



## CREATING, COLLECTING AND SUBMITTING NEWSLETTER ARTICLES – and CIRCULATION

Not included in the Constitution's recitation of responsibilities of a Circuit Representative is the task of creating, collecting, and submitting articles from across your Circuit to the Newsletter staff (i.e. your "circuit news" column). Newsletters are released the first week of January, April, July, and October each year. Ideally, articles should be submitted four weeks in advance of publication dates to allow the Editors time to format and return the articles for your review.

- You should strive to always have your Circuit represented with article(s) in the newsletter.
- About two months prior to the release date of the newsletter, send an email to all members within your Circuit encouraging them to submit articles informing on the goings-on in their jurisdiction through programs or celebrations, member's contributions in the Court or to their community, individual accomplishments or retirements. Give members a firm due date to respond.
- Two weeks later send a follow up email reminding members to submit articles timely.

- When a new member joins, write an article welcoming her/him to the FJAA and/or suggest that the new member write a short article about themselves.
- When you have created and collected all newsletter articles, send it via email to the Newsletter Editor responsible for your Circuit's submissions. Currently the editor team is:

Christina Cavazos/MIWD/06/USCOURTS - 1st, 2nd, 3rd & 4<sup>th</sup>  
Tracy Young/MIED/06/USCOURTS - 5th, 6th, 7th & 8<sup>th</sup>  
Gabriela Ma/AZD/09/USCOURTS - 9th, 10th, 11th & DC

Pictures are encouraged as they add interest to any article and should be sent in "jpg" format.

**REMEMBER the editors maintain ultimate control over content.**

You will email the **January** issue of *In Brief* to all JAs, members and non-members alike, across the country, using the address "USCml\_Judges Assistants-Secretaries (Circuit 0\_\_)" [select your Circuit number] with a solicitation to join our Association. Later issues are emailed by you to "members only" within your respective Circuit. All Newsletters are posted to the FJAA website.