



## 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 articles in the newsletter.
- A few weeks prior to the release date of the newsletter, send an email to all members within your circuit encouraging them to submit articles regarding events in their jurisdiction through programs or celebrations, members' contributions to 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 timely submit articles.
- When a new member joins, write an article welcoming him/her to the FJAA and/or suggest that the new member submit a short biographical article.
- When you have created and collected all newsletter articles, send them via email to the newsletter staff member responsible for your circuit's submissions. Currently the editorial committee members are:

Gabriela (Gaby) Ma (Chairman) – [gabriela\\_ma@azd.uscourts.gov](mailto:gabriela_ma@azd.uscourts.gov)

Cathy Geier (1st, 2nd, 3rd) – [cathy\\_geier@ilcd.uscourts.gov](mailto:cathy_geier@ilcd.uscourts.gov)

Jonna Anderson (4th, 5th, 6th) – [jonna\\_anderson@ca7.uscourts.gov](mailto:jonna_anderson@ca7.uscourts.gov)

Katherine Kassel (7th, 8th, 9th) – [katherine\\_kassel@ohnd.uscourts.gov](mailto:katherine_kassel@ohnd.uscourts.gov)

Rachel Tutor (10th, 11th, Federal/DC) – [rachel\\_tutor@ca10.uscourts.gov](mailto:rachel_tutor@ca10.uscourts.gov)

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 JA's, 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. All other issues are mailed to members only.

All newsletters are posted to the FJAA website.