hotel. Then Chris Anderson volunteered San Antonio for the 1996 Conference.

Lael Noble introduced those 1972 original FJSA members in attendance, all past presidents in attendance, and all retirees (10) who attended the conference. She also announced the committee chairmen for 1994-95: Dorothy Butts, By-Laws; Julie Poziombko for Legislative; and Ann Neff for Nominations and Elections.

Clarification of leave policy for this conference will be in the next newsletter. However, Myra Shiplett thinks that leave for this conference is up to each individual judge. [However, when I returned to Houston, I looked in the Guide to Judiciary Policies and Procedures, and Chapter IX, Section M, paragraph 2 on page 181 says:

#### **2. Individual Employee Absences**

Leave approving court officials are urged to use discretion and restraint in granting excused absences. The following list is not meant to be all inclusive, but it does give examples of absences from duty for which excused absence can be used:...

d. Conferences and conventions.]

Peggy Dykes, newsletter editor, reminded all Circuit Representatives to send in a picture for the Newsletter. Lael Noble thanked Norrine Gardiner for her four years as newsletter editor.

Julie Poziombko moved to allow Magistrate Secretaries to join FJSA. The motion was seconded by Donna Peck. After some discussion, the vote was called and the majority was "Nay."

Lael Noble asked all members to rise by Circuit. Sixty one members were present, excluding officers. What a great turnout!

Two more prizes were drawn for — two roundtrip tickets from Southwest Airlines. And the winners were: Brenda King and Janice Christophel. Congratulations, ladies!

The incentive bonus will be announced in the next Newsletter. Thanks Ann and Lee for a wonderful conference. See everyone next year in San Francisco!

## **JUDICIAL SECRETARIES' ADVISORY GROUP UPDATE**

*By Agatha D. Ellis*

The Judicial Secretaries Advisory Group met on September 27 and 28 in Washington. This group now falls under the Human Resources and Statistics Division which is directed by Myra Howze Shiplett, Assistant Director. Her assistant, Townsend Robinson, Deputy Assistant Director acts as the Chairperson of our group. An additional three members will be added to the group so that each Circuit will be represented with the terms of the members being staggered. For the next year, the former Presidents of the FJSA and BAA will remain as members in addition to the new Presidents of these two respective groups. It is anticipated that the group will meet 1 to 2 times per year with its new meeting slated for early spring. Since this is a new advisory group for the Administrative Office which has never had input from Judges' staff before, we are still in the forming stage as to what direction and purpose this group will serve.

A proposed job classification is being reviewed by the Human Resources Division for evaluation.

Also, we have been requested to pass the word urging all secretaries to please get as many employees as possible to sign up for direct deposit of their salary. It is expensive to cut paper checks both monetarily and in terms of manpower.

## **1994 ANNUAL FJSA ALBUQUERQUE CONFERENCE**

Ann Neff and Lee Jones, co-chairs for the 1994 Albuquerque conference, and their committee would like to thank all of you who joined us for a fun weekend October 7-9 at the Old Town Sheraton Hotel. We were so pleased with the number of members and guests who attended, and from the comments we heard, the weekend was a success. We enjoyed working on the Conference and encourage anyone who hasn't had a conference in their city to think about doing so. You can learn so much about your city, and the residents of Albuquerque were so helpful to us - it really was a fun and worthwhile undertaking.

We are looking forward with anticipation to San Francisco in '95. Let's try to best the attendance we had in Albuquerque!! See you all there, and thanks again for helping make our Conference a success.

Lee Jones, Ann Neff Co-Chairs 1994 Albuquerque Conference

## **NEWS AROUND THE CIRCUITS**

### **FIRST CIRCUIT • JANICE L. CAVACO**

The U.S. District Court has welcomed five new judges and their secretaries:

1. Judge Reginald Lindsay, secretary, Marie Losco
2. Judge Patti Saris, secretary, Nancy Proctor
3. Judge Richard Stearns, secretary, Denise Reilly
4. Judge Michael Ponsor former U.S. Magistrate Judge, and also a former clerk to Chief Judge Tauro, secretary, Liz Collins
5. Judge Nancy Gertner, secretary, Gail MacDonald.
6. Beginning Nov. 21, we are expecting senior Judge Lasker to join us from the District Court of New York—who has recently moved to Cambridge. His secretary will be LaVern Shelton. Also the First Circuit, Court of Appeals, Boston, MA now has Judge Bownes from New Hampshire, secretary Linda Wheeler. We lost two judges in the past year, former Chief Judge Caffrey, whose secretaries job-shared: Barbara Clarke and LaVern Shelton. Also deceased is Judge McNaught, secretary, Nancy Irwin.

Those secretaries are now working for Judge Garrity (Barbara Clarke), Magistrate Judge Collings (Nancy Irwin) and as mentioned above LaVern Shelton will work for Judge Lasker.

Also, the biggest news here, was the appointment of Supreme Court Justice Stephen Breyer, formerly Chief Judge Stephen Breyer of the First Circuit. His secretaries, Marsha Bishop joined Justice Breyer in D.C. Assistant to Marsha Bishop, Tina Curreri, is now the Boston secretary to Chief Judge Torruella whose main office is in Puerto Rico. And, of course, congratulations to Chief Judge Torruella and his secretaries in Puerto Rico, Nydia Feliciano, senior secretary and Yolanda Silva.

U.S. District Court Judge Wolf's secretary, Margaret Priestly will take maternity leave in December—for the third time. What a woman! And then secretary to Judge David Nelson, Yvonne Franklin, will fill in for her temporarily.

*Submitted by Dale B. Williams Secretary to Chief Judge Tauro*

**7TH CIRCUIT MARY D. DICKENSON**

We were surprised and saddened today to learn of the death on July 24 of Anne Balogh, former secretary to the late Judge Robson of the Northern District of Illinois. Anne had been retired for some years but had maintained her membership in FJSA and was a regular attendee at the annual Conferences.

**11TH CIRCUIT JEAN SHRAIDER**

Have you ever had a friend come up to you and say, "I have some good news and I have some bad news. Which do you want first?" Well I have some good news and I have some bad news and I hate to have to say this, but the bad news outweighs the good - so I will give you the bad news first and end with the good news.

We extend our heartfelt sympathy to Patricia Peterson (one of our secretaries in Judge Cox's chambers in Mobile, Alabama) whose husband, Lee, was killed in an automobile accident on November 20. Patricia and Lee have two children and make their home in Robertsdale, Alabama.

The judge for whom Judith Leahy works, Senior Judge Winston Arnow of Pensacola, Florida, passed away the end of November, we hope that Judith can stay on with the courts in a different capacity.

Joan Butler, secretary to Senior Judge John C. Godbold, Montgomery, Alabama, has undergone surgery for breast cancer and is now undergoing treatment. She reports that she is progressing as expected and her prognosis is excellent.

Betty Keener, Secretary to Senior Judge Elbert P. Tuttle, fell and broke her hip and has undergone hip replacement surgery. Betty is recuperating nicely at home and hopes to be back in the office the first of the year.

And now for the good news! CONGRATULATIONS are in order for two new brides: Diane Schroeder Stone (secretary to Judge Frank M. Johnson, Montgomery, Alabama) and Maisa Velazquez Selva (secretary to Judge Rosemary Barrette Miami, Florida). Our very best wishes go out to Diane and Maisa.

I would like to remind the Eleventh Circuit members to renew their membership in FJSA. Last year we had 62 members from our circuit; so far this year I have received

renewals/new applications from 46 members. I know at this time of the year we have a lot on our minds and this is easy to forget. If you have not already done so, please fill out your check now for \$15.00 and renew your membership and encourage others in your court to join if they are not members.

I hope 1995 will be a very good year for you and your family.

**FIFTH CIRCUIT V J. WISEBAKER**

First things first. A special thank you to Penny Stautberg who has served the Fifth Circuit as our representative for the past two years. She is one hard act to follow. Thanks, Penny, for a job well done.

Renewals have been slow and new members non-existent, but I have received renewal memberships from the following:

Deborah Latham, Susan DuBeau, Carol Hallman, Diane Calderera, Terri D. Galle, Penny Stautberg, Dorothy Mullinax, Fay Neal, Dorothy Jean Wood, Susan Barrios, Mary Lonero, Kathleen Hulse, and Victoria Holland.

If you have mailed your renewal and your name is not listed, please give me a call at 409 839-2592. If you have not renewed your membership, I want to encourage you to do so now. Remember FJSA is your voice, albeit a small voice when speaking to the powers on high (i.e. the Judicial Conference), but it is your voice.

I attended the Albuquerque Conference - my first one to attend - and I can promise you that it will not be my last. Those people in New Mexico really know how to throw a great conference/party! The 19th Annual Conference will be in San Francisco, and as soon as the information gets out to us, let's make our reservations and get ready to go. One of our newest members Christine Anderson, Judge Orlando Garcia's secretary, suggested her city as the Conference cite for the 1996 conference and to no one's surprise, San Antonio was selected. The secretaries are a courageous bunch to take on such a monumental task!

If you have any information that you wish to share with the membership, let me know and I will get it in the next Newsletter. Also, please remember to send in your membership renewals. If you know a secretary who is not a member of FJSA, please contact her (or call me and I will) and encourage that person to

become an active member.

I look forward to serving you as your circuit representative and want to encourage each of you to call me if you have any suggestions or questions.

**SECOND CIRCUIT KATIE CAULEY**

The Second Circuit would like to welcome Noel Bernstein as a new member to FJSA. Noel works for Judge John M. Walker at the U.S. Court of Appeals. Welcome!

**Connecticut**

The District of Connecticut has three newly appointed district judges (filling 3 of its 4 vacancies). We welcome our new colleagues: Corinne Mischel, secretary to Judge Squatrito, and Marion Bock, Secretary to Judge Thompson (who joined their judges from private practice); and Theresa (Terry) Ryan, secretary to Judge Chatigny (former secretary to Congresswoman Barbara Kennedy, with almost 24 years experience on the congressional staff). With the encouragement of FJSA member Jill Levine, they will soon be joining us in the FJSA.

**Vermont**

Currently Vermont has NO district Judges! Three months ago we had two - but what a difference three months makes. In early June, District Judge Billings announced that he would be taking senior status as of September 8. In early July, it was announced that Chief District Judge Fred I. Parker was being nominated to fill a vacancy on the 2d Cir. Ct. of Appeals. (He was sworn in November 4). Fortunately, both judges have agreed to continue on in their previous roles until two new judges are appointed to fill the vacancies. While Judge Billings is looking forward to winding down, Judge Parker is trying to fill two slots - District Judge in Vermont, and running back and forth to New York to prepare for his new role there. Say a prayer for his secretary, Brandy LaGrange - she gets to do all that extra work!

### International Trade

The secretaries of the U.S. Court of International Trade continue to enjoy the privilege of working for the least-known federal court of national jurisdiction. "We often get calls from people asking if we are part of the United Nations," says Helen Ng, secretary to Judge Nicholas Tsoucalas. "We are the only national federal court located outside of Washington, D.C.," adds Phyllis Simon, secretary to Judge Gregory Carman. Ann M. Davis, secretary to Judge Ken Musgrave, recently suffered the loss of her 88-year-old mother, Annie Higgins. Our condolences go out to her. Patricia Connors, former secretary to Judge Carman, died April 8, 1994. She is missed by her many friends on the court.

### WDNY

The Buffalo Courthouse has been under construction and renovation over the past year, and is really shaping up nicely. Hopefully, early in 1995 the new chambers and courtroom will be completed for District Judge William Skretny and his staff so they can move back from across the street, where they have been housed in the state building for the past 3 years. We look forward to it.

This is my second year as Second Circuit Representative. Thank you for electing me. So far, 1994 has been a special year for me. I was married on July 3, so I am making an adjustment to a new last name. The district judge for whom I work, Judge Skretny, performed the wedding service, which made it even more special. We were all relieved, however, that the newspaper didn't choose the wedding announcement headline of, "Judge Marries Secretary!"

Response in paying the 1994-95 dues, which increased to \$15.00 this year, has been very poor. Paid members, please remind and encourage the other secretaries in your court to renew their dues. Thank you.

## PLEASE NOTE

The FJSA Constitution and Bylaws and Standing Rules as Amended and Adopted May 1994, are available to all members. In accordance with Article V, Sec. 2(f) the Circuit Representative is required to provide each new member with a copy of the Constitution and Bylaws and Standing Rules. However, if any present member is interested in obtaining a copy please send a stamped self addressed envelope (postage 52 cents) to your Circuit Representative.



Artist: Renee Locks, Hill Valley, CA

submitted by Helen Monteith

*From the Nominations & Elections Committee: If you are interested in running for Secretary or Circuit Representative for the 1995-96 year, please send a letter of intent with a short bio to Ann Neff, P.O. Box 67, Albuquerque, NM 87103.*



## **COMMITTEE APPOINTMENTS:**

### **Legislative Committee**

**Julie Poziombko, Chair, Phoenix, Arizona (602) 514-7031**

**Janis Evans, Cedar Rapids, Iowa (319) 364-5815**

**Norrine Gardiner, Salt Lake City, Utah (801) 524-4501**

**Shirley Newsome, Chicago, Illinois (312) 435-5800**

**Loretta Kline, Portland, Oregon (503) 326-5018**

### **Bylaws Committee**

**Dorothy Butts, Chair, Washington, D.C. (202) 633-5856**

**Nancy Bradley, Washington, D.C. (202) 633-6570**

**Carolyn Morgan, Memphis, Tennessee (901) 544-4008**

### **Nominations Committee**

**Ann Neff, Chair, Albuquerque, New Mexico (505) 766-3064**

**Jean Lambert, Mobile, Alabama (205) 690-2816**

**Jackie Logue, Jackson, Tennessee (901) 423-2990**

**Joyce Maranville, Rutland, Vermont (802) 773-0241**

**Erma Thomas, Bay City, Michigan (517) 894-8815**

### **Long Range Planning Committee**

**Pamela Dambrava, Chair, Washington, D.C. (202) 219-9573**

**Sylvia Beasley, Aberdeen, Mississippi (601) 369-8307**

**Jo Anne Schiffner, New York City, New York (212) 791-9250**

**Mary Smotony, Reno, Nevada (702) 784-5631**

**Susan Williamson, Spartanburg, South Carolina  
(803) 582-2167**

**It was determined at the Board Meeting that the Communications Committee has not been used for the last two years and it should be abolished at this time. If there is a need for such in the future, members will be appointed at that time.**

Federal Judicial Secretaries Association  
MEMBERSHIP APPLICATION  
OCTOBER 1, 1994 - SEPTEMBER 30, 1995

Enclosed is my check for \$15.00 payable to Federal Judicial Secretaries Association, to become a [ ] NEW member; or, to [ ] RENEW my membership.

NAME: \_\_\_\_\_

PREFERRED MAILING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: (    ) \_\_\_\_\_ (please indicate if home or office)

COURT & CIRCUIT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

JUDGE: \_\_\_\_\_  
Or, check here if retired [ ]

NEW MEMBERS:  
PLEASE NOTE THE NAME OF THE MEMBER WHO CONVINCED YOU TO JOIN FJSA.

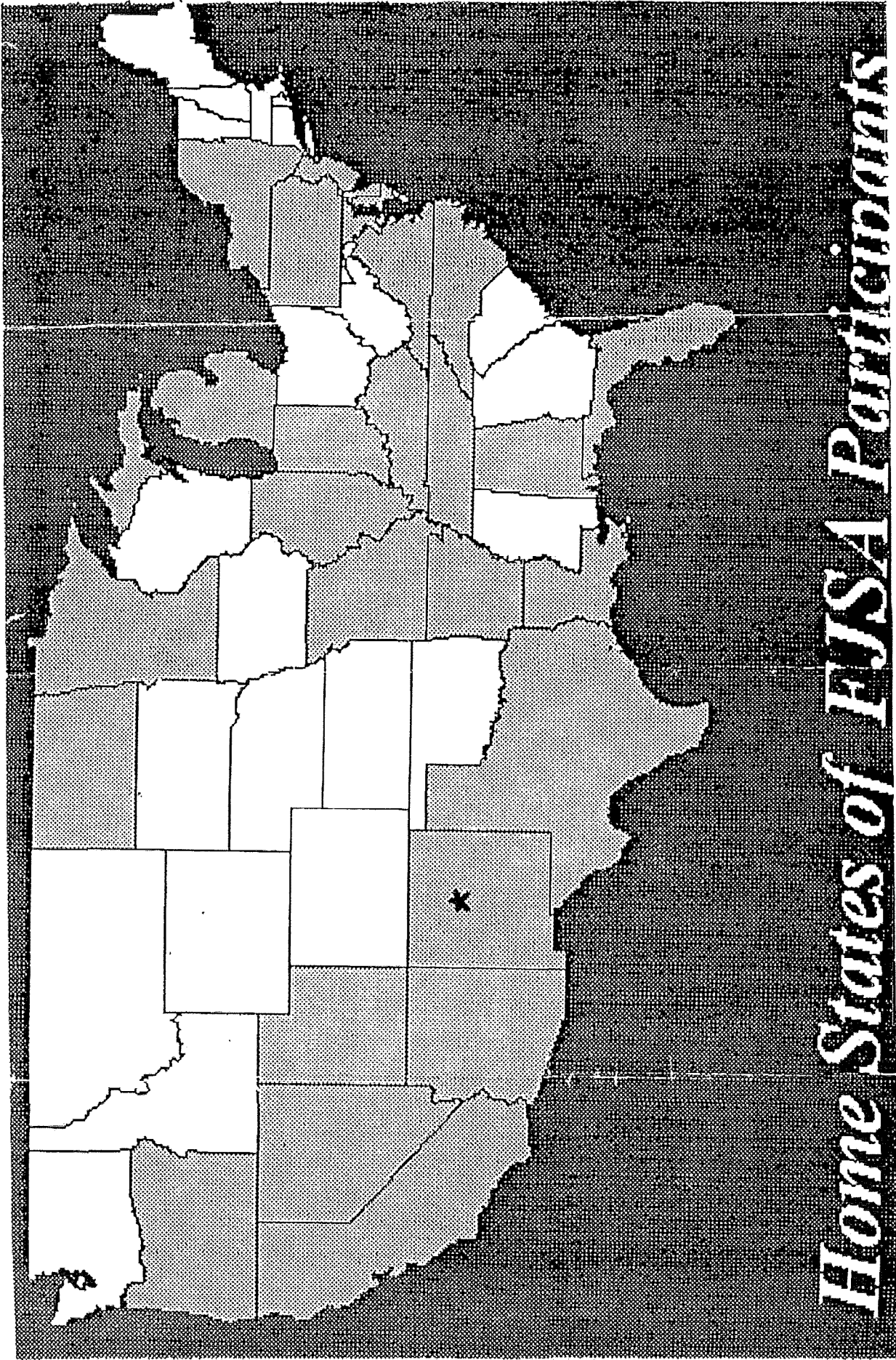
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Standing committees are: Bylaws, Legislative, Nominations, Elections, Long-Range Planning and Telephone. Also, as needed, the President appoints an Audit Committee, as well as Tellers to receive ballot (returns).

If you are interested in working on one of these committees, please check here [    ].

\*\*\*\*\*

Let's all become involved in FJSA for the coming year! To join, or renew your membership, complete the form above, and send it with \$15.00 to your Circuit Representative. Please inform your Circuit Representative if you change your address.



Home States of EUSA Participants



### FJSA - 1994-1995 Officers

**PRESIDENT** Lael Noble c/o Judge J. Thomas Greene, 350 So. Main Street, #222, Salt Lake City, UT 84101  
Phone: (801) 524-5646 FAX: (801) 524-3473

**PRESIDENT-ELECT** Judy Anderson c/o Judge Donald P. Lay, P.O. Box 75908, St. Paul, MN 55175  
Phone: (612) 290-3838 FAX: 612-290-4093

**VICE PRESIDENT** Victoria L. Hollard c/o Judge Frederick J. R. Heebe, 500 Camp Street, New Orleans, LA 70130  
Phone: (504) 589-6504 FAX: (504) 589-4994

**SECRETARY** Penny Stautberg, c/o Judge Jerry E. Smith, 515 Rusk Avenue, 12621 U.S. Courthouse,  
Houston, TX 77002-2698 Phone: (713) 250-5101

**TREASURER** Lana Schultz, c/o Judge Myron H. Bright, P.O. Box 2707, Fargo, ND 58108-2707  
Phone: (701) 239-5127 FAX (701) 239-5287

### FJSA Circuit Representatives

**1st Circuit** Janice L. Cavaco c/o Chief Judge Ronald R. Lagutux, Federal Bldg. & U.S. Courthouse,  
Room 214, 1 Exchange Terrace, Providence, RI 02903  
Phone: (401) 528-5210

**2nd Circuit** Kathleen M. Kellick, c/o Judge William M. Skretny, 507 Mahoney State Office Bldg,  
65 Court Street, Buffalo, NY 14202  
Phone: (716) 846-3086

**3rd Circuit** Kathleen Groetzinger, c/o Hon. Marvin Katz, 13613 U.S. Courthouse, 601 Market Street,  
Philadelphia, PA 19106 Phone: (215) 597-4405

**4th Circuit** Patricia Howell, c/o Hon. Jackson L. Kiser, U.S. District Court, Western District of Virginia,  
P.O. Box 3326, Danville, Virginia 24543 Phone: (804) 799-8700

**5th Circuit** V.J. Wisenbaker, c/o Hon. Richard A. Schell, P.O. Box 1470, Beaumont, TX 77704-1470  
Phone: (409) 839-2592

**6th Circuit** Marcia Carter, c/o Judge Nathaniel R. Jones, 432 USPO & Courthouse, 100 E. 5th Street,  
Cincinnati, OH 45202 Phone: (513) 684-2921

**7th Circuit** Mary D. Dickerson, c/o Judge Walter J. Cummings, 2702 U.S. Courthouse, 219 So. Dearborn Street,  
Chicago, IL Phone: (312) 435-5818

**8th Circuit** Becky Fitzhugh, c/o Hon. Richard S. Arnold, 600 West Capitol, Room 208,  
Little Rock, Arkansas 72201 Phone: (501) 324-5521 FAX (501) 324-6507

**9th Circuit** Donna Peck, c/o Judge Mary M. Schroeder, 6421 U.S. Courthouse & Federal Building,  
230 No. 1st Avenue, Phoenix, AZ 85025 Phone: (602) 290-3972  
Betty Brown, Asst. Rep

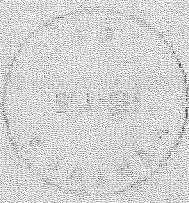
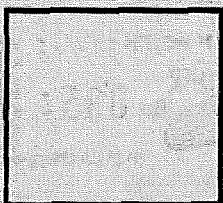
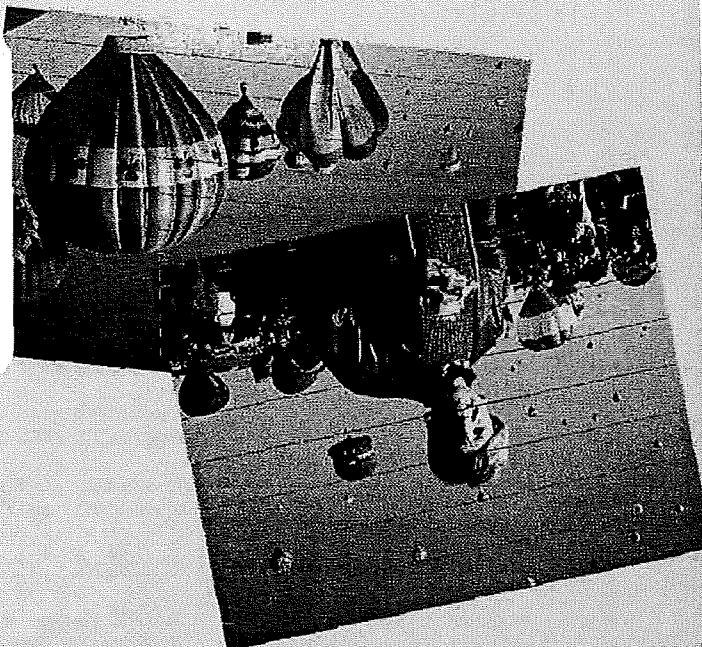
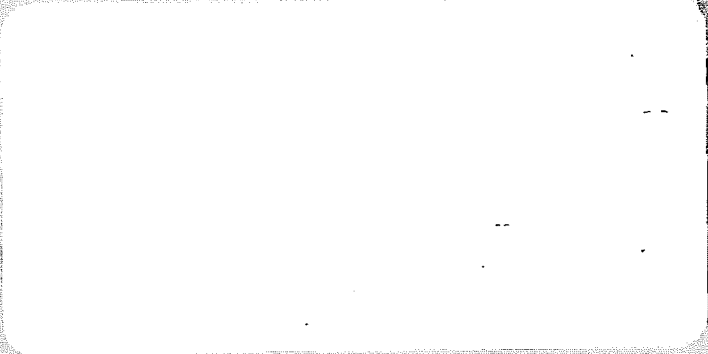
**10th Circuit** C. Victoria Wager, c/o Judge Wade Brorby, P.O. Box 1028, Cheyenne, WY 82003  
Phone: (307) 772-2885

**11th Circuit** Jean H. Shrader, c/o Judge James C. Hill, 556 Forsyth St., N.W., Atlanta, GA 30303  
Phone: 404-730-2863

**Federal Circuit** Nancy Bradley, c/o Judge Helen Nies, U.S. Court of Appeals, Federal Circuit,  
Washington, D.C. 20439 Phone: (202) 633-6570

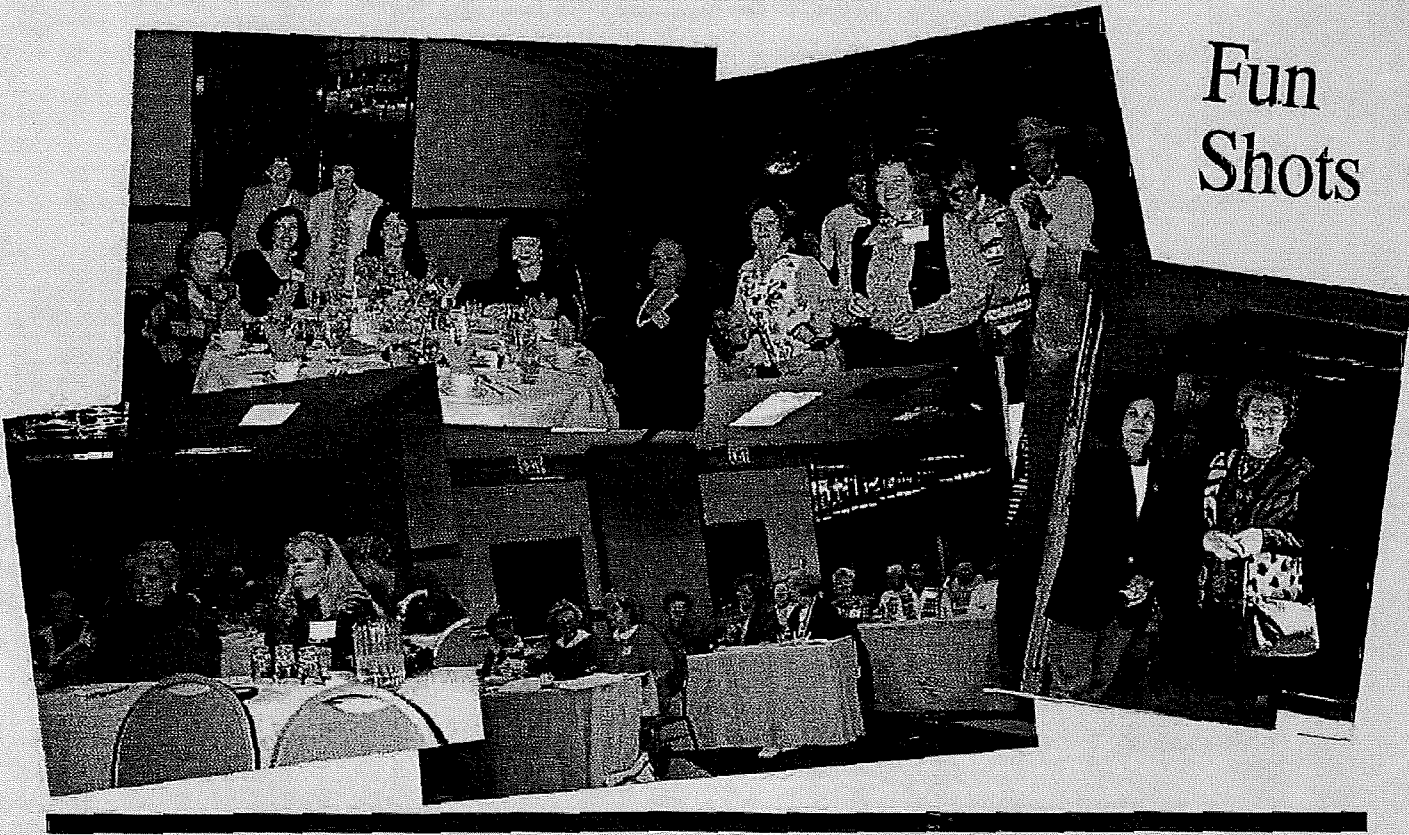
**D.C. Circuit** Kay F. Walkinshaw, c/o Sr. Judge Thomas A. Flannery, U.S. Courthouse,  
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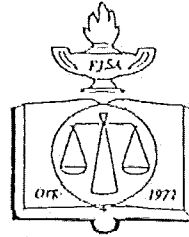
FISA Editor's Office  
94 No. Hemlock Street  
Ventura, CA 93001

# Fun Shots



# FJSA

FEDERAL JUDICIAL SECRETARIES ASSOCIATION



March 1995  
Vol. 22 No. 2

## PRESIDENT'S MESSAGE

Having just returned from Washington D.C. where I attended my first meeting of the Judicial Secretaries Advisory Group, I want to express to you that this group of secretaries is very dedicated and is willing to put forth a great deal of effort to accomplish improvements in the secretarial role with the courts. As each of you (or should be) aware by now this Group was started a year ago as an Ad Hoc Committee and has not become a permanent Committee.

The Mission Statement reads as follows:

" To provide advice, assistance and recommendations to the Administrative Office regarding matters affecting judges' secretaries."

This group consists of secretaries to Judges of the Appellate and District Court, Bankruptcy Court and the Magistrates. There is one secretary from each Circuit (consisting of two from each court level). The Presidents of the FJSA, the Association of Bankruptcy Judicial Assistants and the Magistrates Judges' Secretary Association are also members for this fiscal year. It is the responsibility of the representatives from each circuit to notify the members of their Circuit concerning the meeting, so I am not going to go into detail. I do want you to be advised, however, that this group has united concerns with respect to retention (save pay/save grade),

training, instigation of a new job description as well as a grade increase.

As you know, this is a continuous uphill battle and we need to work together through our own FJSA as well as this new Advisory Group to accomplish the goals we have set. We are all aware that changes do not happen overnight. Perhaps we should keep the following in mind:

**JUST FOR TODAY I WILL TRY TO LIVE THROUGH THIS DAY ONLY. NOT TO TACKLE MY WHOLE LIFE PROBLEMS AT ONCE. I CAN DO THINGS FOR 12 HOURS THAT WOULD APPALL ME IF I HAD TO KEEP THEM UP FOR A LIFE TIME.**

It took 20 years for the last grade increase which happened in 1978, so we can "Just live for today . . ." perhaps we can cut the time and make 1996 OUR YEAR!

(There is included in this Newsletter a roster of the Members of the Judges' Secretaries Advisory Group. Feel free to contact the representative for your circuit for further information.)

The Magistrate Judges' Secretary Association has now been created. Linda Altafi of San Francisco is the Liaison and Acting President. They will be having their first conference in San Francisco in October.

Our membership in the Association at the present time is 387 - this is an all time low! Our Circuit Reps are diligently working on increasing our membership and their efforts are greatly appreciated. If for some reason you have forgotten to pay your dues and renew your membership, please pay promptly. **This is the last Newsletter you will receive. Ballots for election of new officers will be sent ONLY TO THOSE WHO HAVE RENEWED THEIR MEMBERSHIP PRIOR TO APRIL 1, 1995 !!!**

**ENCOURAGE YOUR FELLOW SECRETARIES TO JOIN FJSA NOW!!**

If for some reason you have not received a Newsletter, or have received more than one, and you are a member, please contact your Circuit Rep. We are updating the mailing list and hopefully everyone is being reached.

In this Issue:  
Articles, Letters, & News  
Circuit News  
San Francisco Conference  
Committee Appointments  
Members - Judges Secretaries Advisory Group



## NEWS AROUND THE CIRCUITS

### FIRST CIRCUIT – Janice Cavaco

**Donna M. Silva** is the secretary to Judge Ernest C. Torres. She replaces **Celeste Ann Patnaude**, who was a FJSA member. Celeste decided to try her hand as calendar clerk and is working for Senior Judge Pettine of this district as his calendar clerk.

**Susan M. Feeley** is secretary to Judge Mary M. Lisi. Judge Lisi was sworn in as a District Judge on June 13, 1994.

### SECOND CIRCUIT – Katie Cauley

**Christine Marascalchi** of the Northern District of New York is our newest FJSA member. Christine began working with Hon. Rosemary S. Pooler, our first female judge in the Northern District, in September of 1994. She is a graduate of St. Lawrence University (and a Tri-Delta), and brings to her position 15 years of secretarial experience. Welcome aboard!

The response to our dues payment "reminder" in the last Newsletter has been very good. Thank you to all who renewed their dues for the next year. However, there are still many from whom I haven't heard yet.

### FIFTH CIRCUIT – V. J. Wisenbaker

I have it on good authority that two of our members have just reached a milestone in their life. They are first-time grandmothers. Congratulations to **Ruth Elkins** (secretary to Judge Henry Politz, Chief Judge of the Fifth Circuit Court of Appeals, of Shreveport, La.) and **Miriam Kovan** (secretary to Circuit Judge Harold R. DeMoss, Jr. – Houston). Since I don't have any grandchildren, and the prospects are slim for any in the near future, I want to announce that I do have a new granddog -- that's right,

granddog – a biting, chewing, and wetting seven week old Dalmatian named Tillie. My son now assures me that there will be no children -- the dog is too much trouble! Anyway, Ruth and Miriam, give your grandbaby a squeeze for all of us who are not as fortunate as you. Also, **Dot Mullinax**, secretary to Circuit Judge Jerry E. Smith, announced the arrival of her fourth grandchild, Nathan. Nathan was born in South Carolina, but because his father, Kenny (a Marine), will be shipping off to Guam, his mother and older sister, will be moving back to Houston.

On a sad note, I'm sure most of you know that Senior Circuit Judge Irving L. Goldberg passed away recently. Penny Stautberg reports that his secretary, **Donna Hocker**, will not remain with the courts. She has decided to "retire" and stay home. I am sure Donna will find plenty of things to occupy her time. Our best wishes to you, Donna.

Meanwhile, we wish **Anne Johnson**, secretary to Circuit Judge Emilio M. Garza of San Antonio, Texas, a speedy recovery from recent surgery.

**Kathryn Childress's** new home is completed and she has recently moved in. Kathryn, secretary to Circuit Judge Jacques L. Wiener, Jr., is having fun finishing up the decorating and moving things around to her liking.

I am happy to say that we have a new member to welcome to FJSA. I received a membership application from **Carla Culbreath**, secretary to the Hon. Okla Jones, II, U.S. District Judge for the Eastern District of Louisiana. We are glad to have her as a brand new member.

I hate to beat a dead horse, but I must say something about membership. For the 1993-94 year, our circuit had 77 paid members, but to date, only 31 members have renewed their membership for the 1994-95 year. I know that you have only recently received the last Newsletter with

your first renewal notice, so please send in your renewals right away. Also, some of you may have received two copies of the Newsletter, one addressed to you

with a 1st Circuit notation, and a second one with a 5th Circuit notation. I think the problem has been taken care of, but should you get two (or more) this time, please let me know so I can notify the Editor.

Finally, I want to call your attention to the "Package Program for Training Judicial Secretaries" article that appeared on page 6 of the Winter 1995 **Chambers Supplement**. If you are interested in becoming a training facilitator, please call Susan Slade at FJC (202) 273-4122. I have placed two calls to Ms. Slade but have been unable to reach her, so it may take a little persistence on your part to get through.

Call me at (409) 839-2952 x4101 if you have anything you wish to share with the other members.

### SEVENTH CIRCUIT—Mary D. Dickenson

Thanks to the vagaries (!) of the Postal System, this Circuit's Newsletter contribution mailed last October never reached the editor's desk, and Peggy has graciously permitted a partial reprise:

We welcomed new member **Cynthia J. Reed**, secretary to Judge Philip G. Reinhard (N.D. Ill. - Rockford).

Our October 6-10 Annual Conference in Albuquerque was attended by **Helen M. Anderson, Martha P. Baker, Dorothy Davis, Mary D. Dickenson, Marguerite Mullen, Margaret M. Nash, Shirley J. Newsome, Deborah A. Patton, Wanda R. Pownall, Charlene E. Purcell, Marie K. Williams, and Betty J. Wilson** (the highest representation of any of the Circuits).



All left singing the praises of Co-Chairpersons **Ann Neff** and **Lee Jones** and so many others who contributed to the success of our visit to the Land of Enchantment.

In February we received the membership renewal of **Mary Margaret Nonn**, secretary to Judge William L. Beatty of the Southern District of Illinois. **Maribeth Healy** has decided to devote full time to husband Gerald and children Sarah and Gerald, Jr. (he arrived September 27), and **Kathleen J. Engel** has now stepped in as full-time secretary to Circuit Judge Frank H. Easterbrook.

Judges newly appointed to the Northern District of Illinois (and their secretaries) are: Judge Ruben Castillo (**Arlene Beilfuss**); Judge Blanche M. Manning (**Alicia Arellano**); Judge Robert W. Gettleman (**Josephine Casablanca**); Judge David H. Coar (**Marie Williams**); and Judge Elaine E. Bucklo (**Rosemarie Gate**). Judge Paul E. Riley (**Jo Ann Holdener**) has been appointed to the Southern District of Illinois, and Judge David F. Hamilton (**Jenny McGinnis**) to the Southern District of Indiana. Alicia and Marie are FJSA members and we hope to persuade the other ladies to join us. Circuit Judges William J. Bauer (**Barbara Benzell**) and Richard D. Cudahy (**Louise McMenamain**) have taken senior status and we look forward to welcoming two new members of the Court.

The Seventh Circuit Secretaries Group is in the process of planning another of a quarterly series of seminars for the appellate, district, magistrate, and bankruptcy court secretaries. This winter, the secretaries were privy to a presentation by Public Affairs Specialist Mike McGrail of the Internal Revenue Service's Chicago District Office, who gave many helpful tips on things we can do to reduce our tax bills, the latest income tax developments, and changes in the 1994 tax laws.

On February 21-22, 1995, a meeting of the Judicial Secretaries Advisory Group (JSAG) was held in the Administrative Office in Washington, D.C. A report will be given at our next meeting by **Cynthia Grossman**, the Seventh Circuit's representative, so that we can be kept up to date on what's happening with the Administrative Office and its consideration of our request for job title changes, salary increases, job security issues, etc., and the Federal Judicial Center as it relates to secretarial training. Cindy circulated copies of the proposed Agenda, Mission Statement, JSAG membership listing, Guidelines for Advisory groups, and the minutes of the last JSAG meeting to apprise our secretaries of the work of the JSAG. Cindy also provided a copy of a memo circulated by Mary Kay Schleier (formerly of the Seventh Circuit, presently of the Ninth Circuit), a member of the newly formed AO/FJC Joint Education & Training Committee, who solicited suggestions for future training.

As a member of the FJSA Legislative Committee, **Shirley Newsome** circulated a proposed "Judicial Assistant, JSP 12-13" job description to all 75 of the secretaries in our courthouse requesting their input. Some very interesting comments and suggestions were made, which **Sirley passed on to Chairman Julie Poziombko**.

The Seventh Circuit is actively attempting to stay involved and informed. Formulating our own in-house secretarial group has proven to be quite beneficial and we suggest that secretaries in other centrally located courthouses do the same. In unity there is strength!

#### **EIGHTH CIRCUIT – Becky Fitzhugh**

The most important news to report is that we have several new members from the Eighth Circuit: (1) **Carol Rzepecki**, secretary to Judge Richard H. Kyle,

District of Minnesota; (2) **Jane Sauer**, secretary to Judge Elmo Hunter, Western District of Missouri; (3) **Bettie Niswanger**, secretary to Judge Henry Woods, Eastern District of Arkansas; and (4) **Sharon Goodrich**, secretary to Judge Elisjane Roy, Eastern and Western Districts of Arkansas. It's great to welcome new members to FJSA. To our new members: I speak for all of us in saying how happy we are you've joined.

Judge Roy's former secretary, **Kay Phillips**, is moving to Texarkana, Texas, and will be secretary to The Hon. David Folsom, Eastern District of Texas, as soon as his confirmation is completed. We've lost Kay to the Fifth Circuit, and we wish her well.

Judy Anderson, secretary to Judge Don Lay (Court of Appeals) and President-Elect of FJSA, spent the month of January in Acapulco, Mexico. Wait until you see her tan!

Please ask **Rosie Lightfoot**, secretary to Chief Judge Filippine (Eastern District of Missouri), about her great-grandson. Steven was born on February 6, and weighed in at 9 lb. 8 ozs. I called Rosie today (2/22), but she's gone to Phoenix to help spoil this great-grandson, I'm sure.

**Sue Laukka's** boss, Judge Diana Murphy, was elevated to the Eighth Circuit Court of Appeals on October 13. (Be sure to ask Sue how much fun she had juggling both District and Circuit Court work.) Also, we'd like to welcome Judge Murphy's new secretary, **Marilyn Nietz**, to the judicial family.

**Kathy Cline**, secretary to Chief Judge Battey (District of South Dakota), is the instructor for a study group of 13 people preparing to take the Certified Professional Legal Secretary exam, sponsored by the National Association of Legal Secretaries. Her class has been meeting since October, and Kathy tells me the final exam is scheduled for March 3 and 4. Kathy is quite the expert in this field, holding titles as both a Certified Professional Legal Secretary

and also a Certified Legal Assistant. If you ever need any information on this subject, you'll know whom to call.

**Arla Woerth**, secretary to Judge Pasco M. Bowman (Court of Appeals), recently acquired a new mode of transportation. Arla is the proud owner of a Harley Davidson. (I wish you could see the photos. They're great!) She and her husband will be riding their bikes West to Colorado in early August. They intend to travel from Colorado to Yellowstone, and then back through South Dakota, Minnesota, Iowa, and Missouri, returning to their home in Kansas City.

As of November, the secretaries in our building in Little Rock (circuit, district, bankruptcy, and magistrate) have met monthly for lunch. We discuss work-related items of interest and any other concerns we have. It's a great way for us to share ideas and information. In March, **Anna Cotterman**, a member of the Judges Secretaries Advisory Group (Magistrate David Young's secretary), has agreed to talk with us about the February meeting in Washington.

#### **NINTH CIRCUIT - Donna Peck**

**Edna Tucker** of Judge Burgess' Chambers (Tacoma, Washington) would like to share a room with someone at the October FJSA Conference in San Francisco. Please contact her at: (206) 593-6307 if you are interested.

Due to the unavailability of any training opportunities in Phoenix, about a year ago the Phoenix Circuit, District, Bankruptcy, and Magistrate-Judge Secretaries formed a group called Phoenix Chambers Staff Training Group. Following is a list of the topics we have covered:

"Put It In Writing" - An eight-week seminar on writing and editing skills coordinated with Marta Labus of the Bankruptcy Court. (January-March 1994)

Total Quality Management. "Shared Fate - We Are All In This Together," a presentation by Lee Finkel coordinated by **Ann Sherman**. (February 11, 1994).

Work Perfect Training - Several morning and afternoon sessions, presented by Nancy Koontz of the Circuit Executive's Office, coordinated by **Julie Poziombko**. Several judges also attended this training session. (March 2-4, 1994).

Financial Planning. "Women and Investing," presented by Ann Kay Rohn, coordinated through **Candace Knab**. (April 20, 1994).

Securing in the Courthouse, presented by Mike Casadei, U.S. Postal Service, J.R. Skaggs, and John Manogian, U.S. Marshal's Service, coordinated through **Cari Faust**. (May 6, 1994).

GSA Emergency Procedures, presented by Daryll Wold, coordinated through **Candace Knab**. (June 22, 1994).

Travel Policies and Travel Vouchers, presented by Cathy Fujino, Financial Administrator, coordinated by **Ann Sherman**. (August 17, 1994).

Janet Napolitano on "The Office of the United States Attorney and the Mission for the District of Arizona," presented by Janet Napolitano, coordinated by **Candace Knab**. (November 15, 1994).

We have several interesting programs scheduled in the upcoming months.

#### **TENTH CIRCUIT - Jean Shrader**

Chief Judge Wilbur Owens, Middle District, Georgia, has taken senior status and Judge Fitzpatrick has assumed the position of Chief Judge of that court.

The Middle District of Georgia also welcomed a new judge and his secretary - Judge W. Lewis Sands and secretary

**Carol Ross**. They are located in Albany, Georgia.

**Joyce Sandusky** is the new assistant secretary to circuit Court Judge J. L. Edmondson, Atlanta, and **Barbara Karika** has replaced **Skipper Gilbert** as secretary to Senior Judge Seybourn H. Lynne (Birmingham, Alabama).

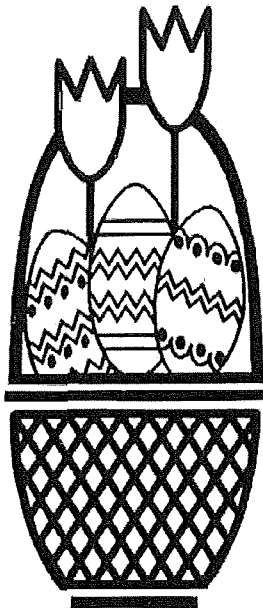
We welcome these new secretaries and hope they will join FJSA.

A couple of our secretaries have retired: **Skipper Gilbert** of Birmingham (Judge Lynne's secretary) and **Jackie Price**, secretary to Senior Judge Truman Hobbs (Montgomery, Alabama).

Our very best wishes go to **Skipper** and **Jackie**. We hope they will enjoy retirement and now be able to do all those things they never had time to do before.

Our membership this year is way below last year's. I want to thank those of you who have renewed your membership and ask you to please encourage the other secretaries in your area to renew their membership and/or join FJSA. Another reminder was mailed out to all secretaries in the Eleventh Circuit last week.

(This is being added by Penny Stautberg. I just found out today (Monday, March 20) that **Ann Neff's** boss, Chief Judge Burciaga, passed away very suddenly about a week ago. According to Lael Noble, Ann probably will be working with **Lee Jones** since her boss, Judge Conway, will be taking over as Chief Judge. Judge Burciaga addressed the October Conference in Albuquerque, and to those of us lucky enough to be there, he was a totally charming gentleman. Our deepest sympathy to Ann.)



# Happy Easter

## FMJSA IS HERE!

The Federal Magistrate Judges Secretaries Association has arrived! A planning committee, comprised of 17 secretaries to Magistrate Judges from across the country, is proud to announce the formation of the nationwide Association. The FMJSA will concentrate on issue relevant to both full and part-time magistrate judges secretaries. These include the promotion of continuing education and the professional development of its members, as well as exchanging ideas regarding judicial support. The group is planning to hold its first conference in San Francisco, California, on October 6-8, 1995. The planning committee would personally like to thank Federal Judges Secretaries Lael Noble (Hon. J. Thomas Greene, Salt Lake City, UT), Julie

Pziombko (Hon. William Canby, Jr., Phoenix, AZ), Pam Dambrava (Hon. Robert Hodges, Jr., Washington, D.C.), Helen Monteith (Hon. Bruce Van Sickle, Bismark, ND), and Erma Smith (Hon. Thelton Henderson, San Francisco, CA) for all your valuable help, assistance, advice and, most important, your support.

Linda Altafi (Hon. F. Steele Langford, San Francisco, CA), Interim President, FMJSA

Krystine Juleen (Hon. Joan H. Lefkow, Chicago, IL), Public Relations

*From the Nominations & Elections Committee: If you are interested in running for Secretary or Circuit Representative for the 1995-96 year, please send a letter of intent with a short bio to Ann Neff, P.O. Box 67, Albuquerque, NM 87103.*

### Editor's Note:

*Please remember to submit all articles for the upcoming May newsletter **no later than April 30th.***

*Please send your articles/news to:  
FJSA Editor's Office (Peggy Dykes)  
94 No. Hemlock Street  
Ventura, CA 93001*

*Also, special thanks go to Penny & Jim Stautberg for their help in publishing this edition of the newsletter on their computer. They own a newsletter program and have volunteered their services to help publish our quarterly newsletter. This will save considerable time and money. I'll be able to fax over the final version right into their computer for camera ready printing. Welcome to the 90's.*

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\* Liaison to Magistrate Judges Ass'n

\*\* President, Federal Judicial Secretaries  
Association

\*\*\* President, Bankruptcy Judicial Assistants  
Association



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# Package Program for Training Judicial Secretaries

The Federal Judicial Center (FJC) is developing a package program for judges' secretaries that can be delivered locally by FJC-trained facilitators. This program will replace the workshops for judicial secretaries which were previously offered at the regional level. The overall theme of the program could be described as "Maintaining your Competitive Edge."

The curriculum was designed by a Planning Committee consisting of six judges' secretaries, an assistant circuit executive, a magistrate judge, FJC trainers, and personnel from the Administrative Office's Integrated Technology Division, Human Resources and Office of the Budget. The Planning Committee has approved a final curriculum which includes Communication Issues; Personnel Management; Legal Writing, Editing and Research; Ethics Issues in the Judiciary and in Chambers; and Office Management Skills and Techniques. These topics will be presented using different formats, including a video format.

Judicial secretaries will be selected to act as facilitators for the program, and will be asked to oversee workshops, coordinate the presentation of the topics and answer general questions. The facilitators will receive training

from the FJC in order to present the program.

If you are interested in becoming a training facilitator, please contact Susan Thurman Slade of the FJC at 202/273-4122. As a prerequisite, you must have the time to attend an FJC "train-the-trainer" session in Washington, DC and be able to travel within your circuit twice during fiscal year 1996. The FJC hopes to begin implementing the program during the first quarter of FY96.

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Federal Judicial Secretaries Association  
MEMBERSHIP APPLICATION  
OCTOBER 1, 1994 - SEPTEMBER 30, 1995

Enclosed is my check for \$15.00 payable to Federal Judicial Secretaries Association, to become a  NEW member; or, to  RENEW my membership.

NAME: \_\_\_\_\_

PREFERRED MAILING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: (    ) \_\_\_\_\_ (please indicate if home or office)

COURT & CIRCUIT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

JUDGE: \_\_\_\_\_  
Or, check here if retired

NEW MEMBERS:

PLEASE NOTE THE NAME OF THE MEMBER WHO CONVINCED YOU TO JOIN FJSA.

\_\_\_\_\_  
\_\_\_\_\_

Standing committees are: Bylaws, Legislative, Nominations, Elections, Long-Range Planning and Telephone. Also, as needed, the President appoints an Audit Committee, as well as Tellers to receive ballot (returns).

If you are interested in working on one of these committees, please check here .

\*\*\*\*\*

Let's all become involved in FJSA for the coming year! To join, or renew your membership, complete the form above, and send it with \$15.00 to your **Circuit Representative**. Please inform your Circuit Representative if you change your address.

TREASURER'S REPORT  
STATEMENT OF INCOME AND EXPENSES AS OF SEPTEMBER 30, 1994

BALANCE BROUGHT FORWARD SEPTEMBER 30, 1994 \$ 3,508.13

INCOME

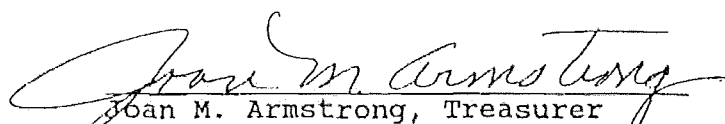
Dues	\$5565.00	
Interest Earned	132.50	
Funds Received 1993 Conference	1972.93	
Reimbursement Pitney Bowes	187.32	
Reimbursement Returned Check Fee	10.00	
		<u>7,867.75</u>
		\$11,375.88

EXPENSES

Newsletters, Postage, Meter		
Rental, Reset Charges	2392.67	
Ballots -- Printing and Mailing	600.00	
Advance Albuquerque Conference	1300.00	
Travel Allowance Cruise Conference	1800.00	
Officers and Circuit Representatives Reimbursement	517.22	
Gavel	15.00	
Returned Check and Bank Charge (Reimbursed by member)	20.00	
Penny Stautberg - New Membership Recruitment	50.00	
Stella Phillipson - Contribution	100.00	
Fire Damage to Home		
Jackie Squires - Contribution	100.00	
Earthquake Damage to Home		
American Cancer Society - Memorial	50.00	
Lois Elder		
Montgomery Co. Assoc. Hearing Impaired Children - Memorial	25.00	
Vivian Luhrs		
Advance-Open New FJSA Account	<u>3,000.00</u>	
		<u>\$9969.89</u>

BALANCE IN CHECKING ACCOUNT AS OF SEPTEMBER 30, 1994	\$ 1,405.99
ADVANCE - OPEN NEW FJSA ACCOUNT	<u>3,000.00</u>
COMBINED BALANCE	\$ 4,405.99

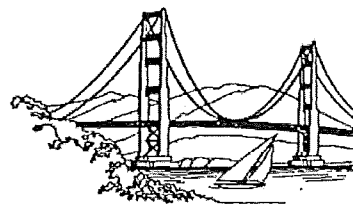
I hereby certify that the above amounts are true and correct to the best of my knowledge.

  
Joan M. Armstrong, Treasurer  
Fed. Judicial Secretaries Assoc.

# KEEPING PACE WITH CHANGING TIMES

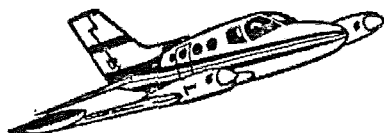
## FEDERAL JUDICIAL SECRETARIES ASSOCIATION

1995 Conference  
— October 6-8, 1995 —  
San Francisco, California



The Golden Gate Bridge, Fisherman's Wharf, Alcatraz, the Wine Country, Japanese Tea Garden, a cruise on the bay, the clanging cable cars reaching half way to the stars . . . you'll truly leave your heart in San Francisco after the Conference in October 1995!

We have planned a program that will feature presentations on the information superhighway, the road to more secure finances, and how to get on the right track for nutrition and exercise — all geared toward helping you keep pace with changing times! The Conference will begin with a reception on Friday, October 6. Saturday we've planned a program to allow you adequate sight-seeing time before our evening together. Sunday, October 7, will be our business meeting and raffle.



America West Airlines  
1-800-548-7575  
CAMS Code 19333XD  
19333ZD

America West Airlines has been chosen as our designated airline for the Conference. You will be able to come to San Francisco three days before and stay three days after the Conference to take advantage of all the "City by the Bay" has to offer.

America West Airlines has agreed to donate a free round-trip ticket for travel in the continental United States to the lucky winner of the Grand Prize to be raffled off on Sunday (you must be present to win).

When contacting America West to make your reservations, be sure to give the Convention and Meeting Services Agreement (CAMS) Code (19333X/ZD). This enables those flying on America West and purchasing tickets at least 7 days in advance an opportunity to receive a 5% discount off the lowest fare in effect or a 40% discount off the full day coach fare the date the tickets are purchased.

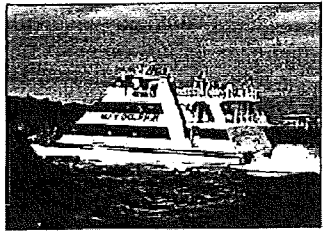


# RED & WHITE TOURS

AGENT

Presents

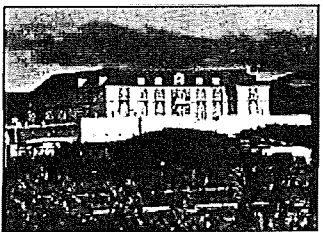
*"A Tour de Force of the  
Wine Country"*



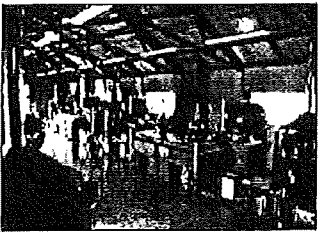
*High-Speed Catamaran Ferry*



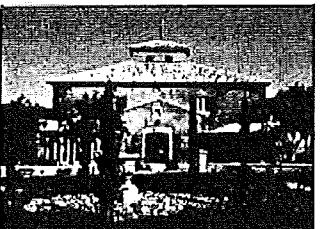
*Deluxe Motorcoach Through  
Wine Country*



*Domaine Carneros' Classic  
Chateau & Winery*



*Carneros Alambic Distillery for  
Rare Alambic Brandy*



*Viansa Winery and Italian  
Marketplace*

## THE BEST ONE DAY TOUR of the WINE COUNTRY

### SONOMA-NAPA Wine Tour Including:

- ◆ High-speed catamaran ferry between San Francisco's Fisherman's Wharf and Historic Tiburon
- ◆ Deluxe motorcoach transportation throughout the Wine Country
- ◆ Narrated tour of Marin and the Sonoma-Napa Carneros wine region
- ◆ Visits to three distinctly different wineries
- ◆ Wine tasting
- ◆ Optional sightseeing, shopping and dining in Tiburon

**\$42 PER PERSON\***  
With \$5 OFF Coupon (Below)

### RESERVATIONS & TICKETING (415) 546-2700

- ◆ Tour tickets may be purchased in advance by phone or at the Pier 43 1/2 ticket office at Fisherman's Wharf. VISA, MasterCard, Am. Ex. and JCB \$2 per ticket service charge for phone orders.

### RECORDED SCHEDULE INFORMATION (415) 546-2628

- ◆ Tours depart daily year-round from Pier 43 1/2  
Weekdays: 11:00am, Weekends & Holidays: 10:40am



### RED & WHITE FLEET

A Crowley Company  
Pier 41 ♦ Fisherman's Wharf  
San Francisco, CA 94133

**\$500 OFF SONOMA-NAPA  
WINE TOUR**

Present this coupon at the Pier 43 1/2 ticket booth for Sonoma-Napa Wine Tour package, including round trip ferry ride from Fisherman's Wharf to Tiburon, deluxe motorcoach service and narrated tour throughout the Sonoma-Napa Carneros Wine Region, visits to three (3) wineries and optional time to shop, dine or browse through Tiburon. Limit 6 per coupon. Not for resale. No cash value. Cannot be used in conjunction with any other discount. Boat & bus transportation, winery visits and wine tasting only. Meals may be purchased separately. Expires 12/31/95.

\* Boat & bus transportation, winery visits and wine tasting only. Meals may be purchased separately. Red & White Tours books seating space on fully-insured PUC/TCP licensed coaches and acts as their agents.

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**Jo Anne Schiffner, New York City, New York (212) 791-9250**  
**Mary Smotony, Reno, Nevada (702) 784-5631**  
**Susan Williamson, Spartanburg, South Carolina**  
**(803) 582-2167**

**It was determined at the Board Meeting that the Communications Committee has not been used for the last two years and it should be abolished at this time. If there is a need for such in the future, members will be appointed at that time.**

### FJSA - 1994-1995 Officers

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Cheryl Alcorn  
Secretary to Judge Cynthia Holcomb Hall  
Ninth Circuit

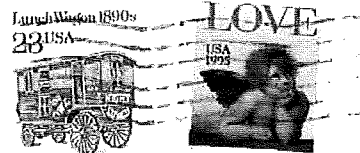
It has now been several months since Judge Hall, a law clerk and I travelled to Guam to complete an appellate panel with Chief Judges John Umpingo and Alex Munson. In spite of inclement weather, there being a typhoon somewhere off the coast of Guam, the judges and their staffs treated us with extraordinary hospitality. During court week, we were made to feel a part of the family. Lolita Toves, secretary to Chief Judge Umpingo, reluctantly agreed to pose in front of the Guam District Court Seal. The assignment provided a rare opportunity, one that will be long remembered largely due to the friendliness of the judges and their staffs.

GUAM

FJSA - Newsletter -  
Travel Department

FJSA Editor's Office

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