

Federal Judicial Secretaries Association

The Official Newsletter

MAY 1995 ♦

Vol. 22 No. 3

PRESIDENT'S MESSAGE

by *Lael Noble*

First, what great work by the Circuit Reps! The **News from Around the Circuits** in the March Newsletter was wonderful. Everyone is interested in what is going on in the Association and this is the only way to be advised. **THANKS** - and keep it up.

Second, by the time this Newsletter arrives, you should have received or will be receiving your ballot for selection of officers for the year 1995-96. I trust you took the time to vote and get your ballots back to the Nominating Committee. Thanks to Ann Neff, Chair, and her Committee - Jean Lambert, Jackie Logue, Joyce Maranville and Erma Thomas for the time and effort they put into getting the ballot ready

and distributed to the membership.

Third, the secretaries in the Eighth Circuit Court of Appeals in February contacted Townsend Robinson of the AO concerning the inequity of pay grade scales for judicial secretaries. At the present time, the "assistant" secretaries in the Circuit Courts are frozen at JSP-10 and all other secretaries in the Circuit, District, Bankruptcy and Magistrate Courts are eligible for pay at the JSP-11 grade. This matter was brought to the attention of the FJSA as well as the Judges' Secretaries Advisory Group.

The Board of Directors of the FJSA was contacted for their input as to whether we should attempt to have this matter placed on the Agenda of the Judicial Resources Committee at their meeting in June. The majority of the Board (by a vote of 14-3) determined that

the FJSA should go forward in this attempt.

The Legislative Committee was asked to prepare a proposal to submit to the JRC. Their recommendation was for a target grade of JSP-11 for all secretaries in the judicial system. The Judge involved would have input and control through appropriate recommendations and ratings for his staff members and attainment of that grade would be based on efficiency ratings, length of service, etc.

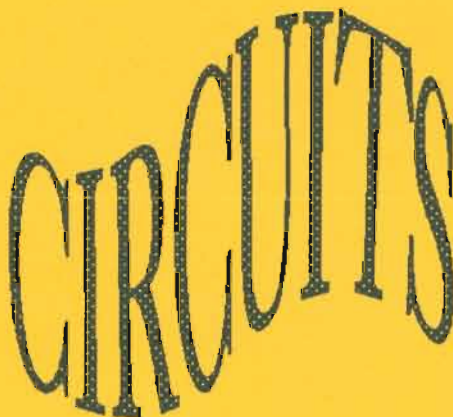
On April 7, as President of the Association, I wrote to Chief Judge Richard S. Arnold of the Eighth Circuit and he agreed to present this matter to the Judicial Resources Committee for placement on the Agenda for their June meeting. Judge Arnold forwarded our proposal to Judge Julia Gibbons, Chair of the Judicial Resources Committee on April 24, 1995.

Fourth, as you are probably aware, Congress is proposing a tax bill (HR 1215) which would make changes in the Civil Service Retirement System and the Federal Employees Retirement System. On May 2, 1995, Director L. Ralph Mecham sent a letter to all Circuit Executives, Clerks of the Court, and others with an attachment from the Office of Personnel Management which describes the possible changes. Each of us should review this proposed Bill as it would have a great impact on us individually. If you are unable to obtain a copy and would like one, please contact me and I 😊 would be happy to send you a copy. You may want to write to your Senators and Congressmen expressing your concerns.

Fifth, thanks to all for the support and help you have given to the Officers and Board of FJSA. Our membership has increased! Reservations are already being received for the

Conference in San Francisco in October and we are looking forward to **SEEING YOU THERE!!!**

Bulletin - Lael advises that she has just been informed that our proposal with respect to the "Assistant Secretaries" has been placed on the agenda for the June meeting of the Judicial Resources Committee. We may have good news to report in the next Newsletter!



Editor's Note

In checking with our membership in Oklahoma City, we know of only one injury - Wilma House, Secretary to Judge West, was cut by some flying glass, but when contacted by Lael Noble, she said she was doing fine.

FEDERAL CIRCUIT -

Nancy Bradley

We extend a warm WELCOME to our Court and to the FJSA to **Claudia Morgan** who has accepted the position as Secretary to Senior Judge Cowen. Claudia comes to the Federal Circuit from the Court of Federal Claims where she was secretary to the Court's Chief of Staff.

Judge Cowen's former secretary, **Pam Dambrava**, now works for Judge Hodges of the Court of Federal Claims. We wish Pam good luck in her new position. We don't have to say good-bye because the Court of Federal Claims shares the same building as the Federal Circuit.

Also, we extend a warm HELLO to **Gaye Cattilin**. Gaye has moved up the ladder of success here at the Federal Circuit, first working for the Clerk of the Court, the Administrative Services Office, and now for Senior Judge

Friedman. We welcome her to the Court and to the FJSA.

To **Suzanne Bowden** a new judicial secretary to the new judge on our Court, William C. Bryson, we say **HELLO AND WELCOME** to the experience and paper flow of a lifetime. Suzanne enters the judicial branch from the private sector.

And to **Judge Bryson** we extend our congratulations and best wishes on his appointment.

It was a grand St. Patty's Day just past. The Federal Circuit Court of Appeals and the Court of Federal Claims joined together in a retirement celebration for the Courthouse's Building Manager, Chuck Leath. To help celebrate the occasion, two of our "retired" secretaries, **Kit Lally** and **Elaine Heffley**, stopped by the courthouse. Both looked wonderful. It was great to see them.

A belated, but nonetheless sincere, "**GOOD-BYE and GOOD LUCK**" is extended to **Joyce Sonntag** who, after

working with Senior Judge Friedman and Chief Judge Markey of our Court, retired to the Delaware Shores.

SECOND CIRCUIT - Katie Cauley

The **Eastern District of New York** welcomes seven new judicial secretaries. They are: **Tina Farrell** (Judge Block), **Shirley Turton** (Judge Gleeson), **Karen Costantini** (Judge Hurley-Hauppauge), **Sharon Taylor** (Judge Johnson), **Pamela Warren** (Judge Ross), **Bonnie Nohs** (Judge Seybert), and **Katherine Beckler** (Judge Trager). We hope they will join the Association.

We have two new judges on the **Second Circuit Court of Appeals**: Hon. Guido Calabresi, whose secretaries are **Marjorie Greenblatt** and **Suzan Lucibelli**; Hon. Jose A. Cabranes, whose secretaries are **Lillian Olejarczyk** and **Janet Hansen**. Welcome!

We have seven new judges

and secretaries in the **Southern District of New York**. They are: **Anne Sherlock** (Judge Baer), **Carol DeVito** (Judge Batts), **Ann Persadsing** (Judge Chin), **Noreen Corrigan** (Judge Cote), **Elizabeth Menard** (Judge Kaplan), **Lois Sammon** (Judge Koeltl), and **Yvonne Croft** (Judge Parker). We welcome them and look forward to their membership in FJSA.

Five FJSA members or former members have recently retired. They are: **Evelyn Spotter**, **Mary Avent**, **Ernestine Dugan**, **Aurelia Addison** and **Claire Wasserman**. We wish them well and hope they will continue their memberships and join us at our annual conferences.

We mourn the loss of Judge Vincent L. Broderick who served for over 19 years. Our sympathy is extended to his family and his secretary, **Joanne Falleta**.

FIFTH CIRCUIT -

V. J. Wisenbaker

The **Eastern District of Texas** has two brand new judges. The Hon. David Folsom, Texarkana Division, and the Hon. Thad Heartfield, Beaumont Division. This means that we have two brand new secretaries to welcome to FJSA.

Ms. **Betty Schroeder**, who has accepted the position of secretary to Judge Folsom, has worked with Judge Folsom for several years and came with him when he took the federal bench. Betty has a quick wit and a sparkling personality, and she will be a wonderful addition to the FJSA. **Sue Jordan**, who many of you may remember as Judge Hall's secretary, has taken on the duties of court room deputy to Judge Folsom. Betty is indeed fortunate to have a ready source of information at her side.

Our second new secretary is Ms. **Kristi Worsham**. She had worked for Judge Heartfield a relatively short

time before his appointment to the federal bench, but he was so impressed with her abilities that he brought her with him. Kristi is young enough to make me look for a surgeon to start lifting and tightening areas that gravity has touched. FJSA is fortunate to have Kristi as a new member.

Congratulations to **Donna Wisecarver**, Judge Martin Feldman's secretary, on the birth of her third child. Some people will do anything to get a summer off! Enjoy your new addition and your well-deserved leave.

For my own peace of mind, please check your 1994-95 membership cards. My brain went on autopilot for a few days so I may have typed 1995-96 on some of the cards. If you have 1995-96 on your card, please change it or call me and I'll send you a replacement. I apologize for the inconvenience.

Call me at 409-839-2592, ext. 4101, or drop me a quick note (P.O. Box 1470, Beaumont, Texas 77704) if you have

anything you wish to share with the other members.

SEVENTH CIRCUIT -

Mary D. Dickenson

It's our pleasure to report that **Sylvija Alexsiunas** (Hon. Hubert L. Will, N.D. IL) has been restored to our roster and we have added **Jacki L. Simon**, secretary to Judge Rudolph T. Randa (E.D. WI), as our newest member. This brings us to 43—a fair total, but one we would like to increase. How about 50, a nice round number?

Diane P. Wood, Deputy Assistant Attorney General, and the Honorable Terence T. Evans, Chief Judge of the Eastern District of Wisconsin, have been nominated to our Court of Appeals and the nominations have been well received. Happily, Judge Evans' secretaries, **Marionne Koenigsberg** and **Judy Delgado**, are already members of FJSA.

Shirley Newsome provides us with the following report. The Seventh Circuit's Judicial

Secretaries Group recently conducted another of its series of "Lunch and Learn" sessions. Reports were given by the Circuit Representatives of the FJSA, ABJA (Association of Bankruptcy Judicial Assistants), and the newly formed MJSA (Magistrate Judges' Secretaries Association). An educational video on "Confidentiality" was shown and a report given by Cindy Grossman, Judicial Secretaries Advisory Group representative for the Seventh Circuit, on the Group's meeting with the Administrative Office staff in Washington, DC, on February 22, 1995.

A "Lunch and Learn" session on "Available Resources to the Judicial Secretary" will be presented in June by the Circuit Librarian, Janet Wishinsky.

The effects of the "Contract with America" have finally "trickled down" to us. All secretaries are advised to acquaint themselves with House of Representative Bill No. 1185, introduced by Representative John L. Mica

(Committee on Government Reform - FAX: 202-226-0821, Tel: 202-225-4045) on March 9, 1995. If passed, it will greatly affect many of the "old-timers," and serious consideration should be given to retirement plans. H.R. Bill No. 1185 proposes to increase the percentage of basic pay required to be contributed by government employees, to change the method for computing "average pay" (from "high 3 years" to "high 5 years"), and for other purposes, to include reducing the COLA. Those of us who are at the top of our grade 11 should really be concerned. It affects those who are under CSRS and FERS. Every Judicial Secretary is encouraged to write to their Congressman with regard to this bill. It has already passed the House and is being considered by the Senate.

Finally, our condolences to **Ann Neff** on the passing of Judge Burciaga. We recall his presentation at the Albuquerque Conference and he was indeed a "totally charming gentleman."

Tenth Circuit

by: C. Victoria Wager,
Circuit Representative

We welcome the following new judges and secretaries to the Tenth Circuit:

Judge William F. Downes, U.S.D.C., WY, secretary Karen Coleman; Judge Vicki Miles-LaGrange, U.S.D.C. W.D. OKLA., secretary Betty Martin Lancaster; Judge Michael Burrage, U.S.D.C. E.D. Okla., secretary Sally Winkle. Also, Wilma House, secretary to Hon. Lee R. West, U.S.D.C. W.D. Okla., is a new member; and Patricia Maxwell, secretary to Hon. Kathryn H. Vratil, U.S.D.C. S. KS, joined in the 1993-1994 year and renewed her membership in the 1994-1995 year. Majken Bood, secretary to Senior Judge Monroe G. McKay, retired at the end of 1994; also retiring at the end of 1994 was Fran Olin, secretary to Circuit Judge Deanell Reese Tacha.

Eleventh Circuit

by Jean Shrader,
Circuit Representative

On behalf of the secretaries in the Eleventh Circuit, I would like to

express our heartfelt sympathy to our friends and fellow secretaries in Oklahoma and especially to those in Oklahoma City. Our thoughts and prayers have been with you folks and will continue to be as you try to put your lives back together.

In an effort to try to keep our secretaries more informed and involved, we have planned a luncheon meeting for all judges' secretaries (circuit, district, bankruptcy and magistrate) on May 18 in the Richard B. Russell Building in Atlanta. At this meeting Agatha Ellis, one of our representatives on the Judicial Secretaries Advisory Group, will give us a report and tell us some of the things that are being considered. I wish we could have this meeting some place where we could accommodate all judicial secretaries throughout the Eleventh Circuit, but we are just too big for that! We welcome the attendance of any secretaries close enough to Atlanta to attend this luncheon. Shortly after this meeting, we will send out a mailing to the rest of you which will give details of this luncheon. If you, or someone you know, has an interest in serving as circuit representative for the Eleventh Circuit, please let me know. I will be glad to pass that information on to the Nominations and Elections Committee.

Editor's Note:

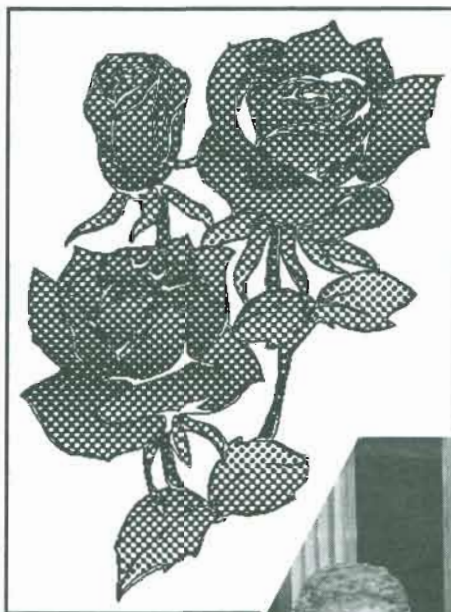
Attention Circuit Reps—

Please remember to submit all articles for the upcoming August issue no later than July 15th.

Please send your articles/news to:

Peggy Dykes
 FJSA Editor's Office
 94 No. Hemlock Street
 Ventura, CA 93001

Also, special thanks go to Cheryl Alcorn, Chambers of Judge Cynthia Hall, for her help in typing this edition.



KNOT-YOUR-ORDINARY SCARF

OBLIGING OBLONG

Hold the ends of an oblong scarf taut. Wrap the scarf around your neck from front to back. Crisscross the ends then drape across your shoulders to hang freely over your chest. Arrange to desired drape and length.



*Lael Noble
 with her mother,
 Ruth, living it
 up in up at
 the October '93
 FJSA Conference
 in the Bahamas.*

KEEPING PACE WITH CHANGING TIMES

FEDERAL JUDICIAL SECRETARIES ASSOCIATION

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



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

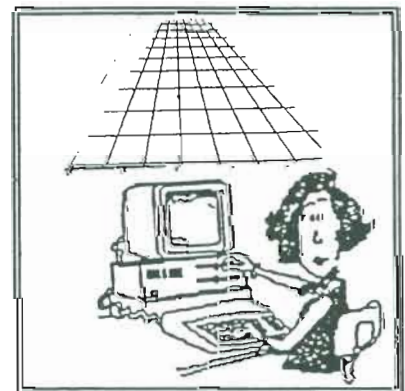
WHAT'S IN STORE?



An American Express Financial Advisor will be discussing Investment Basics. Hopefully we'll get a few pointers on how to plan for a healthier financial future and improve our retirement outlook.

Dr. Gordon Bermant, Director of the Division of Planning & Technology at the FJC, will discuss the Information Highway and its impact on and future importance for those of us in the Courts. It's been said that he eats, sleeps and thinks "cyberspace" whenever possible, but when he's at work at the FJC he's forced to deal with "planet Earth" for a living.

Additionally, we plan to have a demonstration and display to emphasize the importance of exercise and point out the many health issues related to long hours of computer use.





A representative from the Federal Judicial History Office of the FJC will discuss the preservation of judicial papers. This timely talk will follow on the heels of a newly published Guide, scheduled to be distributed to Chambers early in the Fall of 1995.

Nancy Bennett, M.S., B.D., a leading health consultant and author, who has conducted nutrition and stress management seminars for IBM and Apple Computers, Inc., will unveil the secrets on "How to Eat Well and Not Wear It!"



The focus of our Conference is the well-being of the whole person. We plan to have exhibits and displays relating to work and play. We'll share some personal hobbies and interests, and hope that if you have some special talents, e.g., crafts, paintings, or collecting unique items of interest, you'll share your "other self" by bringing a project and/or picture to display.

UPDATE

The Sir Francis Drake has given us the deal of the century: A **"No Excuse Rate"**: When you call to make your hotel reservations, you will be pleasantly surprised to discover that the new hotel rate, double/single, will be \$99. We've already received several registrations (don't get left in the dust; you know what they say about the early birds). If you have any problems, questions, concerns or doubts — give us a call. We'll try to provide some answers, or at least give you 10 good reasons why you don't want to miss this Conference!



450 POWELL STREET
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WELCOMES

THE FEDERAL JUDICIAL SECRETARIES ASSOCIATION

To reserve your room at the group rate, please complete the following information and return to the hotel no later than September 1, 1995. Any cards received after that date will be accommodated on a space available basis at the prevailing rack rate.

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____
We will be arriving _____ at _____ am _____ pm
Check in time is after 3:00 pm.
Departing day and date _____
Names of persons sharing accommodations _____
 Guaranteed _____
(Credit Card) (Account #) (Expiration Date)
Name on Card _____

RATES	
<input type="checkbox"/>	Single _____
<input type="checkbox"/>	Double _____
<input type="checkbox"/>	Triple _____
<input type="checkbox"/>	Crib Needed _____
<input type="checkbox"/>	Rollaway Bed Needed _____
Valet Parking Available at Charge _____	

All reservations must be guaranteed by check or credit card with advance deposit equal to first night's room and tax charge. Deposit is refundable if reservation is cancelled with more than 24 hours advance notice.

shopping

spring
1995:
work
wear
options



Office material. Top, \$235, and viscose skirt, \$385. Victor Alfaro.



Business Class. Tweed jacket, \$520, skirt, \$310. Jennifer George.



Dotted lines. Sleeveless rayon wrap dress, \$265. DKNY.

home shopping

No-stress, no-time shopping alternatives

Free personal shoppers

Department store perk: They file your shopping needs and call you when merchandise arrives. Also try Nordstrom's e-mail personal shopping service (Nordstrom_PT_America@mcimail.com).

Catalogues

Talbots Check out its career-wear catalogue. *Classics That Work.* 1-800-8-TALBOTS.

Tweeds Updated classics: pants, dresses. 1-800-999-7997.

One 212 Sophisticated, trendy basics. 1-800-999-1212.

Ann Taylor Work clothes, accessories. 1-800-825-6250.

On-line shopping

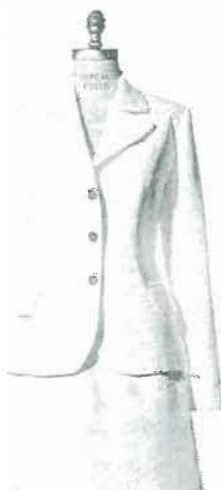
CD-ROM discs contain products from many catalogue companies. Try *The Merchant*. 1-800-561-3114; *2Market*. 1-800-622-6600.



Work-suitable. Linen/viscose jacket, \$298, and skirt, \$128. FINITY.



Lap top. Tank, \$24, cardigan, \$29, Express; skirt, \$109, French Connection.



White collar. Pique jacket, \$315, and skirt, \$100. Chaiken & Capone.



Office software. Shift dress, \$49, and belt, \$16, both Express.

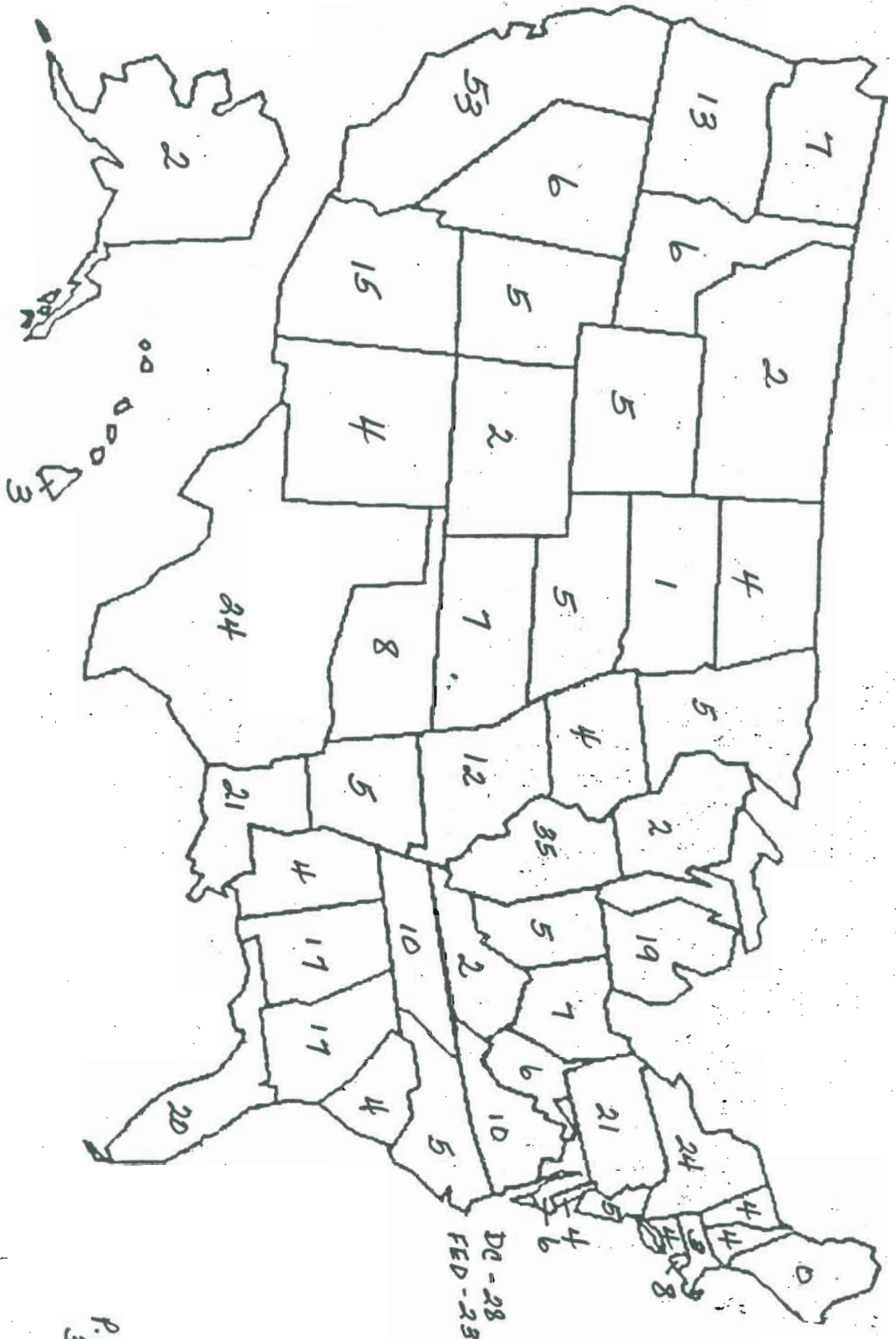


Work essential. Crepe jacket, \$260, and skirt, \$100, Isabel Ardeu.



Suit yourself. Knit jacket, \$350, and skirt, \$180. RALPH by Ralph Lauren. For stores, see *Shopping Delights*.

R. J. S. A.
 1994-95 MEMBERSHIP = 520



GUAM-1

If you have received this Newsletter,
 you are shown as a member. Contact
 your co-workers - they may think they
 are members, but have not paid their
 dues, and they will not receive a
 Newsletter until they do.

P.R.
 3

FJSA - 1994-1995 Officers

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167 North Main
Memphis, TN 38103



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VENTURA, CA 93001

*Good
Friends
Good
Times*

HAWAII

During court session in Hawaii (May 1995) 9th Circuit friends got together (Jackie Squires, secretary to Judge Pregerson, Lynn Heery, secretary to Judge Choy, and Julie Ronkin, Deputy Clerk, San Francisco)



Federal Judicial Secretaries Association



AUGUST 1995 ♦ ISSUE VOL. 22 NO. 4

President's Message



By Lael Noble

Time flies when you are having fun! And my ten years of activity in the FJSA, with the last year as President is coming to a close. This year has really zoomed by and new officers have been elected, new committees will be appointed, and who knows, we might even accomplish some of our long term goals.

It has been a busy year for the association. All of the committees worked hard on the assignments given to them and I truly appreciate their efforts and accomplishments.

We were able to place before the Judicial Resources Committee our request for an equalization of salaries to all secretaries in the judiciary. We were not successful in getting this measure passed, but in a letter to Judge Arnold, Chief Judge of the Eighth Circuit, Julia S. Gibbons, Chairman of the JRC says: *"the committee has directed the AO office to prepare, for its December 1996 meeting, a report of the pay of judges' secretaries."*

The minutes of the JRC read as follows: *"Noting the continued interest among judges in pay levels for their secretaries, the committee requested that the Administrative Office facilitate*

a general review of pay for judges' secretaries by providing for the committee's December 1996 meeting information on (1) Salary market levels for jobs comparable to judges' secretaries; and (2) statistics and other relevant information on recruitment and retention of judges' secretaries. The Committee notes that review of this issue in December 1996 would allow two additional budget cycles to pass. Given the budget implication of pay changes for a large population group such as judges' secretaries the passage of two budget cycles could be expected to provide critical information on the judiciary's ability to fund any proposed pay increases."

Hopefully, the AO will use statistics and salary market levels comparable to what a judicial secretary does. We certainly are not interested in having another study like the "HAY GROUP" which was

done in 1990. Our last information on the efforts of that survey was in February 1991 when Jackie Squires reported that the Hay Group "had determined that the job descriptions and the pay scale for all judicial employees are inadequate. The Hay Group was given the green light by the Administrative Office to develop appropriate guidelines for submission to the Judicial Resources Committee in June." We heard nothing further with respect to this study due to the fact that the AO determined they would do their own study.

Maybe with the combined efforts of our Association, the Bankruptcy Judicial Assistants Association, the Magistrates Judges' Secretary Association and the Judicial Secretaries Advisory Group we will be able to gain support from the AO Office in accomplishing our goals.

In the final analysis, what we really need is support from judges. They are the ones who make the decisions, subject, of course, to recommendations from the AO office. We will just have to keep plugging away as not only is the pay increase important, but also a

new job description, retention and training are important goals we should be striving to achieve.

Again, many thanks to all who have served this year. I have truly appreciated your help, support, and friendship. The FJSA is a great organization consisting of wonderful people from all over the country. If nothing else, friendships are very valuable and that goal is reached every year at our Annual meeting. If you haven't taken the opportunity to make some new friends - this is the year to do it - and San Francisco is the place.

HOPE TO SEE YOU IN THE CITY BY THE BAY, where you will definitely "leave your heart."



CIRCUITS

Editor's Note-
Circuit Reps: - PLEASE send us news for your circuit. This can include special hobbies, travel, items of interest, recipes, or anything of interest from the secretaries in your circuit.

Second Circuit

by: Katie Cauley,
Circuit Representative

The Second Circuit welcomes 3 new members, all from Southern District of New York. They are: Rosalie Edelstein (secretary to Judge Wohl Kram), Anne Sherlock (secretary to Judge Baer), and Teri Aarons-Grigsby (secretary to Judge Baker Motley). Welcome!

Fourth Circuit

by: Pat Howell,
Circuit Representative

Greetings from Pat Howell (secretary to Chief Judge Jackson Kiser, Danville, Virginia) and the Fourth Circuit! We're all a-buzz with talk of the FJSA meeting in San Francisco. Many of the girls are planning to go and some of us are still hoping we can work it out! I have only had the privilege of attending one FJSA meeting and that was the cruise to the Bahamas, but let me say, if you can possibly attend this meeting, by all means do so! It's a great opportunity to meet all the gals, make new friends, and renew old acquaintances.

We wanted to share with you our good news of two new grandchildren in our midst. Shirley Simpson, secretary to Judge James Turk, Roanoke, Virginia, has a new grandson, Dakota Hollingsworth Palmer (Codey), born June 27, in Fort Walton Beach, Florida to LeAnn and Brian Palmer. Cody has a sister, Whitney Michelle.

I said hello to my first grandson, Logan Matthew Price, on March 31, born to Denise and Johnny Price in Eden, North Carolina. Logan has two sisters, Clarissa

Morgan and Taylor Danielle.

The clerk's office conducted Chaser training from the judges' secretaries in Roanoke, Virginia, in July. This software will allow the secretaries to print docket sheets, pending motions reports, etc and give them access to a host of information pertaining to their cases. This will be of enormous help to the chambers staff! The western district is also in the process of being networked and receiving Windows 6.1, which is absolutely great!

I'd like to take this opportunity to thank you for allowing me to serve as your rep for another year. Hopefully, I can do a better job in the next year! I would like to encourage the ladies of the Fourth Circuit to keep me informed of events and news so that I might pass it on to the newsletter and we can get to know one another better. Also, let me beg, plead, cajole, and challenge each one of you in all the circuits to renew your membership and make it your responsibility to enlist those who are not members of the FJSA. Our association's voice is only as strong as its membership! We must grow to be heard!

Fifth Circuit

by: V.J. Wisenbaker,
Circuit Representative

The report from the Fifth Circuit is not very chatty today - I've been taking advantage of my judge. since he has been out attending this meeting and that workshop, I have also been out - out by the pool, outside under a shade tree reading a book - out on the lake, etc.

I do have one small item that may be of interest to some of you. In light of a particularly scary bomb threat received by the F.B.I. in Beaumont, Texas, this past month, our chief judge contacted the U.S. Marshal for our district about the elimination of perimeter parking around all federal buildings in the district. Through the efforts of the judges and our Marshal, perimeter parking around the federal building in Beaumont has been eliminated. Efforts are under way to have the perimeter parking around the other federal courthouse in our district banned also. So, if your office is inside a federal building that allows perimeter parking, and you feel uncomfortable with this, talk to your judge. There are ways

to have the parking eliminated.

I have not had an opportunity to talk with any of you about your plans for summer vacations. If you are planning or have taken an unusual vacation, let me know, and I'll share it with the other members.

Reminder.... don't forget to make your plans for the FJSA San Francisco conference. This is your opportunity to make a difference in the organization. Please do not pass it up. Call me at (409) 654-2881 (new number) or drop me a quick note (P.O. Box 1470, Beaumont, Texas 77704) if you have anything you wish to share with the other members.

Sixth Circuit

by: Marcia Carter,
Circuit Representative

We have one new judge on The Sixth Circuit Court of Appeals, Judge Karen Nelson Moore, along with her secretary, Marilyn Burks, who comes from Case Western Law School where she worked for several professors. We welcome both of them and look forward to a close association.

Congratulations goes out to Dot Forte' Vinson, secretary to the Hon. Nathaniel R. Jones, who recently got married, moved into a brand new

home, and took a new position with Magistrate Jack Sherman. Best of Luck to you, Dot!

Congratulations to Jackie Logue who will replace me as the 6th Circuit Representative effective October 1, 1995. Good Luck! and it has been a pleasure being the 6th Circuit Representative. I would like to welcome the following new members to the FJSA: Lorrie Cockrell, Patricia Norman, Barbara Dwyer, Sharon Fuller, Rebecca McGee, Charlene Reeves, Mary-Lou McDonough, Kim Briggs, Diane Kettner. Thanks for your support of the organization.

Seventh Circuit News

by: Mary D. Dickenson
Circuit Representative

We extend a warm welcome to **Mary Ann Bendewald**, newly come to the Court of Appeals as secretary to Judge John L. Coffey, and we have hopes of adding her name to our FJSA roster.

The deadline has now passed for return of applications to serve as trainers for the "Judges' Secretaries" Maintaining Your competitive Edge" program, sponsored by the Federal Judicial Center. There will be two trainers for each Circuit. Notification of selections is to be made by September 15th, and hopefully USCA-7 will be well represented.

Just a note to our secretaries with regard to the FJC's 1995 Catalog of Audiovisual Media Productions -

there are a number of excellent cassette tapes available to us for self-improvement in our positions. It is my understanding that our Ad Hoc Group is working with the FJC to establish a listing specifically for secretaries to be published in the near future. In the meantime, you might want to take a few minutes and glance through the listings in the Catalog, giving particular attention to the sections on your specific court, Orientations Series for Court Employees, Federal Judicial System, Automation & Computers Case Management, Court Administration & Management, Interpersonal Skills, Management & Supervision, Procurement, Safety in the Workplace, Self-Improvement General & Improving Personal Potential, and Secretarial & Clerical Skills. These materials are available to any employee of the Court and all you need do is request them from the Center's media library!

Our Chicago Secretaries' Group had a wonderful workshop conducted by the Circuit Librarian, Janet Wishinsky. It was very informative and Jan was at her best, in that she shared a number of her "You wouldn't believe it, but..." stories with us concerning requests made of the library staff. We were also made aware of the many services that the library offers aside from that of legal research, most of which are under-utilized because we are unaware that they are, in fact, available to us.

Some of the service areas that Jan pointed out were correct spellings (names, places, etc.) definitions and

origins (common and uncommon to include slang, profanity, etc.); quotations (when, where and by whom made); etiquette and protocol; statistics of all kinds (populations/cost of living/census figures); maps of all kinds; weather reports; addresses and telephone numbers; organizations and committee memberships (agencies, associations, etc.); history and dates; medical information (definitions and treatment for illnesses); personal biographies; encyclopedias and almanacs of all kinds; status of legislation (available within 24 hours of actions); pending hearings; newspaper clipping files; photo library; Guide to Judicial Policies & Procedures; published articles on court cases and on/by judges (federal and others); and all other court publications. The library is available to assist in researching personal matters when time permits.

Jan also indicated that your local library has reciprocal relationships with other local libraries (law school and bar associations). Jan directed our attention to the monthly Library Newsletter and the helpful information published in it. She spoke on the chambers library and its maintenance and the automated reference facilities available to the court (LEXIS/WESTLAW). She had put together a handbook on frequently asked questions and helpful library maintenance tips for us. Jan indicated further that she has asked her outlying local librarians to present a similar seminar for the secretaries in their respective areas.

We are certainly grateful for Jan's presentation and offer of the assistance to us. Lastly, she addressed the unfortunate subjects of virus transfer and book mutilation by library users. We hope to have a follow-up session to include a tour of our newly constructed library facilities.

If you have not formed a local secretaries group in your area, do so soon. There is so much that you can learn and benefit from in having such a group. It also helps in the dissemination of information and materials. The camaraderie that develops as a result of just knowing each other cannot be over-emphasized.

Eighth Circuit News

Becky Fitzhugh, Circuit Rep.

First of all, I'd like to give special salute to our FJSA members who are part-time secretaries. I'm especially appreciative of the time and effort these two members devote to our organization:

Laura Headrick is a part-time secretary to Circuit Judge Arlen Beam, and also serves as part-time Library Technician in Lincoln, Nebraska. She is active in the professional group for librarians, Mid-American Association of Law Libraries. Laura is married and has two children. Her hobbies are bicycling, reading, and attending her sons' many activities. Laura and her husband will be taking a cruise in January to celebrate their wedding

anniversary. Also, I hear that Laura's going to observe a decade birthday (I'm not saying which one) soon. Happy Birthday.

Barbara Skogman is part-time secretary to Circuit Judge David Hansen in Cedar Rapids, Iowa, and is a new member of FJSA this year. Barbara is married, has two children, and two grandchildren. She has been a member of the Iowa Association of Legal Secretaries for over twenty years. Her hobbies are computer work, bridge, music and theater. Word has it that Barbara has added a new screened-in porch to her home, and you can barely get her to come inside now. (When are you going to invite us over, Barb?)

On behalf of FJSA, thank you both for your support and commitment to the organization.

Nancy Ryan, from Des Moines, Iowa (Chief Judge Wolle's secretary), recently attended the annual Convention of Professional Secretaries International held in Seattle, Washington, from July 23 through July 27. Nancy tells me that the Convention attracts approximately 1500-1700 members and their families from all over the world. We all wish Nancy lots of luck in her planning for 1996.

Helen Monteith, from Bismarck, North Dakota, and past President of FJSA, will be traveling to Washington, D.C. on August 28, to serve as an instructor for a pilot program developed by the Federal Judicial

Center. The purpose of the seminar is to assist district, bankruptcy, appellate, and magistrate judges' secretaries to function more effectively in their complex roles as judicial secretaries and assistants. Helen, secretary to Senior District Judge Bruce Van Sickle, has previously served as a facilitator for seminars in Philadelphia, Chicago, Detroit, and San Diego. If you have any questions about what type of training is offered, Helen is our expert in this area. Helen will be attending the upcoming FJSA Conference in San Francisco. Hopefully, she will give us an update on the new program, and let us know when it will be available to the rest of the Judiciary.

Conference time is coming up! So far, I know seven members of FJSA from the Eighth Circuit who will be attending: Chris Gorski and Rosemary Lightfoot (from St. Louis), Helen Monteith (from Bismarck, North Dakota), Lana Schultz, FJSA Treasurer (from Fargo, South Dakota), Judy Anderson, FJSA President-Elect (from St. Paul, Minnesota), Brenda King (my co-worker), and me. I hope there are others that are planning to attend. If you haven't yet made a commitment to attend, I hope you'll give it careful consideration. This is going to be a fantastic Conference.

Hoping to see you in San Francisco.

Ninth Circuit

by: Donna Peck,
Circuit Representative
with contributions by Erma Smith

The Northern District of California would like to welcome **SUZANNE TURNER**, Secretary to Judge William W Schwarzer. Judge Schwarzer has just returned to Northern California after serving 5 years as Director of the Federal Judicial Center; Suzanne came to the Court from the Law firm of Brobeck, Phelger and Harrison.

Welcome back to **KARLA JORGENSEN CARTER** who is returning to the USDC for Northern California to work for newly appointed Judge Maxine Chesney. Karla previously worked for Judge John P. Vukasin, Jr., before he passed in September of 1993. Karla left the Court and went to work for the Law firm of Heller, Ehrman, White & McAuliffe in Palo Alto. Karla says she's glad to be back with the Court family!

Also, welcome back to **MARION MON** who just recently accepted a position with newly appointed Judge Susan Illston. Marion previously worked for Judge Robert Schnacke prior to his passing in 1994. Marion has worked in a temporary capacity with the Northern District and was fortunate enough to hook up with Judge Illston without interruption in service.

Our condolences to **MAGGIE ANDERSON** (secretary) and to the family and friends of Judge Alfonso

Zirpoli. Judge Zirpoli, who served as a federal Judge for the Northern District of California for over 40 years, passed away on July 10, 1995.

We also convey condolences to **DEE ALLISON** and **INA BENNETT** (secretaries) and to the family and friends of Judge Thomas Tang. U.S. Circuit Judge Tang, who was appointed to the Court of appeals in October 1977, passed away on July 18, 1995.

Tenth Circuit

by: C. Victoria Wager,
Circuit Representative

New Judges throughout the circuit are:

Mary Beck Briscoe,
United States Circuit Judge,

Carlos F. Lucero,
United States Circuit Judge,

C. LeRoy Hansen,
District of New Mexico,

Michael Burrage,
E.D. Oklahoma,

Sven E. Holmes,
N.D. Oklahoma,

Terry C. Kern,
N.D. Oklahoma,

Timothy D. Leonard,
W.D. Oklahoma,

Vicki Miles-LaGrange,
W.D. Oklahoma.

Tena Campbell
District of Utah
(note: Secretary to Judge Campbell,
Phyllis Walker, just got married and is
on her honeymoon.)

D.C. Circuit

Contribution by Eileen Mayhew
(See article on next page "A
Unique and Special Group."



Recipes

CHEESCAKE (YUM!)

Submitted by Ina Bennett
of the Ninth Circuit



- 4 - 8 oz. packages of cream cheese
- 1-1/3 cup sugar
- 1 tsp vanilla
- 6 eggs (large, NOT extra large)

Beat room temperature cream
cheese with sugar until smooth, add
eggs one at a time (beat after each
one), add vanilla and continue
beating. Bake in buttered glass dish
(9 X 12) at 350 degrees for exactly 21
minutes. Will be kind of soft in the
center (That's okay.)

Take out and let cool for 20 minutes.

Topping

Blend 16 oz. sour cream with 6
tablespoons sugar and two teaspoons
vanilla. Spread on top of cooled
cheesecake and bake in 350 degrees
oven for ten minutes. Remove
promptly. Sprinkle top with cinnamon
or spread cooled cheesecake with
blueberries, cherries, fresh
strawberries, whatever. EAT....



COMMITTEES:

*If you are interested in
serving on one of the following
committees for the following
year, please contact **Judy
Anderson at:***

**PHONE (612) 290-3838 or
FAX (612) 290-4093,**

1. Legislative Committee
2. Bylaws Committee
3. Nominations Committee
4. Long Range Planning
Committee



SECRETARIAL VACANCY

DEBBIE SCOTT is secretary to
Magistrate Judge William H. Barry, Jr.
Judge Barry will be retiring in the Fall of
this year. One of Debbie's co-workers
has asked that we include Debbie's
name in the list of secretaries who are
looking for positions within the
judiciary. Debbie's address and phone
number are: 55 Pleasant Street, Room
443, Concord, NH 03301,
(603) 225-1493.



A Unique and Special Group

by Eileen Mayhew

Editor's Note: For the past 10 years, secretaries of judges in the courts of the D.C. Circuit have come together annually for a holiday luncheon. On December 14, they gathered at Hogate's Restaurant. We asked Eileen Mayhew, who has worked in the Courthouse since 1964, to write about her friends.

If you added up the work experience of every member of this group, it would probably total at least 300 years. A surprising number of us have had long careers in this Courthouse, and we have made many lasting friendships. At least three of our number have been here since the early 1960s. **Gloria Johnson** came to the Courthouse in 1963 to work for the late Judge Luke C. Moore, who was then U.S. Marshal. Since 1973 Gloria has worked for Judge Aubrey E. Robinson Jr. I came in 1964, working first in the Civil Division of the U.S. Attorney's Office (then located in this building). When U.S. Attorney Thomas A. Flannery was appointed to the bench, I remained with him until 1988, when I became Judge Thomas Penfield Jackson's secretary. **Pat Wilcox** arrived the following year with Judge Oliver Gasch, for whom she had worked since 1963.

Some of us have worked for more than one judge, while others, like Pat, have spent many years with the same judge. Along with me, **Sylvia Brown**, **Nancy Keim**, **Sharon Treichel**, **Kay Walkinshaw**, **Lillian Witt**, and **Debbie Womack** have each worked for two or more judges. Lillian has the distinction of having worked for two generations of judges. She came to work for the late Judge William B. Jones in 1972. In 1982, she became secretary to Judge Thomas F. Hogan, who had clerked for Judge Jones. Lillian formerly worked for the Court of Appeals, as secretary to Judge Patricia Wald. **Sylvia Brown** was secretary to the late Judge Barrington D. Parker for many years. In 1987, she began working for Magistrate Judge Patrick J. Attridge. **Sharon Treichel** worked for former Magistrate Judge Jean Dwyer until 1984, when she accepted her present position as secretary to Judge Harold H. Greene. **Kay Walkinshaw** has worked for many District Court judges, including her current boss, Judge Thomas Flannery, during her 17 years at the Courthouse. She also worked for Circuit Judge Patricia Wald.

Esther White has had only two bosses during a career that spans 36 years. Before coming to the

Courthouse, she worked at the FBI. From there, she moved to the law firm of Hogan & Hartson to work for Judge Stanley Harris when he was a partner there. Esther moved with him to D.C. Superior Court, the D.C. Court of Appeals, the Office of the U.S. Attorney for the District of Columbia, and then to this Courthouse when Judge Harris took his seat on the U.S. District Court. **Judy Brown** also moved with Judge Norma Holloway Johnson from D.C. Superior Court to the U.S. District Court in 1980. **Ruth Wright** has been with Judge Louis F. Oberdorfer since 1982. **Joan McGowan** came to the Courthouse the following year to work for Judge June L. Green, and **Saulene Brown** and **Anne Cahill** joined our group in 1987. Saulene came to work for Judge Royce C. Lamberth and Anne became Judge John H. Pratt's secretary.

While pursuing our secretarial careers, most of us have also raised families—several are now grandmothers as well—and engaged in a wide variety of extra-curricular activities. For instance, my husband and I, both originally from D.C., love to go dancing at clubs where we can do a form of jitterbug we call "D.C. hand dancing," or "D.C. swing." We grew up doing this dance, so-called because partners actually hold hands and dance together. There's a former model—Gloria Johnson—in our group, and many of us are proficient in arts and crafts. Ruth Wright is an expert porcelain dollmaker and an upholsterer. Esther White is an accomplished cake decorator who also enjoys doing cross stitch and crochet, and Nancy Keim is a professional photographer and framer. Kay Walkinshaw's interests are more unusual than most. Kay is a licensed clinical hypnotherapist and also holds a black belt in karate.

The Courthouse family is like a home away from home, as evidenced by the longevity of many of our secretaries. You don't stay in a position for long periods of time if you are not happy with your environment. We cherish the friendships we have made over the years, and look forward to working with the five new secretaries who have recently joined the District Court.

All this, and I haven't even talked about the Court of Appeals secretaries, who are just as lively and varied a group. Among their number are two former Redskinettes, two aerobics instructors, and on and on. But that's another article. □

KEEPING PACE WITH CHANGING TIMES

FEDERAL JUDICIAL SECRETARIES ASSOCIATION



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

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

The Sir Francis Drake Hotel
450 Powell Street
San Francisco, CA 94102
1-800-227-5480

SAKS FIFTH AVENUE SAN FRANCISCO

Welcomes members and guests of the Federal Judicial Secretaries Association Conference with a special program of services and hospitality. Avail yourself of a deluxe cosmetic makeover compliments of Saks and LANCÔME - October 6-8. Saks fourth floor Hospitality Suite is open for your use:

Saturday, October 7, 1:00-5:30 p.m.
Sunday, October 8, Noon - 5:30 p.m.



Enjoy complimentary refreshments and a gift from LANCÔME.
Just for FJSA.

Saks offers a 20% discount from the Beauty Salon, you may call directly, please mention your FJSA affiliation (415) 986-0576, and a 10% discount from CAFE SFA.

For more information and to make reservations *PRIOR* to your arrival, please call (415) 986-4300, Ext. 398 and ask for Paulette Goodrich.

* * *

Saks is located 1/2 a block from the Sir Francis Drake Hotel.

FEDERAL JUDICIAL SECRETARIES ASSOCIATION



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



*** REGISTRATION ***

NAME _____

JUDGE _____

ADDRESS _____

CITY, STATE, ZIP _____

WORK TELEPHONE (____) _____ HOME (____) _____

Arrival Date: _____ Departure Date _____

Attending Friday Evening Reception _____

No. Guest(s) _____

Attending Saturday Dinner _____

No. Guest(s) _____

Registration Fee:

\$50 (prior to 9/1/95) — \$60 (after 9/1/95)

Amount Enclosed: \$ _____

Make checks payable to: **FEDERAL JUDICIAL SECRETARIES ASSOCIATION**
[Cancellation Policy: Requests for refunds must be received by September 22, 1995.]

Forward your Registration Form and check to:

Ms. Debbie Maghoney, Registration Coordinator
Federal Judicial Secretaries Association
c/o Chief Judge Thelton E. Henderson
U.S. District Court
450 Golden Gate Avenue
San Francisco, CA 94102

Please direct questions, comments and special needs/concerns to Erma Smith, Chairperson (415) 556-3710.

19TH ANNUAL FJSA PROGRAM
Sir Francis Drake Hotel (Union Square)
San Francisco, CA
Friday, October 6, 1995 - Sunday, October 8, 1995

— TENTATIVE SCHEDULE —

FRIDAY, OCTOBER 6, 1995

1:00 - 2:00 p.m.	Lunch - Cafe 450	-	Optional
2:00 - 3:00 p.m.	Tour of Federal Building	-	Optional
3:00 - 5:00 p.m.	Hotel Registration & Check In		
5:30 - 7:30 p.m.	Reception and Welcome Remarks		

SATURDAY, OCTOBER 7, 1995

8:15 - 8:30 a.m.	Opening Remarks		
8:30 - 9:15 a.m.	Preservation of Judicial Papers - Dr. Bruce A. Ragsdale		
9:30 - 10:30 a.m.	Technology/Information Highway - Dr. Gordon Bermant		
10:15 - 11:45 a.m.	Investment Basics - Linda C. McKenzie		
Noon - 1:00 p.m.	Nutrition/Exercise - Nancy Bennett		

Free Afternoon

4:00 p.m.	Alcatraz Tour	-	Optional
7:00 p.m.	Dinner at Pier 39		

SUNDAY, OCTOBER 8, 1995

9:00 - 11:30 a.m.	Business Meeting		
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REMEMBER TO BRING

1. Lightweight jacket or sweater.
2. Comfortable walking shoes.
3. Healthy appetite.
4. Good attitude.

THE NAPA VALLEY

The Napa Valley is but a short 1-1/2 hours drive north of San Francisco. With its bountiful wineries, historical landmarks, spas with mud and mineral baths, antique shops, and many other unique points of interest, you will certainly not be at a loss for something interesting to do there. If you plan on arriving early or staying a few extra days after the Conference, you owe it to yourself to visit the Napa Valley. The Napa Valley Tourist Bureau is a free reservation service, and they will be happy to answer any of your questions, as well as make any reservations for lodging, wine tours, spa treatments, restaurants, etc. Their telephone number is (707) 944-1559.



MONTEREY PENINSULA

Approximately 2 hours drive south of San Francisco is the Monterey Peninsula. The Monterey coast has much to offer. Of special note are Big Sur with its spectacular beauty, the 17-mile drive in Pebble Beach, and the quaint town of Carmel-by-the-Sea where Clint Eastwood resides. For more information contact the Chamber/Visitors & Convention Bureau (408) 649-1770.

There is much to see and do in the surrounding San Francisco Bay Area. Hop a ferry to Sausalito (Marin County) or Jack London Square (Oakland), or just cruise the Bay. Come, bring your cameras and join us for what we hope will be one of the best Conferences ever!



450 POWELL STREET
SAN FRANCISCO, CA 94102
TEL. (415) 392-7755 FAX. (415) 391-8719
TOLL FREE RESERVATIONS (800) 227-5480

WELCOMES

THE FEDERAL JUDICIAL SECRETARIES ASSOCIATION

To reserve your room at the group rate, please complete the following information and return to the hotel no later than September 1, 1991. Any cards received after that date will be accommodated on a space available basis at the prevailing rack rate.

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 We will be arriving _____ at _____ am _____ pm
 Check in time is after 3:00 pm.
 Departing day and date _____
 Names of persons sharing accommodations _____
 Guaranteed _____ (Credit Card) _____ (Account #) _____ (Expiration Date)
 Name on Card _____

RATES	
<input type="checkbox"/> Single	_____
<input type="checkbox"/> Double	_____
<input type="checkbox"/> Triple	_____
<input type="checkbox"/> Crib Needed	_____
<input type="checkbox"/> Rollaway Bed Needed	_____
Valet Parking Available at Charge	

All reservations must be guaranteed by check or credit card with advance deposit equal to first night's room and tax charge. Deposit is refundable if reservations are cancelled with more than 24 hours advance notice.

FEDERAL BUILDING TOUR

— Friday, October 6, 1995 —

The Conference Committee has received inquiries from various individuals who indicated they would like to see the Philip Burton Federal Building while in San Francisco. If there are at least ten interested persons, a tour will be arranged for FRIDAY, OCTOBER 6th.

1:00 - 2:00 p.m. - Lunch at Cafe 450 (2nd Floor of the Federal Building)
[Approximate cost = \$4.50]

2:00 - 3:00 p.m. - Tour of Court Facilities

If you are interested in participating, please let us know by SEPTEMBER 1ST.

NAME _____

NAME OF GUEST _____

ALCATRAZ TOUR

— Saturday, October 7, 1995 —

A group tour has been tentatively scheduled for Saturday, October 7th. If we take the Alcatraz tour, we will leave from Pier 41 at 4:00 p.m. It takes approximately 2-1/2 hours to take the self-guided tour. Upon arrival at Alcatraz, we will be given a headset and cassette which will provide us with the history, information and interesting stories about "The Rock." There is a gift shop and bookstore on the Island and Park Rangers are also available to answer questions.

Please let us know, prior to September 1, if you're interested in participating, please let us know by SEPTEMBER 1ST.

NAME _____

NAME OF GUEST _____

The Federal Judicial Center

Training for Judges' Secretaries



A packaged training program for judges' secretaries will be available through The Federal Judicial Center in December. Susan Slade (Court Education Division) is developing *Judges' Secretaries: Maintaining your Competitive Edge* with a planning committee of judges' secretaries, a magistrate judge, an assistant circuit executive, and Administrative Office personnel.

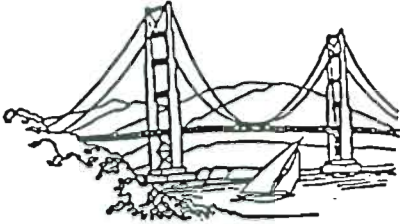
The program will be available to courts upon request and delivered locally by Center-trained judges' secretaries who will serve as instructors.

Curriculum topics include:

- interpersonal communication and style issues
- personnel policy (pay and retention, retirement, temporary positions, recognition program, job sharing, leave, personnel processing, benefits, and qualifications for law clerks)
- evaluating and using legal language
- ethics issues for judges' secretaries
- office management skills and techniques (functioning effectively in changing environments)

The Center estimates that approximately 1,000 of the 2,000 secretaries in the judiciary will attend a Maintaining Your Competitive Edge program in 1996.

FEDERAL JUDICIAL SECRETARIES ASSOCIATION



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



September 22, 1995

Dear FJSA Members:

Excitement is in the air - our FJSA '95 Conference is fast approaching!

ALCATRAZ: We're sorry to report that due to a schedule change by the National Park Service and the Red and White Fleet, we will not be able to take Alcatraz Tour Saturday afternoon at 4:00 p.m. I know this is very disappointing news because so many were looking forward to the trip. However, if you would like to take the trip on your own while you are in San Francisco, you should probably call in advance to make your reservations as it is a very popular tour (415) 546-2700.

AIRPORT TRANSPORTATION: Taxis from the SF Airport to the downtown area are fairly expensive (\$20-30); we recommend sharing a cab, or taking an airport shuttle service (approx. \$10 per person) which will drop you off at the hotel. The airport shuttles leave from the upper level - center island.

If you arrive prior to 3:00 p.m. (hotel check-in time), feel free to check your bags with the concierge.

CAR RENTAL: If you plan to rent a car, call ahead! The October 6-8 weekend is very busy and just about everything is booked or sold out. Other conferences taking place during this time period include:

- 3,000 American Bankers Association
- 4,500 Grand Lodge Masons
- 6,000 National Association for Home Care
- 2,000 National Frozen Food Association

PARKING: If you rent a car or drive, we recommend parking at the Sutter Stockton Garage, located at 330 Sutter Street (one block east of The Sir Francis Drake - \$1/hr. or 15/day), or the Union Square Garage, 333 Post Street (one block south of The Sir Francis Drake - \$16.50/day).

FEDERAL BUILDING TOUR: For those who will be participating in the Federal Building Tour, we will meet in the Federal Building Lobby at 1:00 p.m. on Friday, before going to Cafe 450 (located on the 2nd floor). It is very easy to get to the Federal Building from The Sir Francis Drake Hotel by public transportation:

DIRECTIONS: Walk south 3 blocks to MARKET STREET:

1. Using the Muni (City bus transportation): Cost \$1.00

Catch the No. 31 Bus (Turk). Ask the driver to call out the Federal Building. You should get off at Turk and Larkin. Walk over one block to the Federal Building, entering at the back.

You may also catch the No. 5 Bus (Fulton). Ask the driver to call out the Federal Building. You should get off at McAllister and Larkin. Walk north one block to the Federal Building.

2. Using BART (Underground subway): Cost \$1.00

Go underground at Market Street, taking an outbound car. Get off at the Civic Center. When you exit you'll need to walk 3-4 blocks north.

EARLY REGISTRATION: For those early birds who are coming to San Francisco ahead of everyone else, we will have an *Early Registration* on Friday morning, from 10:00 - 12 Noon; Chart Room, 2nd Floor. The regularly scheduled Registration, from 3:00 - 5:00 p.m. on Friday, will also take place in the Chart Room.

MISCELLANEOUS: If you plan to be in the City for more than a day or two, you may want to consider purchasing a Muni Passport, which offers unlimited rides and discounts: One day (\$6), 3-days (\$10), and seven-days (\$15). Call Muni Information (415) 673-6864 or the SF Visitors Center (415) 391-2000 for more details.

(415) 391-2001 SF Visitor Information Center Hotline (Provides a 3-minute rundown on local doings)	
October 1	Castro Street Fair, Castro District (415) 467-3354
October 4-11	Fleet Week Celebration, Fisherman's Wharf (415) 705-5500
October 7	World Pumpkin Weigh-Off (415) 346-4561
October 8	Columbus Day Celebration and Parade North Beach (415) 434-1492
October 8	California Mile, California Street (415) 668-2243
October 11-13	Golden Gateway Fine Arts and Crafts Show Jackson and Battery Streets (209) 296-1195

We're looking forward to seeing you soon!

The San Francisco Conference Committee

— CONFERENCE SCHEDULE —
FEDERAL JUDICIAL SECRETARIES ASSOCIATION

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

FRIDAY, OCTOBER 6, 1995

- 10:00 - 12:00 Noon Early Registration - Sir Francis Drake Hotel, Chart Room
1:00 - 2:00 p.m. Lunch - Cafe 450 - Optional - 450 Golden Gate Avenue
2:00 - 3:00 p.m. Tour of Federal Building - Optional - 450 Golden Gate Avenue
- 4:00 p.m. Board Meeting - Sir Francis Drake Hotel, Tudor Room
By Invitation of Incoming President
New Officers and all Circuit Representatives present at the Conference must attend.
- 3:00 - 5:00 p.m. Registration - Sir Francis Drake Hotel, Chart Room
5:30 - 7:30 p.m. Welcome Reception - *Sponsored by West Publishing Company*

SATURDAY, OCTOBER 7, 1995 - [Conference Sessions - Empire Room]

- 7:30 - 8:00 a.m. Continental Breakfast - [Registered Participants]
8:15 - 8:30 a.m. Opening Remarks
8:30 - 9:15 a.m. Preservation of Judicial Papers - Dr. Bruce A. Ragsdale

(15 Minute Break)
9:30 - 10:30 a.m. Technology/Information Highway - Dr. Gordon Bermant

(15 Minute Break)
10:45 - 11:45 a.m. Investment Basics - Linda C. McKenzie, C.F.P.

(15 Minute Break)
Noon - 1:00 p.m. Nutrition/Exercise - Nancy A. Bennett, M.S., R.D.
- 1:00 - 2:00 p.m. Reception with Magistrate Judges Secretaries Association
Mezzanine Level!

Free Afternoon

- 5:45 p.m. Buses Start Loading
6:00 p.m. Buses Leave for Pier 39
6:30 p.m. Dinner at Pier 39 - *Sponsored by Mead Data Central*
9:30 p.m. Buses Return to Sir Francis Drake Hotel

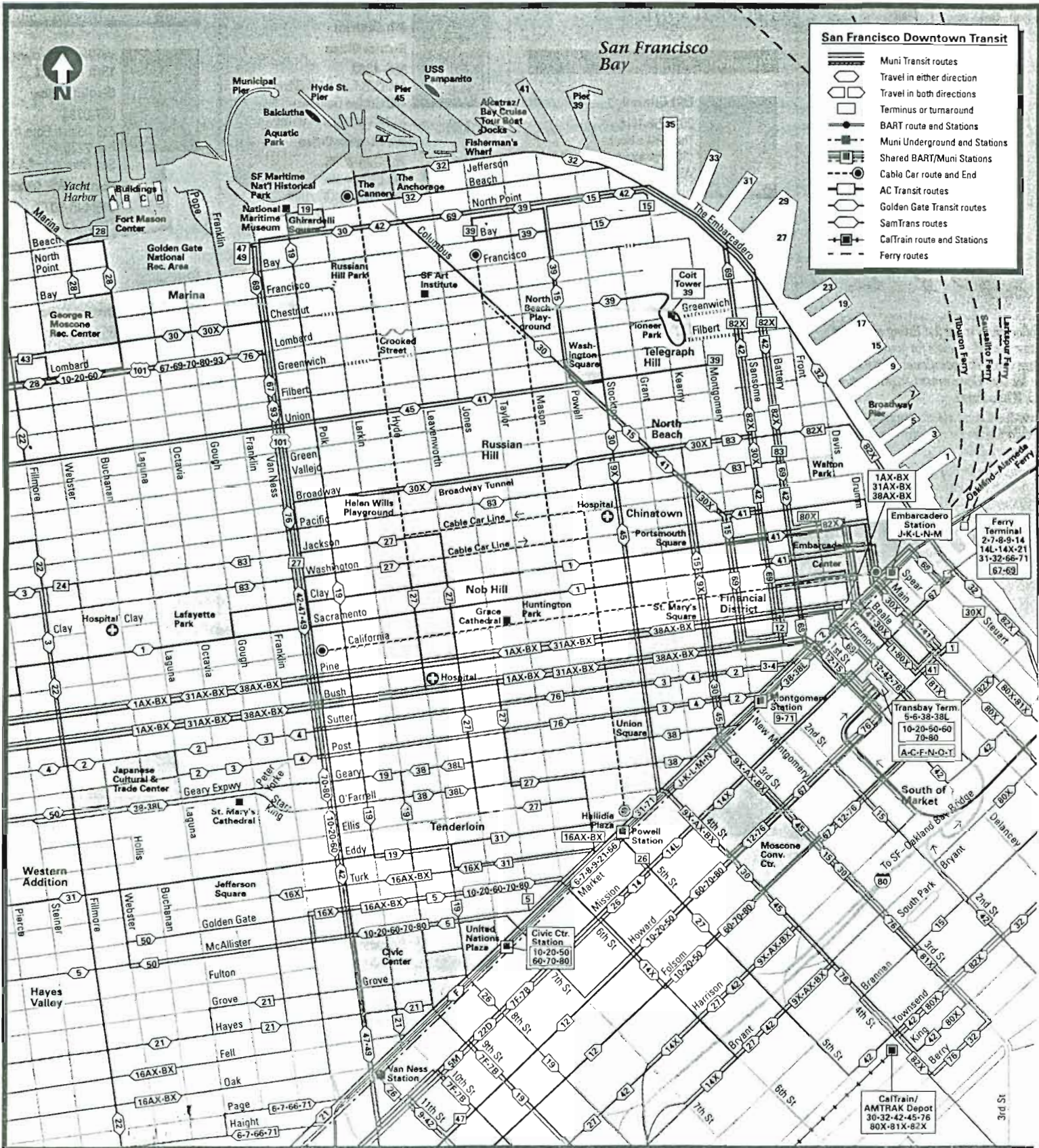
SUNDAY, OCTOBER 8, 1995

- 8:30 - 9:00 a.m. Continental Breakfast - [Registered Participants]
9:00 - 11:30 a.m. Business Meeting

- over -

Please Wear Your Conference Badge - Thank You!

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San Francisco Don'ts

REAMS HAVE BEEN WRITTEN about San Francisco. Most travel pieces particularize about things to do in this ebullient city — i.e., ride a cable car, walk across the Pacific on the Golden Gate Bridge, sip jasmine tea in the Japanese Tea Garden, take a bay cruise, etc.

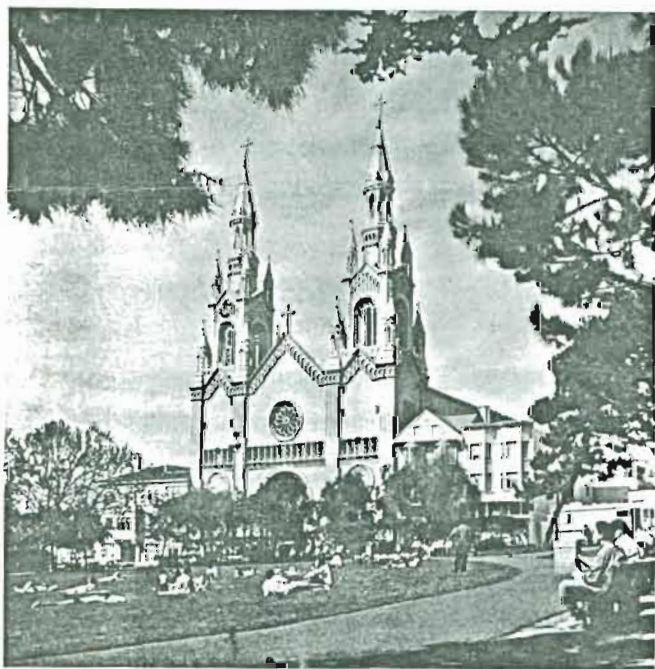
Here, for a change, are some San Francisco don'ts.

- Don't pack a tropical wardrobe; the mercury hovers around 60 degrees even in summer.
- Don't park on a hill or even a slope without cramping your wheels to the curb, setting the hand brake and putting the car in parking gear; it's the law.
- Don't wear a bathing suit to North Beach; it's the cafe-studded Italian quarter.
- Don't stand directly behind a cable car gripman; you'll get the wind knocked out of you when he jerks back on the brake lever.
- Don't plan to diet; this place is the weight-watchers' Waterloo.
- Don't send for an ambulance if you hear a chorus of moans, groans, grunts and wails; it's the foghorns.
- Don't do a double take if someone urges you to visit Nihonmachi (translation: Japantown).
- Don't take the outside elevator to the top of the Fairmont Hotel if you suffer from acrophobia; there's an inside lift to The Crown. (Acrophobics enroute to the top of the Westin St. Francis are advised to close their eyes.)
- Don't carry a milk pail to Cow Hollow; the old dairy district west of Van Ness Avenue has become a chic shopping sector.
- Don't call cable cars trolleys; they're powered by the moving steel cable you hear humming in the slot beneath your feet.
- Don't pop for an imported vintage; you're in the capital of the California wine country.
- Don't wear an aloha shirt to the opening of the opera season; it's a gala in the grand tradition.
- Don't plan to go swimming in San Francisco Bay unless you're a member in good standing of the Polar Bear Club.
- Don't forge past a street sign saying "Grade" or "Hill" unless you've had your brakes checked recently; it means STEEP as in 31.5 percent of grade.

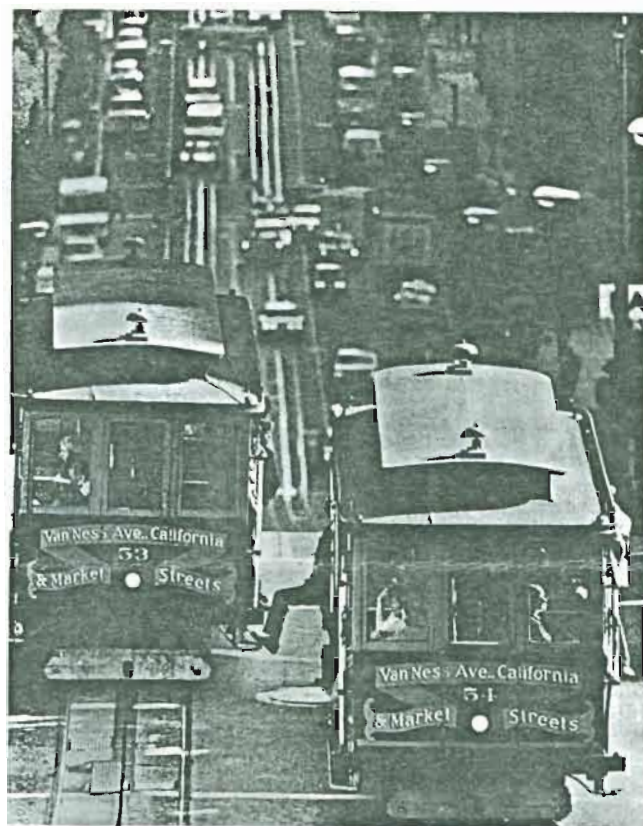


DON'T mistake the Transamerica pyramid for a church steeple. SFCVB photo by Ted Needham.

- Don't board a public conveyance without exact fare; the drivers don't make change.
- Don't dine at an authentic Japanese restaurant if you have a hole in your sock.
- Don't look for a statue of George in Washington Square; Ben Franklin presides over the town's Italian piazza.
- Don't park on streets with "Tow Away Zone" signs during restricted hours (in most cases, between 7 and 9 a.m. and 4 and 6 p.m., except on weekends); it'll cost you a minimum of \$120 to get your car back (\$120 in tow charges plus storage).
- Don't refer to "The Mark" as "The Hopkins."
- Don't go to Chinatown during the Chinese New Year season (between mid-January and late-February) if you have delicate eardrums.
- Don't pronounce Ghirardelli with a soft G; the Square's named for a chocolate manufacturer whose old-time trademark was a pedagogical parrot prompting: "Say GEAR'-ar-delly."
- Don't be surprised if you're socked in one minute and can see forever the next; the coastal mists are capricious.
- Don't color the bridge over the Golden Gate gold; it's red-orange.



DON'T look for a statue of George in Washington Square; Ben Franklin presides over North Beach's Italian piazza. SFCVB photo by Dawn Stranne.



DON'T call San Francisco cable cars trolleys; they're powered by moving steel cables beneath the tracks. SFCVB photo by Nicole Bengiveno.

- Don't spell Nob (for nabob) Hill with a K.
- Don't, as a recent English visitor did, mistake the white "steeple" that dominates the downtown skyline for a church; the 853-foot-high pyramid is the Transamerica Corporation's headquarters.
- Don't position your car wheels over the cable car tracks if the streets are wet; they'll skid downhill and spin on the upgrade.
- Don't tell a San Franciscan your favorite city is Los Angeles.
- Above all, don't call it "Frisco."

— M.B./SFCVB

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Editors: Black-and-white photos and color slides are available upon request.



September 12, 1995

Dear Members of the Federal Judicial Secretaries Association,

Today, I spoke with one of your associates, Ms. ^EArma Smith, who has been diligently attempting to coordinate a visit to Alcatraz for your group. I am extremely sorry to say that, despite her best efforts, she was not able to match the agenda of your conference with the availability of existing tours.

Each year, during the summer season, we welcome visitors to the Island ten hours a day. This period extends from the week before Memorial Day through the end of September. Following that time, we revert to our regular eight hour schedule for the balance of the year. As I understand it, your group will be involved in meetings through 2 p.m. each day. The final visitor boat to Alcatraz departs at from Pier 41 at 2:15 p.m. There is no way that any land transportation could get you to the boat on time.

We are sincerely sorry to disappoint you. If any of you are arriving early, or extending your stay after the conference, please come and visit us. Alcatraz is a wonderful natural and historic site, and I know you'll have a great time.

Enjoy your stay in San Francisco! I hope you'll leave loving it as much as we do.

Sincerely,

A handwritten signature in cursive script that reads "Nicholette Phelps".

Nicholette Phelps
Assistant Director, Visitor Programs

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