



Newsletter

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Federal Judicial Secretaries Association

Norrine Gardiner, Editor
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Salt Lake City, UT 84101

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*P*resident's Message

A few years ago, I became a fan of a folk group that does nautical tunes. They sing: "Wooden beams and human dreams are all that makes her go/And the magic of the wind upon her sails/We'd rather fight the weather than the fishes down below/God help us if the rigging ever fails"

Aboard ship (for those of you who missed the boat) I thanked Helen Monteith for her sense of fairness and her leadership, which I saw in action when she was riding circuit in Washington, D.C., by saying, "It is not enough to have vision -- to chart a course. We must maintain our bearings and navigate from clear reference points ... we must have the courage to adjust our plan -- and to make changes -- when the reference points become obscure, and we veer away from our objectives. Helen truly has the courage to lead and the interest of the FJSA at heart and I know that her example will help me serve the FJSA this year."

Mindful that our deliciously extravagant Conference/Cruise evolved on land, I gave a terrestrial thanks to Judy Woolley and Nancy Bradley at the business meeting, comparing their work to that of scientists locked away in the Biosphere for two years, explaining that they had "spent the past two years in solitude in what I have come to think of as the Cruise-o-Sphere," where they tackled a large, complex project, enlisting very little help. "I am sure all the members join me in thanking them for their efforts."

To my chagrin, I overlooked thanking Jackie Squires, the Registrar, and Peggy Dykes, (whose inventive hunt for door prizes will also provide a treasure trove for our Albuquerque Conference crew). We will report on the Conference/Cruise -- with appropriate thanks to Mead Data, West Publishing, et al., in the February Newsletter. Don't hoist the Jolly Roger until then!

My court teammate, Dottie Butts, bailed me out (as usual) by taking minutes of Friday's Board meeting, when Victoria Hollard couldn't voyage with us. And we truly missed having Joan Armstrong -- who passed up her first conference in nine years due to her tendency toward mal de mer -- to add up the treasure chest, or as they say in El Caribe, "tally me banana." (Daylight come in February Newsletter.)

At Sunday's business meeting (when many of the FJSA crew jumped ship for a private island -- to swim without porpoise), the rest of us sailors went straight to "de barrack." (That would be Dee Barrack who graciously acted as Secretary and gives her animated report in this issue.)

Betty Brown, secretary to Judge Skopil in Portland, Oregon, has agreed to navigate the Ninth Circuit as its Assistant Circuit Representative. Navigate, Port-land; who could be better than Betty?

Thank you, "me hearties," for taking your places on FJSA committees as continuing or new members and chairs. NOW HEAR THIS: All outgoing committee chairs and/or Board members should have surrendered their complete file(s) to their successors. (Standing Rule 5.) Otherwise, it's the gangplank.

What really "shivers me timbers" is that I forgot not only to inform the membership that Lael Noble had brought her tasteful, patriotic FJSA history album, dating back to the FJSA's first secretarial seminar in 1972, but also to thank her for the many hours she spent compiling a document for us to share. I hope Judy Anderson will bring it to Albuquerque.

One maritime song -- about the restoration of a sunken ship -- has the encouragement, "No matter what you've lost, be it a home, a love, a friend, like the Mary Ellen Carter -- Rise Again!" With the approval of the FJSA Executive Committee, I have sent a letter with \$100 to Mrs. Stella Rudnik Philipson. Stella lost her entire home and everything in it to the tragic Altadena fires. You may write to Stella, in care of Judge Dorothy W. Nelson, 125 South Grand Ave., Suite 303, Pasadena, CA 91105.

New ports of call beckon me. On December 15-16, 1993, I have been asked to represent FJSA interests at the first meeting of the Ad Hoc Committee of Judicial Secretaries in Washington, D.C. Send me your insights, strategies and suggestions. On May 17-18, 1994, Denise Glover of the Federal Judicial Center has asked me to participate in a workshop for judges' secretaries in San Francisco, CA. Ditto, your input.

Your letters put the magic of the wind upon my sails. I enjoy them and sense the power of issues you discuss. Please write to build the agenda and to provide information to be shared in the Newsletter. Dialogue will further our causes. Get aboard, stay aboard, and sail the FJSA vessel to its rightful place -- a safe haven for us all.

BASTA! Enough seafaring lingo. Think Hispanic. Think Native American. Think Albuquerque in 1994! Also think about editing our Newsletter. Norrine Gardiner -- after 3 years of superb service to us all -- must regrettably say, BASTA! And while you're thinking of becoming our new Newsletter Editor, have a Feliz Navidad, and Prospero Año Nuevo. Winter's coming; so, Juega la fria! (Play it cool!)

Cordially yours,



Pamela Dambrava, President



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⊙ IN JUST A FEW MINUTES A DAY... A recent magazine article said I could keep in shape by daily exercise, so I got up a few minutes earlier to jog. By staying up just a few more minutes at night, I have time to record my day in my diary and keep up with my correspondence. Another article promised me beautiful skin in just 15 minutes a day, and another one said that a half-hour of meditation a day could change my life. I had to get up earlier to do these things. I learned to do the pelvic tilt to relieve lower back pain while driving to work, and isometric exercises at my desk. By cutting my lunch hour in half, I can read the newspaper to keep up on current events. A motivational speaker told me I should spend at least 30 minutes a day visualizing my goals and repeating positive affirmations. Then I learned I could give myself professional nail care in just ten minutes a day, and that a foot soak after work would do wonders to relieve tiredness. I tried to do that while preparing dinner, but I got so relaxed I kept dropping the carrot sticks in the gravy. Dinner would have to be delayed a little, and that would push bedtime back another half-hour; but it was worth it, I was becoming a new person! A self-help book told me the only way to make it in life is to write a schedule and a "To Do" list every night and review it every morning to set priorities for the day. It only takes a few minutes, and saves a lot of time in the long run. And did you know that if you spend only an extra 45 minutes a day on housework, you never have to get bogged down in spring cleaning? It's marvelous how many things can be done in such a short time, and I would feel negligent if I said I couldn't find a few minutes. After all, is a few minutes a day too much to ask for all that improvement? I can always set the alarm a little earlier.

Then last night, as I was setting the alarm, I realized it was time to get up and jog. Maybe I should make out a new schedule -- it will only take a few minutes . . .





November
Around the Circuits

FOURTH CIRCUIT - Barbara Baulding, Circuit Rep.

We welcome a new member, **Jayne C. Clark**, secretary to Chief Circuit Judge Sam J. Ervin, III.

Congratulations to **Sandra D. Hanning**, who recently became secretary to the Fourth Circuit's newest judge, M. Blane Michael of Charleston, W. VA. Sandy was formerly secretary to Circuit Judge K.K. Hall. Best wishes on your new job, Sandy!

Thanks to all who have sent in their membership renewals.

This is a reminder to those who have not renewed to please do so, and please encourage other judicial secretaries to join us as well. The 1993-94 membership year began October 1st.

FIFTH CIRCUIT - Penny Stautberg, Circuit Rep.

Welcome to our newest member, **Shiela Parker**, secretary to Circuit Judge Rhesa H. Barksdale, of Jackson, MS.

Our sympathy to **Sherry Taylor**, secretary to Judge Melinda Harmon (S.D. TX), on the loss of her brother. I've heard that when one life is taken, it is replaced with another. Well, Sherry became a proud grandmother in September! Farewell to **Ann Hawkins**, secretary to Judge David Hittner (S.D. TX) who has left to join her husband in Washington D.C. We welcome her replacement, **Sandra Saelks**, former secretary to retired Circuit Judge Tom Gee. Sandra has worked for the last couple of years with the electronic recording people in the District Clerk's office. **Bert Rixner**, assistant secretary to Circuit Judge Hall DeMoss of Houston, begins work for Judge Lee Rosenthal (S.D. TX) on November 7. **Brenda Fletcher**, assist. secretary to Circuit Judge Patrick E. Higginbotham of Dallas, will be moving to Portland, Oregon after the first of the year to get married. Best wishes! (But we'll miss you.)

I didn't go on the cruise, but plan to go to the conference next October in Albuquerque during the Balloon Fiesta! I hope that is some incentive to renew your membership in FISA. To those of you who have not, I will have to remove your name from the membership rolls after this *Newsletter*. I certainly don't want to lose any of you. You're too important to our organization. Besides, think of all the news within the circuit you would miss (not to mention the other circuits)! Many thanks to those of you who have renewed your membership.

SIXTH CIRCUIT - Marcia Carter, Circuit Repr.

Sharon Reo (USDJ Barbara Hackett, E.D. MI) became a grandmother for the third time when daughter Pam gave birth to Erin Elizabeth on May 12th (Pam's fourth wedding anniversary). Sharon missed the Cruise Conference to attend the wedding of her son Patrick on October 9th, then she and George celebrated their Silver (25th) Wedding Anniversary on October 12th. It has been a busy year for the Reo family!

Following is from *HEAR YE, HEAR YE*, a newsletter for E. Dist. of Michigan (Sept. '93 issue), by **Evaline Worsham**, secretary to Chief Judge Julian Abele Cook, Jr. The entire newsletter was most interesting and impressive--great job, Evaline! This report on the recent Judicial Secretaries Workshop is reprinted here with her permission:

Aug. 29-30, 1993, judicial secretaries for the Circuit, District, and Bankruptcy Courts in the 6th Circuit attended a workshop at the Ritz Carlton in Dearborn, sponsored by the Federal Judicial Center with Ms. Denise Glover as Training Specialist. It was a busy and informative two days.

The secretaries were honored with the presence of Chief Judges Julian Abele Cook, Jr., E. Dist. of Michigan, Harry Lee Huospath from the W. Dist. of Texas, and Magistrate Judge Virginia Morgan of the E. Dist. of Michigan. The workshop opened with a warm and friendly welcome from Chief Judge Cook. Magistrate Judge Morgan gave a presentation on Ethics Case Studies which explored ethical issues confronting judges' secretaries. Tuesday, Chief Judge Huospath gave a presentation on Court Security. Other speakers were Theodore Curry, Michigan State Univ.; Melvin Green, Upper Marlboro, MD; Karen Schaffer, Bethesda, Maryland; Carolyn Hamer, Carol Sefreu, John Breslin, Kathy Keener, and Linda Holz of the Administrative Office, and Cynthia Harrison of the Federal Judicial Center.

Facilitators for the workshop were D'Arcy Lietz, Patricia Funai, and Barbara Radke of Detroit; Cindy Grossman, N. Dist. of Illinois; Helen Monteith, Dist. of N. Dakota; and Vivian McCallum, Federal Judicial Center. They did a great job keeping the discussions moving.

Although Monday's schedule was crammed with a lot of meaningful information, the secretaries managed to unanimously accept Magistrate Judge Morgan's generous invitation to her home for a cookout Monday evening, with Robert (Bob) Morgan as chef. What a great outing it was! The food was awesome, the view picturesque, and the hospitality gracious. It was a pleasant surprise to see Judge & Mrs. Avern Cohn and Magistrate Judge Steven Pepe at the cookout.

On behalf of the secretaries, special thanks to the FJC, as well as Denise Glover and her staff, for the planning and execution of the workshop.

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TENTH CIRCUIT - Vicki Weger, Circuit Repr.

Congratulations to **Joann Omer**, secretary to Circuit Judge Stephen H. Anderson, who had a baby girl Oct. 7; and **Julie Bell**, secretary to Dist. Judge Dee Benson, who had a baby boy Oct. 14.

We also congratulate **Terry Smethers**, secretary to Circuit Judge **David M. Ebel**, who recently married her childhood sweetheart. The bad news is that Teri moved from Denver and resigned her position. In that position we now welcome **Holly Cody** and hope she will join FISA. We also welcome **Debbie Vestal**, secretary to newly appointed Dist. Judge Martha Vazquez, New Mex., and invite her membership. We welcome new member **Susan Ray**, secretary to Sr. Dist. Judge Luther Bohanon, W.D. Okla. We are glad to welcome back to FISA **Lynda Patison**, secretary to Judge Wayne E. Alley, W.D. Okla. I hear from **Lyn Marshalla**, secretary to Judge Robin J. Cauthron, W.D. Okla., who was able to enjoy the cruise (a present from her office!) of the delights to be had. She encourages secretaries from her district to send in their dues if they are members, and to join if they are not members. Thanks, Lyn! Membership in the 10th Circuit as of Nov. 1 is 22. In 1993 our membership was 47. The membership year begins October 1 each year, and just a reminder, we want you back as members! Finally, to all 10th Circuit secretaries, please feel free to call me at (307) 772-2885 with any news you would like in the *Newsletter* and also with any new names for membership. Thanks!

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REPORT on Conference/Cruise 1993, by Dee Barrack

The 17th annual conference of the Federal Judicial Secretaries Association was held October 8-11, 1993, on the Royal Majesty Cruise ship which sailed from Miami to Nassau, Bahamas. Chairing this year's conference cruise was Judy Woolley, secretary to Judge Raymond Clevenger of the U.S. Court of Appeals for the Federal Circuit. She and Nancy Bradley, secretary to Chief Judge Helen Nies of the Federal Circuit (our keynote speaker), worked many, many hours with travel agent Wanda Sunderland to iron out the details of this fun-filled endeavor. There were 54 Association members, 64 guests, and 3 speakers on board.

After a somewhat frantic start for three D.C. Circuit attendees, the cruise was smooth sailing!! My husband and I *nearly* missed the plane out of BWI on Friday. We waited so long for a shuttle in the satellite parking lot that we arrived at the terminal (NOT checked in) 2 minutes before the flight was to depart! The baggage handler called the gate and told the pilot we were on the way. We made like O.J. Simpson and caught the plane just in time. Whew! I thought that was pretty bad until I heard that Saulene Brown DID miss her plane! She arrived at National Airport and discovered she had left her entire trip package at home! Yikes! She returned to Silver Spring via Metro, then back to National; she was then flown from National to BWI to catch the last flight scheduled to arrive in Miami before the ship sailed at 4:30 p.m.! Saulene's plane arrived at 4:10! Several "Bahama Mamas" later, we laughed about our near misses. The rest of the cruise was magnificent--although (as far as I know) none of us "won big" at the casinos (at least all D.C. Circuit attendees are back to work).

The food was delicious--and plentiful. I don't think I'm hungry yet! FJSA was assigned "late seating" for meals. Dinner began at 8:30 p.m. and was usually finished just an hour or so before the midnight buffet! And if we slept in too late for our assigned breakfast seating (8:30 a.m.), we could go to the breakfast buffet until 10:00. Our lunch seating was at 1:30 p.m. If we were hungry in between, we'd have to settle for a piece of pizza, some "tea" sandwiches, a hamburger or hot dog. I don't think my waistline could have handled a 7-day cruise!

There were many on-board activities to keep everyone amused (if they had any spare time after meals ☺). It was difficult for me to find time to "relax" on deck.

The Royal Majesty hosted a cocktail party for us Friday night. Donations from 13 generous sponsors (including bottles of wine and fruit baskets from West Publishing Company delivered to all cabins) made the conference even more memorable for attendees, especially the person who won the full set of Goodyear tires! The Captain's "gala" cocktail party and dinner capped off our "free day" Saturday in Nassau. Our conference meeting was held Sunday morning while the rest of the passengers were shuttled to the ship's private "Royal Isle" for a beach party and barbecue.

Following welcoming remarks, thank-yous, and the "passing of the gavel" from outgoing FJSA President Helen Monteith to this year's President, Pam Dambrava, Nancy Bradley introduced her boss, Chief Judge Helen Nies of the U.S. Court of Appeals for the Federal Circuit. Chief Judge Nies was quite a hit--I think she must have been a stand-up comic in a prior life! In a more serious vein, she spoke of the changes in judges' chambers and the differences expected of secretaries in today's market brought about by computers and access to research tools (Westlaw, Lexis, etc.). She also said the FJSA needs a new lawyer to present the case for a grade raise. The fact that a secretary has reached the top of her grade does not justify a pay raise. All positions (librarian, clerk, bookkeeper) have a cap. Her advice to the new generation of legal secretaries is to think in terms of a different kind of position. Secretaries today are more like "office managers" and they should now move in the direction of becoming "legal assistants" or "paralegals." Take classes whenever available, to learn to write, edit, conduct research, and generally expand usefulness to a judge. Research skills and the ability to respond without the judge's direction to certain court requests and routine correspondence is essential. Judge Nies thought a good project for FJSA's Long-Range Planning Committee and the new Ad Hoc Committee of Judicial Secretaries established by the AO would be to document the duties we all do that are administrative in nature rather than secretarial, and convince the Administrative Office to redefine our positions.

Esther ("Tess") Canja, member of the Board of Directors of the American Association of Retired Persons (AARP), then addressed the conference. She described AARP as an organization that provides "meaningful representation for retirees" and mentioned that it was not a requirement to be "retired" in order to be a member of AARP. She handed out brochures which AARP has prepared regarding the health reform legislation, long-term care, and caregivers. Ms. Canja discussed questions that FJSA members should ask about the effect on us of long-term care or of being a caregiver, and stressed the importance of letting Congress know what is important to us.

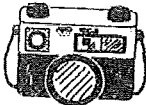
Denise Glover, Training Specialist in the Court Education Division of the Federal Judicial Center, spoke of the training opportunities for judicial secretaries. (I should note that eyebrows went up at that point; most of the attendees were not aware that any training programs existed for judges' secretaries, although we knew that clerk's office employees routinely receive FJC training.) Ms. Glover distributed materials outlining several FJC court training programs as well as the agenda for the first "Workshop for Judges' Secretaries" that was held August 30-31 in Dearborn, Michigan. She also advised that the combined *Handbook for Law Clerks and Judges' Secretaries* has a proposed release date of November 1994.

The business meeting (for FJSA members only) was held after a short recess. The new officers were introduced, and are listed elsewhere in this Newsletter. *Highlights of the business meeting:* Volunteer(s) needed to take over the duties of Newsletter Editor; Helen Monteith asked and received permission to poll the Circuit Reps to see who won the \$50.00 prize for recruitment of new members; Pam Dambrava reported that 63 secretaries have not sent in information to be included in the FJSA Directory; Lee Jones, co-chair for 1994's Conference in Albuquerque, New Mexico, reiterated the invitation to attend the October 7-9 Conference, and stressed the need for reservations to be made early (the International Balloon Fiesta is held the same weekend); 1995's conference will be in San Francisco (chair, Erma Smith). Ninth Circuit will be divided and one assistant to the current Circuit Rep will be added. The Board again approved a dues increase to \$15 (lots of discussion about how to get the membership to vote!).

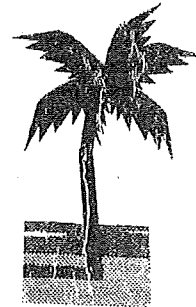
We then enjoyed the rest of Sunday shopping, sunbathing, checking out parts of the ship we might have missed, eating, drinking (tea, of course), relaxing(?) and trying to remember what to set aside to wear home (our bags had to be outside our cabins by 3:00 a.m. for unloading in Miami) (*shall I mention who did not save an outfit in which to leave the ship?* ☺) It was rather sad to leave Monday morning (although some attendees did stretch their cruise by adding various side trips); but by the looks of some of our group at 7:30 a.m. breakfast, we all needed a day of sleep! (Oh, yes--I'd like to take this opportunity to thank Sharon Atkins and Pat Funni for silverware etiquette lessons! ☺)

I hope this report encourages all of you to attend FJSA conferences. We really have a great time (and usually *learn* something in the process)! Thank you, Judy and Nancy, for a fabulous trip!

♪ ♪ WE WILL HAVE THESE MOMENTS TO REMEMBER! ♪ ♪
(FJSA Conference Sites)



- Washington, D.C. - May 1975
- Las Vegas, Nevada - October 1977
- New Orleans, Louisiana - May 1978
- Las Vegas, Nevada - October 1980
- Washington, D.C. - October 1981
- Chicago, Illinois - October 1982
- Atlanta, Georgia - October 1983
- Seattle, Washington - October 1984
- Denver, Colorado - October 1985
- Philadelphia, Pennsylvania - October 1986
- St. Louis, Missouri - October 1987
- Boston, Massachusetts - November, 1988
- Salt Lake City, Utah - October 1989
- Memphis, Tennessee - October 1990
- San Diego, California - October 1991
- Minneapolis, Minnesota - October 1992
- Royal Majesty Cruise, Miami to Nassau - October 1993



Arla Woerth, 811 Grand, #819, Kansas City, MO 64106, (Ph. [816] 426-3269), who is a member of the Legislative Committee, has asked that the following letter to the members be included in this *Newsletter*:

I have been appointed to the legislative committee and have been thinking about things to bring before this committee to help our cause. Since we are all scattered about the United States, I would like to use the *Newsletter* to communicate some of my thoughts, to solicit your comments and concerns, and to pass on some information. I would like to get some ideas flowing, and I think the *Newsletter* is a good way we can communicate with each other. So I hope this sparks some of you into sharing your ideas, either through the *Newsletter*, or if you want to call or write me, I would be interested in your views.

I still hear unfavorable remarks about the "secretary" position. Maybe it's time we again seriously consider officially changing our name. Instead of secretaries, we can be judicial assistants, judicial administrators, chamber managers. Any ideas from our members? I think we should officially change the name FJSA to FJAA, FJMA, or whatever is appropriate for the title we choose.

I think it would be a good idea to come up with job descriptions for circuit court secretaries and district court secretaries. Some of the job duties for circuit court secretaries are dealing with personnel forms and procedures (processing the necessary forms when the law clerks start and end their appointments), keeping track of inventory (for my Circuit that means chambers in three cities), budget proposals, making travel arrangements for judges and law clerks, and processing travel advances and travel vouchers, upkeep of the chambers library, computer knowledge and keeping up-to-date with new software, training the law clerks to use certain programs, macros, etc., setting up interviews with prospective law clerks, tracking case files with other judges' chambers and our clerk's offices, purchasing of all office equipment, office furniture and office supplies (again, for three chambers), typing and editing of opinions, daily correspondence for the judge, coordinating all aspects of the office and managing the chambers in the judge's absence.

What are the duties for district court secretaries? We need to convey our job descriptions to the judges. Let them know we're more than "just secretaries," and to start talking to our respective judges to make them aware of what we do and why we deserve a pay raise.

Some circuit judges have two secretaries. In most circuits both the "assistant secretary" and the "administrative secretary" work for and report directly to the judge. The majority of circuit court secretaries in my circuit feel the "assistant secretary" should have the same pay as the "administrative secretary." Bankruptcy judges' and magistrate judges' secretaries presently start at ISP-11. I think we should all be treated equally. Remember, none of our jobs is secure. You may be in that "assistant secretary" position someday.

The 8th Circuit has court weeks during the second week each month from September through June. The secretaries have decided to meet during these court weeks to discuss what's happening in our circuit, share ideas with one another, and pass along information about new computer programs or whatever one of us learns that would be of interest to all chambers. Maybe we should start meeting with the district court secretaries in St. Louis and St. Paul also. I think more opportunities to get together and share information can be an asset. Maybe other circuits can start doing the same thing, or maybe some already are. If you are, share it with us.

Some things of interest: The bankruptcy association had their annual meeting in October. I learned that they changed their name to Association of Bankruptcy Judicial Assistants (ABJA) (without approval of the AO). They accomplished this by changing their bylaws, which required a majority vote from the members present at their meeting. I'm not sure how it would need to be done in our association, but maybe it's something we should look into. Once we get this accomplished, maybe the next step is to get official approval from the AO. But I think if we all start referring to ourselves as something other than secretaries, that will convey a different outlook on our positions.

The bankruptcy association also had a speaker who gave them retirement information. Some points he brought to their attention are: (1) that the government matching in the Thrift Savings Program for FERS might be cut back (he didn't indicate any time frame); (2) you can make additional contributions (up to 10% of your salary per year) to CSRS (now earning 6.125%) by filling out Form SF2804 and sending it to the OPM for their approval, and the additional contributions are made with a separate check (not out of your paycheck) in \$25 increments; (3) when you get ready to retire, be sure and fill out the necessary forms to have your thrift retirement funds (lump sum payment) rolled over into a retirement fund of your choice; otherwise, you will start receiving an annuity check and once that happens you will not be able to rollover any funds; and (4) for those who have been divorced and remarried after 1986 (should write him to find out the exact dates), upon your death your ex-spouse is entitled to 55% of your benefits unless you have him/her sign a waiver. They said he was very informative and works with federal retirement on a full-time basis, even though he is not employed by the government. If any of you are interested in having some questions answered, you may write to him at: K. Wayne McLeod, President, Federal Employee Benefits Group, 200 West Forsyth Street, Suite 800, Jacksonville, FL 32202. He also has a Computer Analysis Questionnaire you can fill out and he will give you your specific retirement information. If you would like to receive that, you will need to write him and ask for the questionnaire. They were also told by a representative from the AO that a buyout might be offered to judiciary employees in the next two to three years.

Finally, I would like to thank Helen Monteith for her efforts in putting together the Eighth Circuit Judicial Secretaries Seminar to be held sometime in the near future. I think this is a good start and we need more chances to get together and learn from each other.

ALBUQUERQUE 1994 FJSA CONFERENCE
and International Balloon Fiesta
October 7 - 9, 1994

Before I tell you a bit about the 1994 FJSA Conference in Albuquerque, I would like to personally thank Judy Woolley and her committee for making the 1993 Conference/Cruise so very special. It will be remembered for a long time by all who attended. Thanks so much!

It will be a tough act to follow such an exciting few days at sea, but Ann Neff and I and our committee are doing our best to make the Albuquerque conference one to remember, too. We'd like to give you some preliminary information now, and will update you in each subsequent *Newsletter*.

HOTEL - some of you who attended the 1993 conference already have reservation forms for Sheraton Old Town Hotel, and a copy included with this *Newsletter*. Even though it is nearly a year until conference time, it will be necessary to **make your reservations** as early as possible, particularly if you plan to arrive prior to or stay beyond the actual conference dates. Because of the attraction of the International Balloon Fiesta, all hotels in Albuquerque will be full, and we were not able to get "bottom dollar" rates.

AIRLINES - Atlas Travel Service will take airline reservations for us. We have made arrangements with American Airlines for discount airfares during the conference, but the travel agency will accommodate you with the best and least expensive fares. They will also be happy to make car rental reservations for you and will advise you of the best possible rates. Again, please make your reservations as early as you can. The phone number to call for Atlas Travel is 1-800-658-8683. Ask for Irene Grodner or Margaret Keller, and tell them that you are booking for the FJSA Conference.

The next *Newsletter* will include more information, including registration form and fees, schedule of events, etc.

We look forward to seeing *all* FJSA members in Albuquerque October 7-9, 1994, for the Conference/International Balloon Fiesta! If you have any questions, please contact Ann Neff at (505) 766-3064, or Lee Jones at (505) 766-1573.

Beds

Judicial Secretaries Association
"once"

Sheraton Old Town

NEXT NEWSLETTER DEADLINE:

Please submit information for the February 1994 *Newsletter* to your Circuit Representative in time to reach the *Newsletter* editor by January 31.

Thanks!

* * * * *

MANY THANKS, FJSA member **Esther Bell**, secretary to Chief Judge Sherman G. Finesilver of the District of Colorado. Esther enclosed with her '93-'94 dues an extra \$15 to be used "where it will do some good." She added, "*I believe the Association is a bargain @ \$25 annually, and a real steal @ \$10!*" What a great 'shot in the arm' for all of us who work to make our Association run

SECRETARIAL VACANCIES

Joyce Rodier advises that her job ended as of September 30, 1993. If anyone knows of an open position, Joyce may be contacted at:

18300 Nantz Road
Huntersville, NC 28078
PH. [704] 892-1284

Also, **Alicia Arellano** was secretary for almost 19 years to Senior Judge Judge James B. Parsons, of the Northern District of Illinois. Judge Parsons died June 19, 1993. Alicia asks to be included in the list of secretaries looking for positions with the judiciary. Her address and phone number are as follows:

3267 Gresham Lane East
Aurora, IL 60504

CONGRATULATIONS to Judge **Richard A. Posner** (his secretary is **Dorothy Davis**). Judge Posner became Chief Judge of the Seventh Circuit on September 29, 1993.

* * * * *

REMINDER: If you haven't yet renewed your FJSA membership for 1993-'94, please complete the form below and send it, with your \$10.00 dues, to your **current Circuit Representative**, listed at page 11. If you're not sure if you have renewed for this new year, contact your circuit rep. to check

FJSA --1993-'94 Officers

PRESIDENT ----- Pamela Dambrava c/o Senior Judge Wilson Cowen, 717 Madison Pl. N.W., #602, Washington, DC 20439 PH. [202]-633-5831 FAX [202] 786-6458

PRES.-ELECT ----- Lael Noble c/o Judge J. Thomas Greene, 350 So. Main St., #222, Salt Lake City, UT 84101 PH. [801] 524-5646 FAX [801] 524-3473

VICE PRES. ----- Judy Anderson c/o Judge Donald P. Lay, P. O. Box 75908, St. Paul, MN 55175 PH. [612] 290-3838 FAX [612] 290-4093

SECRETARY ----- Victoria L. Hollard c/o Judge Frederick J.R. Heebe, 500 Camp St., New Orleans, LA 70130 PH. [504] 589-6904 FAX [504] 589-4994

TREASURER ----- Joan M. Armstrong c/o Senior Judge Murray M. Schwartz, Lockbox 44, 844 King St., Wilmington, DE 19801 PH. [302] 573-6355 FAX [302] 573-6410

FJSA CIRCUIT REPRESENTATIVES -- 1993-'94

1st Circuit ----- Janice L. Cavaco c/o Chief Judge Ronald R. Lagueux, Federal Bldg. & U.S. Courthouse, Room 214, 1 Exchange Terrace, Providence, RI 02903 PH. [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 PH. [716] 846-3086

3rd Circuit ----- Carole Silver c/o Senior Judge Charles R. Weiner, 6613 U.S. Courthouse, 601 Market St., Philadelphia, PA 19106 PH. [215] 923-4450

4th Circuit ----- Barbara Baulding c/o Judge N. Carlton Tilley, Jr., P.O. Box 3443, Greensboro, NC 27402 PH. [910] 333-5034

5th Circuit ----- Penny Stautberg c/o Judge Jerry E. Smith, 515 Rusk Ave., 12621 U. S. Courthouse, Houston, TX 77002-2698 PH. [713] 250-5101

6th Circuit ----- Marcia Carter c/o Judge Nathaniel R. Jones, 432 USPO & Courthouse, 100 E. 5th Street, Cincinnati, OH 45202 PH. [513] 684-2921

7th Circuit ----- Mary D. Dickenson c/o Judge Walter J. Cummings, 2702 U.S. Courthouse, 219 S. Dearborn St., Chicago, IL 60604 PH. [312] 435-5818

8th Circuit ----- Tammy Borchardt c/o Judge James B. Loken, 510 Federal Bldg., 316 N. Robert St., P. O. Box 75848, St. Paul, MN 55175-0848 PH. [612] 290-3972

9th Circuit ----- Donna Peck c/o Judge Mary M. Schroeder, 6421 U.S. Courthouse & Federal Bldg., 230 N. 1st Ave., Phoenix, AZ 85025 PH. [602] 514-7002
Betty Brown Asst. Rep. c/o Judge Otto R. Skopil, Jr., 232 Pioneer Courthouse, Portland, OR 97204 PH. [503] 326-3543

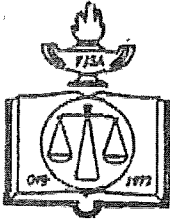
10th Circuit ---- Vicki Wager c/o Judge Wade Brorby, P. O. Box 1028, Cheyenne, WY 82003 PH. [307] 772-2885

11th Circuit ---- Jean H. Shrader, c/o Judge James C. Hill, 56 Forsyth St. N.W., Atlanta, GA 30303 PH. [404] 730-2863

Fed. Circuit ---- Sandra L. Jansen, c/o Judge Glenn L. Archer, Jr., 717 Madison Place, N.W., Washington, DC 20439 PH. [202] 633-5846

D.C. Circuit ----- Kay E. Walkinshaw c/o Sr. Judge Thomas A. Flannery, U.S. Courthouse, Third & Constitution Ave., N.W., Washington, DC 20001 PH. [202] 273-0742

Newsletter Editor ----- Norrine Gardiner c/o Senior Judge Aldon J. Anderson, 350 S. Main, #110, Salt Lake City, UT 84101 PH. [801] 524-5625



Newsletter

Federal Judicial Secretaries Association

Norrina Gardinar, Editor
350 So. Main St., #110
Salt Lake City, UT 84101

February 1994

President's Message

Americans faced awesome challenges in 1993 -- events that seemed cataclysmic and insurmountable. In 1994, we will need new vigor and resiliency, new courage and prowess, new solidarity, focus, and effort to manage both existing and emerging problems. Whether 1994 is a "good" year depends on what we do.

Why? Because self-reliance is not enough. All of us pledge our allegiance, enter alliances, and both tender and render our support to create problem-solving networks.

FJSA serves our careers in ways we cannot accomplish through individual effort. It provides both a forum and an advocate, although our membership must build the case and press it as an involved constituency within the court family.

I thank all circuit reps for their constant recruitment of new members and for reminding those who haven't renewed that it's never too late! At 531, our current membership is down from 601 last August. Believe me, it is in our interest to maintain strength in numbers and to voice our consensus as a unified front.

Some potential members question our very modest \$10 annual dues. They overlook that FJSA is the only body concertedly working to put money into their pocketbooks, to achieve greater job security, and to elevate their stature in the judicial community.

The FJSA has come within one vote of gaining Judicial Conference approval of our JSP-12. *Might universal membership in FJSA have turned the tide?* We won't know the full power of our membership unless we achieve it. Those who view our quest for JSP-12 as a failure are reminded that the same FJSA effort resulted in the "Longevity Award Program" approved in September 1989. This is money in your pocketbook that didn't get there by accident or on "automatic pilot," but because we are organized and pressing our case.

I believe that our informative, quarterly *Newsletter* itself is worth the price of admission to FJSA. Our constituency is very widespread, making communication a challenge. The *Newsletter* calls us to action and publishes at least that part of the score on which we need to harmonize.



Write one of your FJSA officers; send a note to your circuit rep. Attending a workshop or seminar? Let us know what's happening with you and your court by submitting an article for "Around the Circuits." (All articles submitted may be edited at the discretion of the *Newsletter* Editor.) We **WANT** and **NEED** to hear from you!

On December 15-16, 1993, the Ad Hoc Group of Judicial Secretaries met with the AO, thanks to the initiative of Eileen Mayhew and her judge, the Honorable Penfield Jackson. A judicial secretary for 24 years, Eileen persuaded her judge to ask the AO to establish at least a temporary forum to discuss issues affecting all judicial secretaries, whether

appellate, district, claims, bankruptcy or magistrate. In effect, the AO invited FJSA to participate by inviting me to take part as our spokesperson. The Committee is a very important development for two reasons. First, it establishes a formal means of presenting our viewpoint to the AO, which has sometimes opposed key objectives of the FJSA in its recommendations to the Judicial Conference (such as JSP-12). Second, it appears that this temporary forum is poised to become a permanent part of the AO's policy-making structure. Eileen really deserves credit for this breakthrough, and I urge you to read her excellent report in this issue. I also received a memorandum, dated February 4, 1994, from Peter McCabe, summarizing his recommendations to the AO as a result of our first meeting.

On February 9, 1994, the Executive Committee unanimously approved sending \$100 to former FJSA President, Jackie Squires, whose home sustained major damage in the '94 California earthquake.



Last, but not least, if you haven't been to a conference yet, make Albuquerque your first. It won't be your last! Come and meet your officers, circuit reps, and the members of our committees who work hard throughout the year for all of us! The Albuquerque Conference Committee has been in touch with me on an ongoing basis, and let me assure you -- it's a conference you can't afford to miss! Let's show our support and appreciation. Get involved and stay involved. The "Land of Enchantment" awaits you!

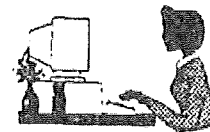
Pamela Dambrava, President



We are all very much concerned for the welfare of our FJSA members and others affected by the recent California earthquake and the continuing aftershocks. Jackie Squires described the experience, and asks, "When will it stop?" She feels it a God-given blessing to be alive. Many people suffered great damage and loss, but Jackie is grateful that material items, for the most part, can be replaced.



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Please submit articles and information
for the May Newsletter
to the Newsletter editor by April 29, 1994!



Thank you!

A belated, but sincere, WELCOME to the Tenth Circuit's newest member, Melissa Parrish. Melissa succeeds Julie Bell as secretary to District Judge Dee Benson, in Salt Lake City, Utah. Julie's new baby boy was born in October, as announced in the November Newsletter, and Julie is keeping busy as a full-time mom. We miss Julie, but are happy to have Melissa with us.

Twelve current and retired judicial secretaries from Salt Lake City have established a tradition (begun when we worked together to plan the 1989 FJSA Conference) of meeting bi-monthly to socialize over lunch or dinner. In December, we each bring a holiday ornament to exchange. Two secretaries arrange for a time and place, and send invitations to each get-together. We learn a lot from each other, and have become close friends as well.

Several FJSA members from Salt Lake City are making plans for Albuquerque in October. We hope Melissa can join us, as well as EVERYONE from the Tenth Circuit. Let's all show our support and appreciation for Lee and Ann and their committee!



ALBUQUERQUE 1994 FJSA CONFERENCE

October 7 - 9, 1994

We are getting things "shaped up" for the Albuquerque Conference. Mickey Mouse, Mr. Peanut, Carmen Miranda, and Beethoven - to name a few - will be here to greet you in the form of "special shapes" balloons, along with nearly 650 other hot air balloons. We are preparing an interesting program, and hope to see a record turnout for this Conference.

The hotel reservation form is included below for those of you who have not yet made your reservations. We stress again that it is very important to make hotel, airline and automobile reservations as early as possible.



The next *Newsletter* will include the registration form and details about a side trip to Santa Fe at the conclusion of the Conference. We encourage you to come for a few extra days so you can enjoy more of what we have to offer here in New Mexico. It is a beautiful time of year here - cool mornings and warm, sunny afternoons - perfect for sightseeing and touring. The Balloon Fiesta commences the first weekend of October and concludes the last day of our Conference, so if you want to see more of the balloon activity, it is best to come prior to the Conference. The balloons "fly" each morning and evening that weather permits, and special events are scheduled throughout the nine-day period.

If you have any questions about the conference, please feel free to call Ann Neff at (505) 766-3064 or Lee Jones at (505) 766-1573. We'd be happy to give you any information.

You are the ones who can make this Conference a success with a large attendance - please let the secretaries in your district or circuit who are non-members know about the Conference and encourage their attendance.

ANN NEFF and LEE JONES, Co-Chairpersons
for 1994 FJSA Albuquerque Conference



Federal Judicial Secretaries Association
"FJSA Conference"
October 6-10, 1994

Sheraton Old Town

NAME _____	COMPANY/GROUP _____
ADDRESS _____	
CITY/STATE/ZIP _____	PHONE _____
SHARING ROOM WITH _____	<input type="checkbox"/> Please indicate if room will be shared by a third adult (over age 18); if so an additional charge will prevail.

PLEASE TYPE OR PRINT

All reservations must be accompanied with a first night deposit. **PLEASE DO NOT SEND CURRENCY.**

Payment may be made by check, money order or credit card (American Express, MasterCard, Visa, Diners Club or Carte Blanche). Payment by credit card will be charged upon receipt of this reservation. Reservations must be cancelled at least 48 hours in advance to receive refund or credit. I understand that I am liable for one night's room and tax which will be deducted from my deposit or billed through my credit card in the event that I do not arrive on the date indicated.

Signature _____

American Express Credit Card No. _____
 MasterCard
 Visa
 Diners Club Exp. Date _____
 Carte Blanche

No. of Rooms	Please circle preferred rate below.	
	Accommodations	
_____	SINGLE (One person)	\$ 95
_____	DOUBLE (Two persons)	\$ 105
_____	SUITE (One Bedroom)	\$ 130

All rooms subject to applicable state and local tax.
All rates are Post Rates.

MAKE CHECK OR MONEY ORDER

PAYABLE TO

Sheraton  Old Town

800 Rio Grande NW
Albuquerque, New Mexico 87104
(505) 843-6300
1-800-237-2133

Arrival Date _____
Departure Date _____
Number of Nights _____ (Checkout 1 pm - Checkin 3 pm)
September 6, 1994
<small>REQUESTS MADE AFTER THIS DATE ARE SUBJECT TO AVAILABILITY AND WILL BE OFFERED AT THE REGULAR HOTEL RATES.</small>

This informative report is submitted by Eileen Mayhew:

The first Ad Hoc Committee of Judicial Secretaries was held on December 15 and 16, 1993, at the Administrative Office of the U.S. Courts. The Administrative Office indicated that selection of the membership was by lottery, modified only to ensure regional balance. The members of your Ad Hoc Committee are:

Sylvia Brown, D.C. Circuit	- Magistrate Judge Patrick Attridge
Anna Cotterman - 8th Circuit	- Magistrate Judge H. David Young
Pam Dambrava - Federal Circuit	- Senior Circuit Judge Wilson Cowen
Agatha D. Ellis - 11th Circuit	- Circuit Judge Stanley F. Birch
Terrie Galle - 5th Circuit	- U.S. District Judge Peter Bear
Cynthia Grossman - 7th Circuit	- Chief U.S. Bankruptcy Judge John D. Schwartz
Catherine I. Hansen - 10th Circuit	- U.S. Bankruptcy Judge Roland J. Brumbaugh
Elaine Jill Levine - 2nd Circuit	- U.S. District Judge Alan H. Nevas
Eileen Mayhew - D.C. Circuit	- U.S. District Judge Thomas Penfield Jackson
Martha Primrosch - 11th Circuit	- U.S. Bankruptcy Judge George L. Proctor
Mary Schleier - 9th Circuit	- Chief Circuit Judge Emeritus James R. Browning

Without exception, your representatives felt the meeting was very rewarding and beneficial. There were many "positives" and some "negatives" that came out of the meeting. It was unanimous among the members that there is power in numbers and we should pursue our goals together.

After the first day's discussion, the group developed a set of primary concerns and secondary issues to be conveyed to the Director of the A.O. on behalf of the judicial secretaries. The A.O. confirmed these points in a Memorandum to the Ad Hoc Committee members on January 10, 1994. They are as follows:

1. Define a new administrative classification/position that reflects the increased duties and responsibilities of many judicial secretaries.¹

Secondary personnel and compensation issues include:

- Job Security - fair compensation for lack of job security
- Severance Pay²
- Saved grade/saved pay³
- Salary commensurate with duties performed⁴

¹The title suggested was "Judicial Assistant." The Bankruptcy Judges' secretaries are "unofficially" using this title at the present time with the permission of their judges.

²Severance Pay -- This provision is extremely important to all secretaries/judicial assistants. With the Clerks' offices not being able to fill vacancies because of the current reduction-in-force, cost-cutting policy, the severance pay policy affords you an opportunity to continue to receive your bi-weekly salary based on years of service and certain other requirements for a period of up to one year.

Please refer to Transmittal 56, Volume I, Chapter X of the Guide to Judicial Policies.

³There is currently a saved grade/saved pay policy in effect, but with the clerks' offices not replacing or hiring employees under the present cost-reduction plan, this policy doesn't help us. If there were openings in the Clerks' offices and you were hired at a lower-graded position, you would be able to keep your same grade for two years.

⁴As you may already know, there is a newly-created salary plan for Clerks' offices and other court personnel throughout the country that does not include the judges' staffs. The JSP salary plan as you have known it will no longer

2. Obtain membership on advisory groups that address issues affecting judicial secretaries. It was recommended that priority be given to membership on the following committees to provide a mechanism to express views to the appropriate Judicial Conference committees:

- "Permanent" advisory group for judicial secretaries (currently limited to one year)
- Human Resources advisory group
- Chambers, Courtroom, Library umbrella group
- Training and Education advisory group

3. Increase education and training for secretaries.

- Orientation for new secretaries
- Personnel and office management, including budget
- Public Relations, security, retirement options and benefits, legal and paralegal education

4. Designation of a liaison for secretaries within the A.O.

An individual or office should be designated to serve as an ombudsman to judicial secretaries and provide a means to communicate the concerns of secretaries within the A.O.

Other items discussed were:

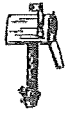
1. Accelerated within-grade raises; (Judicial Resources Committee (JRC) voted "no" for Judges' staff, but "yes" for AO staff)⁵
2. Awards Programs (controlled by your individual court's Chief Judge).
3. We will not be included in the Early-Out Program.
4. Locality Pay Raises (where applicable) will appear on last paycheck in January.
5. AO and Clerks' offices need to work on better communication methods with Judges' chambers.
6. Grade Increase (when and if accomplished) will not be awarded because of longevity or seniority, but on work performance.
7. Quality Step Increases (QSIs) will remain frozen in 1994.

I hope the foregoing information will be helpful to you. In closing, you should know that the Budget Division of the Judicial Conference prohibits funding for JSP upgrades as one of the rules of budget decentralization, and the Budget Committee has imposed a moratorium on changes to these rules through October 1, 1994. The A.O. and the Judicial Resources Committee want to have the new salary plan in effect before considering any changes to the remaining JSP employees' plan. In other words, there is no chance of a salary increase for judicial secretaries in 1994, or in the foreseeable future. We will just have to keep plugging along to reach our goals of title change, deserved pay increase and better benefits.

The Ad Hoc Committee will meet again in the spring or summer of 1994. If you have any questions or suggestions you would like to bring to our attention, please drop a note to one of the members.

apply under this new plan. The employees included in this plan will be under new pay classifications. This does not necessarily mean that those employees will receive immediate pay raises. What it does mean is that those employees will have a higher salary cap and can receive raises more frequently under the newly-created decentralized pay system. This new system is to be implemented in October, 1994.

⁵The A.O. is under a separate budget.



Around the Circuits

FOURTH CIRCUIT -- Barbara Baulding, Circuit Rep.

A fond farewell to Marcy Neal, secretary to Senior District Judge Hiram H. Ward, Middle Dist. of NC. Marcy retired on Nov. 28, 1993. Her retirement plans include preparing for the arrival of her first grandchild in February in Florida (shopping, decorating, travel). Congratulations and best wishes, Marcy! We'll miss you, and know you will be a super grandmother!

Best wishes to Melanie Matesic on her employment with the Federal Public Defender in Baltimore, MD. Melanie was secretary to Senior U.S. Dist. Judge Norman P. Ramsey until his death on June 15, 1993.

Congratulations to the Honorable Jackson L. Kiser of the W. Dist. of VA at Danville (Pat Howell, secretary), who became Chief Judge of that District in May, 1993.

A warm welcome to five new FJSA members, all from the E. Dist. of Virginia: Charlotte Rexroad, secretary to Judge Leonie Brinkeman; Lorie Roberts, secretary to Judge Claude M. Hilton; Sharon F. Smith, secretary to Judge Ray Jackson; Renee W. Spivey, secretary to Judge T. S. Ellis, III; and Diane B. Wood, secretary to Chief Judge James C. Cacheris. WAY TO GO, EASTERN DISTRICT OF VIRGINIA!!

FIFTH CIRCUIT -- Penny Stautberg, Circuit Rep.

Welcome to new members, Linda James, asst. secretary to Circuit Judge Edith H. Jones of Houston; Elizabeth Wittmann, secretary to Chief Judge Morey L. Sear (E.D. LA), and Una Gremillion, secretary to Judge Nauman S. Scott (W.D. LA).

We welcome back Evelyn Armstrong, secretary to Judge William Wayne Justice (E.D. TX).

The Fifth Circuit may soon get three new judges! Nominees are Judge Carl Stewart from Shreveport, LA (formerly with the Second State Court of Appeals), U.S. Dist. Judge Robert Parker, Chief Judge for the Eastern Dist. TX, and former Court of Criminal Appeals Judge Pete Benavides from Austin. For two years we have been operating with only 13 active judges instead of the 17 allowed. We certainly are looking forward to getting some help!

Just a note about membership in the Fifth Circuit. First, I want to thank all of you who renewed. I know money is tight, and although it may seem like "only \$10," those \$10 add up, so I appreciate the renewals. I have also been asked if FJSA can do any good. I only know that it surely can't hurt! Those who lobby on our behalf with the judges on the Judicial Conference and, I'm sure, Congress, are certainly more effective with a large membership behind them. Plus, the networking between the circuits, and the information in the *Newsletters* have been enjoyable and informative.

Now that I've been on my soapbox, let me tell you how we're doing membership-wise. We currently have 117 potential members. Of those, 62 currently are members, or about 52%!

We also have three secretaries who no longer work for judges in the circuit (two through the death of their judges, and one who has moved out of state), but who are maintaining their memberships. For the past two years I have written letters asking secretaries to join our organization, and I have sent letters reminding secretaries to renew. Our membership for the Fifth Circuit has almost doubled, but, as you can see, we have quite a few who can be added. I urge all of you to encourage secretaries in your area to join if they have not already done so. If you are available to contact a friend or acquaintance to join, please call me. I really need your help!

Just a reminder--if you are planning to go to the Conference in October, make your hotel reservations now! A reservation form is in this *Newsletter*, or I can send you one. This Conference is during the Balloon Fiesta in Albuquerque, and should be a wonderful weekend.

SIXTH CIRCUIT - Marcia Carter, Circuit Repr.

Carol Vinson sends this note:

Dear Friends: On February 7, 1994, I leave my judge to become an Administrative Analyst in the Clerk's office. Judge McRae will be leaving the bench December 31 of this year, and he and I decided I should take a position elsewhere in the court when one became available, in view of the hiring freeze and the low allocation percentage. In my new position I will be secretary to the Clerk and handle all personnel matters. I am very excited about this change, although I will miss working for my judge. I will retain my membership in the Association, and Jackie, Carolyn and I have already made our reservations for Albuquerque. See you there!

SEVENTH CIRCUIT - Mary D. Dickenson, Circ. Rep.

On January 27, 1994, the Auxiliary Courtroom of the Court of Appeals was the site of a brown-bag luncheon gathering attended by secretaries from the four court divisions and chaired by Cindy Grossman, secretary to Chief Bankruptcy Judge John D. Schwartz. Cindy is a member of the Ad Hoc Committee of Judicial Secretaries. She distributed a summary of the Committee's December meeting, as well as copies of the agenda for the Workshop for Judges' Secretaries held last August in Dearborn, Michigan. Discussion was wide-ranging and touched upon numerous matters about which secretaries are justifiably concerned, including those addressed by Arla Woerth in the November *Newsletter*. Cindy asked for and received questions and suggestions to be considered at the next meeting of the Ad Hoc Committee, and on her return she will report on progress made. It was agreed these get-togethers are helpful and should be held more often, and we plan to do so.

Cindy generously allotted time before the meeting for me to do some recruiting, and we did garner some new and renewed memberships; but we are still not up to last year's level. I will be sending reminders, but in the meantime, please encourage your colleagues to renew or join. There are interesting times ahead!

ELEVENTH CIRCUIT - Jean Schrader, Circuit Rep.

We would be pleased that our membership increased this year by 10 if it were not for the fact that out of 101 secretaries in the Eleventh Circuit, only 62 have joined. The reason they haven't joined can't be the amount of the dues--\$10 is a very small amount to invest in an organization that has worked, and continues to work, long and hard to benefit of all of us. If anyone has an idea as to how we can more effectively approach non-members and encourage them to join, I would appreciate your suggestions. We need 100 percent participation which, by the way, would give me "bragging rights" in Albuquerque in October!

We recently bid "farewell" to three long-time secretaries. Dot Bradley, secretary to Chief Judge Tjoflat, retired and from all reports is enjoying retirement. Anne Jernigan, also from the Chief Judge's office, moved from Jacksonville to Atlanta and now works in the Circuit Executive's office. We are glad we could keep her "in the family." Rosemary Giachinta, one of Judge Fay's secretaries and our former Circuit Rep., resigned and now works in a law firm in Miami. We miss these ladies and wish them the best in their new ventures. We welcome Barbara Lay (Dot's successor) and Earleen Shord (Anne's successor) to our court and circuit and hope they will join FJSA.

Eleventh Circuit secretaries, please let me know of any news that would be of interest to put in the *Newsletter*, and names of any new secretaries in your court.

ERRATA

A paragraph was inadvertently left out of the President's message in the last issue. The missing text stated:

Aye, mates, with every jer that hits the bar we should toast Penny Stautberg (5th Cir.), secretary to Judge Jerry E. Smith in Houston, TX. Penny recruited 17 NEW members during FY '93! The Executive Committee approved a \$50 cash award for her vital contribution to FJSA, and we're happy to report that the same award will be up for grabs next year.

PROPOSED BYLAWS AMENDMENTS

Important proposed amendments to our bylaws will be mailed in April with the ballot of the Nominations & Elections Committee for 1994-95 officers and circuit representatives. The Constitution & Bylaws Committee urges each of you (1) to REVIEW these suggested amendments carefully, (2) to VOTE promptly, and (3) to RETURN your ballot by the middle of May.

December 13, 1993

Dear Pamela and Friends in our Secretaries Association: Please forgive my tardiness in writing to tell you how much I appreciate your generosity and kindness. I have been unable, until now, to respond to the incredible warmth and comfort I've felt as I read and reread your letter.

Thank you all, from my heart -- I feel that our Federal Judicial Secretaries Association is like family, like a sisterhood, and I am lucky to be a member. I hope I can come to Albuquerque in October, to meet you all and to be able to thank you in person for your gift. (I plan to buy something special, that will make me feel good!)

*Much love,
Stella Phillipson
c/o Hon. Dorothy W. Nelson
125 So. Grand Avenue
Pasadena, CA 91105.*

ATTENTION! ATTENTION!
JUDICIAL SECRETARY VACANCIES

We are asking the Circuit Representatives and anyone who has knowledge of judicial secretary vacancies to notify the secretary of FJSA. This year the secretary is:

Victoria L. Hollard
c/o Judge Frederick J. R. Heebe
U.S. District Court
500 Camp Street
New Orleans, LA 70130
PH. [504] 589-6504

We will report these vacancies in the *Newsletter*. However, feel free to call Vicky at any time in between Newsletters if the need arises.



\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$

TREASURER'S REPORT

STATEMENT OF INCOME AND EXPENSES AS OF SEPTEMBER 30, 1992

BALANCE BROUGHT FORWARD SEPTEMBER 30, 1993: \$ 4,965.46

INCOME

Dues	\$ 6,350.00	
Interest earned	104.00	
Balance 1992 Conference	120.00	
Reimbursement of returned excess brochures - San Diego conference	<u>64.65</u>	
		<u>6,638.85</u>

\$11,604.31

EXPENSES

Newletters, postage, and meter rental	\$ 1,696.70	
Ballots -- printing and mailing	492.51	
Letterhead and envelopes	129.25	
Minneapolis Conference	2,103.51	
Travel allowance Minneapolis conference	3,200.00	
Officers and Circuit Representatives reimbursements	310.74	
Gavel	15.00	
Membership cards - printing	92.50	
Stamps, mailing membership cards to Circuit reps., mailing gavel for 1993 Conference	<u>55.97</u>	
		<u>8,096.18</u>

BALANCE IN CHECKING ACCOUNT AS OF SEPTEMBER 30, 1993 \$ 3,508.13

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

/s/ JOAN ARMSTRONG, Treasurer

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'93 CONFERENCE/CRUISE POSTSCRIPT

Again, we offer our sincere thanks to both Mead Data and West Publishing Co. for their continued support of FJSA Conferences. Mead Data graciously gave the Conference Committee a check for \$5,000, which the Committee used to defray FJSA conference/cruise costs. As reported in the November *Newsletter*, West Publishing Co. arranged through the travel agent to have the cruise line provide a fruit basket and a bottle of wine for each FJSA passenger, delivered to their staterooms, at a cost of \$3,600. The generosity of both companies provided added enjoyment to the entire FJSA entourage.

FISA --1993-'94 Officers

PRESIDENT ----- Pamela Dambrava c/o Senior Judge Wilson Cowen, 717 Madison Pl. N.W., #602,
Washington, DC 20439 PH. [202] 633-5831 FAX [202] 633-9640

PRES.-ELECT ----- Lael Noble c/o Judge J. Thomas Greene, 350 So. Main St., #222, Salt Lake City, UT
84101 PH. [801] 524-5646 FAX [801] 524-3473

VICE PRES. ----- Judy Anderson c/o Judge Donald P. Lay, P. O. Box 75908, St. Paul, MN 55175
PH. [612] 290-3838 FAX [612] 290-4093

SECRETARY ----- Victoria L. Hollard c/o Judge Frederick J.R. Heebe, 500 Camp St., New Orleans, LA 70130
PH. [504] 589-6504 FAX [504] 589-4994

TREASURER ----- Joan M. Armstrong c/o Senior Judge Murray M. Schwartz, Lockbox 44, 844 King
St., Wilmington, DE 19801 PH. [302] 573-6355 FAX [302] 573-6410

FISA CIRCUIT REPRESENTATIVES -- 1993-'94

1st Circuit ----- Janice L. Cavaco c/o Chief Judge Ronald R. Lagueux, Federal Bldg. & U.S. Courthouse,
Room 214, 1 Exchange Terrace, Providence, RI 02903 PH. [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 PH. [716] 846-3086

3rd Circuit ----- Carole Silver c/o Senior Judge Charles R. Weiner, 6613 U.S. Courthouse, 601
Market St., Philadelphia, PA 19106 PH. [215] 923-4450

4th Circuit ----- Barbara Baulding c/o Judge N. Carlton Tilley, Jr., P.O. Box 3443, Greensboro, NC 27402
PH. [910] 333-5034

5th Circuit ----- Penny Stautberg c/o Judge Jerry E. Smith, 515 Rusk Ave., 12621 U. S. Courthouse,
Houston, TX 77002-2698 PH. [713] 250-5101

6th Circuit ----- Marcia Carter c/o Judge Nathaniel R. Jones, 432 USPO & Courthouse, 100 E. 5th Street,
Cincinnati, OH 45202 PH. [513] 684-2921

7th Circuit ----- Mary D. Dickenson c/o Judge Walter J. Cummings, 2702 U.S. Courthouse, 219 S. Dearborn
St., Chicago, IL 60604 PH. [312] 435-5818

8th Circuit ----- Tammy Borchardt c/o Judge James B. Loken, 510 Federal Bldg., 316 N. Robert St.,
P. O. Box 75848, St. Paul, MN 55175-0848 PH. [612] 290-3972

9th Circuit ----- Donna Peck c/o Judge Mary M. Schroeder, 6421 U.S. Courthouse & Federal Bldg., 230
N. 1st Ave., Phoenix, AZ 85025 PH. [602] 514-7002
Betty Brown, Asst. Rep. c/o Judge Otto R. Skopil, Jr., 232 Pioneer Courthouse, Portland,
OR 97204 PH. [503] 326-3543

10th Circuit --- Vicki Wager c/o Judge Wade Brorby, P. O. Box 1028, Cheyenne, WY 82003
PH. [307] 772-2885

11th Circuit --- Jean H. Shrader, c/o Judge James C. Hill, 56 Forsyth St. N.W., Atlanta, GA 30303
PH. [404] 730-2863

Fed. Circuit ----- Sandra L. Jansen, c/o Judge Glenn L. Archer, Jr., 717 Madison Place, N.W., Washington,
DC 20439 PH. [202] 633-5846

D.C. Circuit --- Kay F. Walkinshaw c/o Sr. Judge Thomas A. Flannery, U.S. Courthouse, Third &
Constitution Ave., N.W., Washington, DC 20001 PH. [202] 273-0742

Newsletter
Editor ----- Norrine Gardiner c/o Senior Judge Aldon J. Anderson, 350 S. Main, #110, Salt Lake City,
UT 84101 PH. [801] 524-5625



Newsletter

Federal Judicial Secretaries Association

Norrine Gardiner, Editor
350 S. Main St., #110
Salt Lake City, UT 84101

Volume 21
No. 3
May, 1994

*P*resident's Message

It seems as if my year as President has just begun, and already half my term has passed, and the annual elections and ballot distribution are behind me. A quick retrospective reveals outstanding efforts by the membership.

The Constitution and Bylaws Committee spent many brainstorming hours to finalize the proposed 1994 amendments to our Bylaws for dissemination with the May ballot. Watch for the election results in the upcoming August *Newsletter*. The Nominations and elections Committee invested countless hours organizing the roster of officers and circuit reps for the election ballot, collecting bios, mailing and counting the ballots. These are laborious tasks that require a sacrifice of time. Many thanks to Agatha Ellis for the update on the Ad Hoc Group of Judicial Secretaries. We are very close to having the interests of secretaries represented formally by an AO staff member. Also, let me thank each and every member that I've called upon (some for the first time) for help. What a relief it was to hear "yes ... consider it done" responses! This Association benefits from the contributions and willingness of each member (not just the officers and circuit reps) to join in a unified, non-stop effort to promote the interests and attain the goals of our Association.

I'm looking forward to meeting more of our members at the Federal Judicial Center's Regional Workshop for Judges' Secretaries of the Ninth Circuit U.S. Court of Appeals, and district, bankruptcy and magistrate offices of the Northern District of California, May 17-18 in San Francisco, site of our '95 FJSA Conference. I intend to reconnoiter this gateway city a bit! Thanks to the FJC we have a "golden" opportunity to become acquainted with a variety of situations and to learn how different chambers work. This seminar helps the FJC learn what secretaries need and what changes are required. Meanwhile, we foster camaraderie among all judicial secretaries. On August 8-9, 1994, Chicago will host the second FJC workshop this year.

After seven years of devoted service as Treasurer, Joan Armstrong will surrender her responsibilities to her successor on October 1 this year. On behalf of the FJSA, I sincerely thank Joan for the endless hours and extra innings she has endured to maintain meticulous records of FJSA funds. Not to mention the myriad of questions that arose. Often, on a weekly basis, I found myself saying, "Call Joan," simply because I knew no one else had the answer. We look forward to seeing you at the Albuquerque conference, and hope that your support will continue for many years to come.

Another scepter is also passing in the Association. After four years as our *Newsletter* Editor, Norrine Gardiner is passing the publications duties on, following this issue of our FJSA *Newsletter*. Our quarterly *Newsletter* (November, February, May and August) demands an unrequited love. Thank you, Norrine, for your keen attention to detail, your patience and determination to publish an unblemished *Newsletter*. We know the weekends

you (and your assistants) have sacrificed to get our periodical to press have been less fun than the Poconos. Thanks to you the news has never stopped, and this communications link is vital for our members to focus on what's happening. We appreciate your allegiance to FJSA, and expect your name to remain prominent among our membership (now at 585).

Don't forget about the \$50 incentive award for recruiting. If you enlist new members, have them put your name on their membership applications.

Margaret M. "Peggy" Dykes, assistant secretary to Judge Harry Pregerson, U.S. Court of Appeals for the Ninth Circuit, has enthusiastically agreed to be the next *Newsletter* Editor for FJSA as of the August '94 issue. Prior to coming to the Ninth Circuit, Peggy worked for attorneys, developers, bankers, and was formerly with the government (Office of the Comptroller of the Currency) in Washington, D.C., as secretary to the Director. Peggy's outside interests include artwork (oils and pastels), crafts, computers (desktop publishing), writing, baking contests, travel, and her new English Springer Spaniel puppy, Balthazar. She also helped start and publish a Catholic youth magazine that is still successful today.

Upon being introduced to FJSA by her co-worker, Jackie Squires, Peggy has become an active contributor. She served as Chair of the Nominations and Elections Committee (1993-1994) and is currently putting together the first FJSA Directory. Peggy looks forward to employing her talents as *Newsletter* Editor. I admire Peggy's commitment in accepting this daunting assignment. Many are called, but few are chosen. All future submissions to the *Newsletter* Editor should be sent to Peggy at her home address:

Ms. Peggy Dykes
94 N. Hemlock Street
Ventura CA 93001
Home phone: (805) 648-2016
Office phone: (818) 710-7791

An April 20, 1994, memorandum to all United States judges from the Honorable Carolyn R. Dimmick, Western District of Washington, refers to an ongoing study by the National Academy of Public Administration (NAPA). Prior to the June meeting of the Judicial Resources Committee, NAPA will report on options for target grades of chambers law clerks and the practice of hiring "term" and "career" law clerks. (As of March 1993, there were 658 law clerks in Grades JSP 14/4 to 16/3. A temporary freeze on hiring or promoting chambers law clerks above JSP 13 is in effect.)

The second phase of the NAPA study will assess other chambers staffing and fiscal issues, including chambers staffing complements for circuit judges, shared secretarial and law clerk support for senior judges, administrative assistants to chief circuit judges, and decentralization of chambers budgets.

The role of the judicial secretary is changing daily in varying degrees throughout the country. The FJSA can largely influence the effects these changes will have on its members. If we are passive, the direction of change will be decided by others.

Pamela S. Dambrava

Pamela S. Dambrava, President



The following article is reprinted from the Fayetteville Observer-Times, Sunday, February 13, 1994:

TECHNOLOGY DICTATES NEW DEFINITION OF SECRETARY

By Martha Groves
Los Angeles Times

SAN FRANCISCO — Dictation? Toss out those steno pads, forget that shorthand. These days, bosses can write their own letters on their own personal computers.

Need to schedule a meeting for 50 staffers? Let a PIM (personal information manager) in your computer scope out everyone's calendar, send e-mail invitations and record the RSVPs.

Add another figure to the list of endangered species: the traditional office secretary.

Their ranks thinned by recession and their lives made easier by a spreading intolerance of sexism, some secretaries are being propelled by technology into new — and often bigger — jobs. Once relegated to wrestling with tab keys and carbon paper, pounding out endless drafts of documents, answering phones, fetching coffee and doing personal favors for the boss, the general-purpose secretary has largely gone the way of Underwood typewriters and mimeograph machines.

The benefits

Instead, a super-group of "administrative assistants" has emerged from social change and the rubble of downsizing. And they have benefited from a double bounty born of technology: personal computers, voice-mail and a flood of other devices have not merely relieved them of drudge work but actually empowered them.

Their command of such machinery allows them to focus on higher-level projects and makes them invaluable to technology-illiterate bosses.

Yet just as these super aides testify to the opportunities created, they represent only the shiny side of the technology coin. On the reverse, along with millions of blue-collar workers, are all the secretaries who could not adapt or were not needed any longer — and those who would have followed. The higher skill requirements and narrowed opportunities have limited a traditional job choice for high school graduates, especially women.

Now, in thousands of offices across the country, secretaries work for three times as many bosses as in the past. Pools have replaced personal secretaries. And some companies are doing without them altogether.

Indeed, although the U.S. work force grew by 14 percent in the past decade, the number of secretaries, stenographers and typists tumbled nearly 13 percent, to about 3.4 million, according to federal Bureau of Labor statistics.

'On her way out'

"I would say the traditional secretary is on her way out," said Manpat Blankenheim, a spokeswoman for 9 to 5, the Natl. Association for Working Women. "You don't see Miss Gordon trotting into an office with her steno pad taking a letter. Those days are gone."

Consider:

■ Ten years ago, senior partners at Jackson, Lewis, Schnitzler & Krupman, a Los Angeles law firm, might have had two secretaries each. Now there is one secretary for every two or three lawyers. Nearly all the lawyers have PCs and 20 percent have laptops.

■ AT&T's managing director of personal communications uses an Eo personal communicator to send and receive electronic mail and faxes when she travels, which is most of the time. "The only thing for my secretary is to put through my expenses," said Harriet Donnelly, hastening to add: "My secretary is happier because she does higher-level projects."

Nationwide, "the organization is surviving with fewer secretaries, and to some extent they're becoming more specialized," said Heidi I. Hartmann, director of the Institute for Women's Policy Research, a Washington think tank.

Early in her three-decade career, legal secretary Johanna Cancro would take dictation from lawyers in a back-and-forth ritual of typing, correcting and retyping. She would also take their shoes to the repair shop and order flowers for their wives on Valentine's Day.

Technology helped change that.

Computer religion

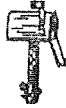
Two years ago, her boss got computer religion, and now he writes affidavits, keeps track of appointments and reads e-mail on the desktop computer in his downtown San Francisco office, the laptop at his Russian Hill home and the personal computer at his weekend place in the Sierra Nevada foothills. That has freed up Cancro, 52, for better things.

Before aspiring office assistants go job-prospecting these days, they must master an array of database, word-processing and even spreadsheet software.

The deep recession that drove corporations to pare executive ranks cost many secretaries their jobs. But some companies, recognizing that secretaries were a relative bargain, hung onto them, moving them into tasks once reserved for higher-ups. Using powerful new software, secretaries coordinate projects and churn out documents with snazzy pie charts.

Those who did not feel threatened by the technology have become workplace lunchpins and information gatekeepers, blurring the once distinct line between them and managers.

∞ ∞ ∞ ∞ ∞ ∞ ∞ ∞



Around the Circuits

FIRST CIRCUIT – Dale Berthoume

The First Circuit is delighted to have five new District Judges, whose secretaries are: Nancy Proctor, secretary to Judge Patti Saris; Denise Reilly, secretary to Judge Richard Stearns; Marie Losco, secretary to Judge Richard Landsay; Liz Collins, secretary to Judge Michael Ponsor; and Gail MacDonal, secretary to Judge Nancy Gertner. Tina Curreri, who was formerly secretary to the late Chief Judge Andrew Caffrey, is now secretary to Chief Judge (and Supreme Court nominee) Stephen Breyer.

Carmelia Saporita, who was secretary to retired Senior District Judge Murray, has herself officially retired. She recently married, and is now enjoying "wedded bliss" full time. Best wishes, Carmelia!

FOURTH CIRCUIT – Barbara Baulding, Circuit Rep.

We welcome three new members, Janice Clark and Judy Ott from the District of South Carolina, and Marie Flapas from the newly formed Southern Division of Maryland. Janice is secretary to District Judge Joseph F. Anderson, Jr., and Judy is District Judge David C. Norton's secretary. Marie is secretary to District Judge Deborah K. Chasanow, who was sworn in on November 1, 1993. We are pleased to have each of you join the Association.

FIFTH CIRCUIT – Penny Stautberg, Circuit Rep.

Welcome to Mary A. Lonerio, relief secretary to the District Judges in New Orleans (E.D. Louisiana), and welcome to Dorothy Mullinax, assistant secretary to Circuit Judge Jerry E. Smith in Houston, Texas. Also joining us is Becky Greenup, secretary to new District Judge Royal Furgeson of El Paso (W.D. Tx).

Brenda Fletcher Webb, former assistant secretary to Judge Pat Higginbotham (5th Cir. - Dallas) who married and moved to Vancouver, Washington, started work on March 1 for Circuit Judge Diarmuid O'Scannlain of the Ninth Circuit in Portland, Oregon, as his lead secretary (his former secretary decided to retire.) Congratulations, Brenda! Donna Irons, assistant secretary to Circuit Judge John M. Duhé of Lafayette, La., is engaged to be married. No date yet, but I'll keep you posted.

Is anyone going on any special vacations this year? If so, drop me a line and let us know about it. I figure that if I can't get there, at least I can enjoy hearing about it! Also, we all like to hear about weddings, new grandchildren, etc.

Anyone need a roommate for Albuquerque? If so, give me a call and I'll keep a list and try to get people together. I know of one person who is definitely interested. My number is (713) 150-5101. It's a great way to cut the cost.

NINTH CIRCUIT – Betty Brown, Asst. Circuit Rep.

The District of Oregon welcomed its newest (and first Afro-American) United States District Judge, Ancer L. Haggerty, on March 30, 1994. Judge Haggerty fills the position vacated when Judge Owen M. Panner took senior status. The District also welcomed his judicial assistant, Sandi McLaughlin. Sandi was Judge Haggerty's judicial assistant for three years while he was Circuit Court Judge for the State of Oregon. Prior to that, she was judicial assistant for Circuit Court Judge Kathleen E. Nachtigal for ten years, and for Judge George A. VanHoomsen, now a Supreme Court Justice, for five years. Sandi is a Portland native, is single, and has a 14-year-old son and an 11-year-old daughter.

Brenda Webb (formerly Fletcher) was in the right place at the right time. After working for Judge Patrick Higginbotham of the Fifth Circuit Court of Appeals in Dallas, Texas for over eleven years, her fiancé was transferred to Portland, Oregon. They moved, married, bought a house in Vancouver, Washington—not necessarily in that order—and Brenda was hired by Judge Diarmuid O'Scannlain to fill the vacancy left by his secretary, Jeanne Shirts, who retired on February 28th. We welcome Brenda and her southern humor to the Ninth Circuit.

TENTH CIRCUIT - Vicki Wager, Circuit Rep.

Lois Elder, secretary to Chief Judge David K. Winder in Salt Lake City, Utah, has had a recurrence of the cancer for which she had surgery in November of 1992. Lois was the Tenth Circuit Rep. for two years, 1991-1993. Many FJSA members know Lois as a regular attendee at our conferences, including the 1989 conference held in Salt Lake City, for which she was co-chair. She is currently undergoing chemotherapy treatments. Your prayers and good wishes for Lois are much appreciated.

ALBUQUERQUE 1994 FJSA CONFERENCE

October 7 - 9, 1994

Our FJSA members in New Mexico are looking forward to seeing you at the Conference in October. The response so far has been excellent, and we are pleased that so many of you and your guests have already made your hotel reservations -- 47 rooms already reserved! If your name isn't yet among our guests, please use the hotel form (on page 7) to register.

Please complete the *Conference* registration form on the following page and mail it along with your check as soon as possible, and no later than September 1.

Tentative Schedule of Events:



Registration at Hotel	3:00-5:00 p.m. Friday
Cocktails & Dinner at Hotel	6:30 p.m. Friday
Conference Program	8:30-3:00 Saturday
Beans 'n' Jeans Party	6:00-10:00 p.m. Saturday
Balloon Fiesta Ascension	6:30 Sunday morning
Business Meeting	9:30 Sunday morning
Conference Conclusion	Noon on Sunday

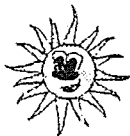


Temperatures in Albuquerque range from 30° to 70°, so you will need a jacket in the morning and evening. Saturday night is very casual (western attire) and please wear old shoes as the floors are **sawdust**. Sunday morning is also very casual.

There are many things to do here that we won't have time for during the Conference, including riding the Tram to the top of the Sandias, visiting museums, seeing Santa Fe and/or Taos, etc. We'd be happy to answer any questions you may have if you'll give Ann (505) 766-3064 or Lee (505) 766-1573 a call.

If you are interested in going to Santa Fe Sunday afternoon or any other time, a schedule for the Shuttlejack will be included in your registration packet. The bus goes to and from Santa Fe on a regular basis from the airport at a cost of \$20 each way. We hope you will take advantage of the opportunity to see Santa Fe as it is just one hour north of Albuquerque.

We again encourage all of you to attend this conference. Your membership and participation in FJSA can make a difference!



ANN NEFF and LEE JONES, Co-Chairpersons
for 1994 FJSA Albuquerque Conference



CONFERENCE REGISTRATION FORM
October 7-9, 1994 ALBUQUERQUE, NEW MEXICO

*Mailed
7-11-94*

NAME: Carol R Vinson

JUDGE: _____

COURT: Western District of Tennessee

COURT ADDRESS: 242 Federal Bldg, Memphis, TN 38103

TELEPHONE: 901-544-3145



I will attend the 1994 Conference and enclose my registration fee which will include Saturday breakfast and luncheon. \$40.00

I am bringing a guest(s) for Saturday breakfast and luncheon and enclose registration fee for each guest. \$40.00

NAME OF GUEST: _____

NAME OF GUEST: _____

NAME OF GUEST: _____

TOTAL ENCLOSED: \$ 40⁰⁰

Please send form and check to: Debra Connors, c/o The Honorable C. LeRoy Hansen, U.S. District Judge, P. O. Box 1309, Albuquerque, NM 87103, by September 1, 1994.

AFTER SEPTEMBER 1, REGISTRATION FEE WILL BE \$50.00 PER PERSON.

Will you attend the Friday night dinner at the Old Town Sheraton Hotel? yes
(Sponsored by West Publishing Company)

How many guests will you bring? -0-

Will you attend the Saturday night Beans 'n' Jeans party? yes
(Sponsored by Mead Data Central)

How many guests will you bring? -0-

Will you go to the Balloon Fiesta Park for the mass ascension on Sunday morning at 6:30 a.m.? (Sponsored by West Publishing Company) yes

How many guests will you bring? -0-



Federal Judicial Secretaries Association
"FJSA Conference"
October 6-10, 1994

Sheraton Old Town

NAME _____ COMPANY/GROUP _____
 ADDRESS _____
 CITY/STATE/ZIP _____ PHONE _____
 SHARING ROOM WITH _____

PLEASE PRINT OR TYPE CLEARLY

PLEASE TYPE OR PRINT

All reservations must be accompanied with a first night deposit. PLEASE DO NOT SEND CURRENCY.

Payment may be made by check, money order or credit card (American Express, MasterCard, Visa, Diners Club or Carte Blanche). Payment by credit card will be charged upon receipt of this reservation. Reservations must be canceled at least 48 hours in advance to receive refund or credit. I understand that I am liable for one night's room and tax which will be deducted from my deposit or billed through my credit card in the event that I do not arrive on the date indicated.

Signature _____


American Express Credit Card No. _____
 MasterCard
 Visa
 Diners Club Exp. Date _____
 Carte Blanche

No. of Rooms	Please circle preferred rate below.	
	Accommodations	
_____	SINGLE (One person)	\$ 95
_____	DOUBLE (Two persons)	\$ 105
_____	SUITE (One bedroom)	\$ 130

All rooms subject to applicable state and local tax. All rates are per night.

MAKE CHECK OR MONEY ORDER

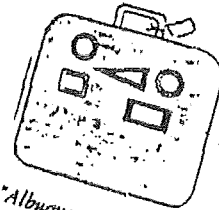
PAYABLE TO

Sheraton 
Old Town

800 Rio Grande NW
Albuquerque, New Mexico 87104
(505) 843-6300
1-800-237-2133

Arrival Date _____
 Departure Date _____
 Number of Nights _____
 (Maximum 1 per - Maximum 3 per)
September 6, 1994

REGULATIONS AND POLICIES ARE SUBJECT TO AVAILABILITY AND WILL BE OFFERED AT THE DISCRETION OF THE HOTEL.



"Albuquerque on 'bust"

NEXT NEWSLETTER DEADLINE:

Please submit information for the August 1994 Newsletter to your Circuit Representative in time to reach the NEW Newsletter editor, Peggy Dykes, by July 31. (Her mailing address is at page 2.)

Thanks!

I have enjoyed being the Newsletter editor, and appreciate the help, encouragement, and support of everyone over the past four years. I hope Peggy finds the job as rewarding an experience as it has been for me. --NG

Our vice president/historian, Judy Anderson, would like to obtain additional photographs taken at the conference cruise last October, for inclusion in the history book. Please send any pictures to:



Judy Anderson
c/o Judge Donald P. Lay
P.O. Box 75908
St. Paul, MN 55175

**FAREWELL from the Treasurer –
Joan Armstrong**

Now that I am winding down my seven-year stint as Treasurer of the organization, I would like to bid a fond farewell. Some would call it the "seven-year itch," but it is time for a break. It has been my pleasure to serve as Treasurer. I wish to thank all the past and current officers and representatives for their assistance over the years.

In addition, I would like to remind the current officers, representatives and committee members that, in accordance with Standing Rule 3 of the Association's Constitution and Bylaws, all requests for reimbursement of necessary expenses must be received by me no later than September 25, 1994.

I am looking forward to the Albuquerque Conference, particularly meeting all the "regulars."

FISA DIRECTORY -- Last call!!

ALL MEMBERS ARE REQUESTED TO PROVIDE TO PEGGY DYKES, AT HER HOME ADDRESS, BY JUNE 28, 1994, THE INFORMATION TO BE INCLUDED IN THE MEMBERSHIP DIRECTORY.

**UPDATE - Ad Hoc Committee of Judicial Secretaries
By: Agatha Ellis**

A member of our Ad Hoc Committee, Martha Primosch, Judicial Assistant to Bankruptcy Judge George L. Proctor, and President of the Association of Bankruptcy Judicial Assistants, has been appointed to serve on the Human Resources Division Advisory Group. We are thrilled for Martha, who will be a wonderful representative for us, and consider this a major step in being informed and having a voice in decisions that involve us. This is a three-year appointment for Martha, and her first meeting with this group was the first week of April. This group will be reviewing the study currently underway regarding chambers staffing. As information becomes available, we will pass it along to you through the Newsletter.

The Ad Hoc Committee of Judicial Secretaries hopes to have their second meeting sometime this summer. Information regarding action taken on our initial list of concerns and requests (which were outlined in the February, 1994 issue of the Newsletter) should be discussed.



**HOPE
TO SEE
EVERYONE
In
ALBUQUERQUE!!**



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9th Circuit ----- Donna Peck c/o Judge Mary M. Schroeder, 6421 U.S. Courthouse & Federal Bldg., 230 N. 1st Ave., Phoenix, AZ 85025 PH. [602] 514-7002
Betty Brown, Asst. Rep. c/o Judge Otto R. Skopil, Jr., 232 Pioneer Courthouse, Portland, OR 97204 PH. [503] 326-3543

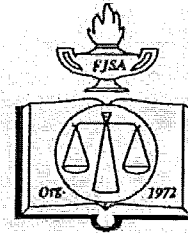
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Newsletter Editor ----- Norrine Gardiner c/o Senior Judge Aldon J. Anderson, 350 S. Main, #110, Salt Lake City, UT 84101 PH. [801] 524-5625



I begin my final President's message with great sadness. On Saturday, July 2nd, Lois Elder, who served as secretary to Chief Judge David Winder, U.S. Court of Appeals for the Eighth Circuit, passed away of cancer. I met Lois in Salt Lake City in 1989 at my first FJSA Conference when she was co-chair of the conference committee. She also served as the Tenth Circuit Rep. from 1991-1993. Most recently, she served two years as a member of our Telephone Committee. Lois' death has created a great void in our Association. Her dedication to FJSA will long be remembered and will not soon be equalled. A monetary contribution will be sent to the American Cancer Society in her memory. We miss you, Lois.

On Sunday, August 7, Vivian Luhrs, who served as secretary to Judge Robert H. Hodges, U.S. Court of Federal Claims, passed away after suffering a massive stroke. Vivian was formerly secretary to the late Judge Jean G. Bissell, U.S. Court of Appeals for the Federal Circuit from 1984-1990. She began work for Judge Hodges in 1990, after losing Judge Bissell to cancer. I first met Vivian when I came to the Federal Circuit in August, 1987. Although Vivian was not an active member, she read the Newsletter faithfully and had recently told me how much she enjoyed reading my President's Message in each issue. I saw her on virtually a daily basis, and she always quizzed me in detail about developments at our Annual Conference. Vivian's death, without forewarning, shocked everyone in both Courts. All of us at the Federal Circuit and the U.S. Court of Federal Claims will hold among our fondest memories of Vivian,

PRESIDENT'S MESSAGE

her quiet, peaceful manner, her endearing kisses on the cheek, and her constant encouragement. A monetary contribution will be sent to the Montgomery County, MD Association for Hearing-Impaired Children in Vivian's memory. I extend my own heartfelt sympathies to the families and friends of both Lois and Vivian, with a testimony that they contributed significantly to the goals of FJSA.

Throughout this eventful year, much has been achieved by reason of extraordinary service from members of our Association. To mention a few: Dottie Butts spearheaded much needed revisions in our Constitutions and By-Laws and drafted a "Suggested Guidelines to Planning the Annual Conference." All of the proposed amendments passed, the most significant of which is the dues increase that has been our goal for several years. The modest increase to \$15.00 for annual membership - due, if I may remind you, by October 1st - will provide FJSA leadership with greater flexibility (and a larger war chest) to move our agenda forward. The Nominations and Elections Committee undertook formidable and tedious work to prepare the slate and the complex ballot, to distribute it to our electorate, and to tally the votes in accordance with FJSA rules. Each and every secretary on this Committee is to be congratulated for overcoming the grueling requirements of the electoral process through professionalism and personal sacrifice. The entire election results appear further in this issue.

We thank the FJC for the two workshops they funded this year; the first, in San Francisco in May, and the second, in Chicago in August. As you know, the once dwindling opportunities for secretaries to attend seminars, classes, etc., are nearly extinct in these days of fiscal constraint. These workshops have proven to be intense, brainstorming discussions, often extending round-the-clock, that have provided information we can use back in chambers to improve our working situations. The information will help us use computer technology to work smarter and more productively, ease the disruption of law clerk transitions, and, above all, to serve our judges more effectively than possible. (Are you paying attention?)

Potentially, the most notable development, during my tenure as President, has been the formation of the Ad Hoc Committee of Judicial Secretaries. Another meeting has been scheduled for September 27 and 28 in Washington, D.C.

Irrespective of whether these secretaries work for Article I or Article III judges, the insight and perseverance of each committee member is evident. Every participant is determined to help all secretaries move ahead by reason of their merit, which is too often undervalued and underestimated. This is not a "divide and conquer" mission among courts, but a cooperative venture for judicial secretaries to achieve a variety of objectives and goals, including a new position description, appropriate title and grade, acceptable job security, equitable access to buyouts or other options available to career court personnel, tailored secretarial, legal, and administrative training commensurate to our levels of competence and responsibility, etc. Please read Agatha Ellis' report in the upcoming November issue.

This has been a year of service I will never forget, and I hope I have made a difference. In our system, being President is merely the culminating moment in a multi-year program of leadership, intended to breed competence in addressing FJSA interests. I appreciate all my officers' support during the past year, and I know that meeting some of the challenges we have faced together has heightened their readiness to serve you well. In October, I will pass the gavel to Lael Nobel, who has worked hard for the FJSA for many years. I believe Lael will lead this Association unselfishly and with thoughtful dedication. Please give Lael the help and support you have given me. Come to her side as you have to mine, when I have needed you.

To all newly elected officers and circuit reps., both new and incumbent, I vigorously offer my congratulations and wish you success in the years ahead. I have learned that you will have to adjust to the unexpected more often than imagined, and I urge you to find your enthusiasm to surmount these challenges together.

It's been an honor to serve you. Now I will cool my jets some, but hope to serve you in the future in a different role. See you in Albuquerque!

Thank you for placing your confidence in my efforts.

Pamela S. Dambrava, President 1993-1994

IN THIS ISSUE:

Articles, Letters, & News
Circuit News
Election & Bylaw Results
Albuquerque Conference

Articles & News Bits

REMEMBERING LOIS

To know the court is to know the judge's secretary.
By Ron Yengich

You only live once - but if you work it right, once is enough.

Joe E. Lewis

They are unsung, and in many ways, faceless heroes, and heroines of our system of justice. In rural justice of the peace courts, they work at a sometimes cluttered desk that is jammed into a room the size of a closet outside the courtroom or the judge's chambers. In larger cities and in the federal courts, they perform specialized duties, depending upon the type of case that is filed and how it is intended to proceed through the system. They are the great facilitators of justice: the clerks and court secretaries who make certain that the judges and the lawyers have what they need in their pursuit of facts and, occasionally, justice. Their praises are seldom sung. That in itself is a sadness.

Clerks and secretaries make life easy for those of us who practice law. They put up with our mistakes, guide us through the constant and unrelenting rule changes that come from the various court bureaucracies, and occasionally, console us in a defeat.

Any good attorney learns early on a lesson taught to me by the famous trial lawyer, Richard "Racehorse" Haynes of Houston, Texas. The Racehorse told me long ago that if you want to know how a particular court works, go talk to the clerk or the judge's secretary. If you want to know the "peccadilloes" of a particular judge, "take someone from the clerk's office [out] for a cup of coffee.

He told me that when I was just a pup public defender, and most lawyers understand that you can learn more from a good clerk or secretary than you can from all of the bound rules and case opinions that frame the walls of the legal-library. The old joke about the lawyer not knowing his way

to the courthouse is sometimes true, but the road is lit quite often with the knowledge of the judicial clerk or judge's secretary who is more than willing to help the aspiring lawyer find his or her way.

And thus, we grieve the passing of Lois Elder, secretary to the chief judge of the U.S. District Court for the District of Utah, I have been meeting this lovely, charming and ebullient woman in the chambers of Judge Winder for the past 15 years. Her genuine desire to help in any way possible was legendary among lawyers who practice in Utah's federal courts. Speaking to Lois on the phone, or meeting her in person as she flipped through the large desk calendar to readjust her judge's schedule to accommodate attorneys, was always a pleasure; that she did so in such a decent and even loving way is not unique nor even unusual. But her personal manner and style will be missed, not just by the lawyers, but I'm sure by her judge.

Like all judicial secretaries and clerks, all the way back to Charles Dickens (who became a relatively famous writer), Lois has had to put up with the boundary-less egos of the attorneys, the sometimes loose judicial mien of judges and the occasional irate witness or juror who felt their time was being wasted. She always did so with a wide smile and a gleam of help in her eyes.

I considered her a friend, and on many occasions as we sat in chambers waiting for her judge to finish other business before he got to our case, we talked about many things.

Lois Elder never had a bad word for anyone. She exuded the self-assured confidence of someone who knew and did her job well, but was satisfied to remain, as most clerks do, out of the limelight. She deserved more of it during her life.

Not long ago, before she became ill with the cancer, that finally took her, I spoke with Lois in the shadow of the old granite federal court building on Port Office Place: It was about 3:30 in the afternoon and I was in the mufti (my lawyer clothes having been put away for the day), and Lois was heading for her car to go home. She jokingly asked me where I was headed so early, and I turned the trick on her. (Lois and her judge were well-known for the long hours they both worked. I once joked with Lois that I thought she and Judge Winder worked the swing shift.) She

said she was on her way home, too, to care for one of her family members.

When I told her I was hurrying to see my granddaughter, she smiled. We talked on Post Office Place for about 15 minutes, not about the law nor things legal, but about life and the joys we receive from its simple pleasures, such as a child or a grandchild. It was obvious she understood more about life and its true meaning than most of us who spend our years traversing through the sordid pasts of others who find their names on the court docket.

Lois was an expert on human nature. That was evidenced by the manner in which she quietly led her life. She was a wonderful secretary; more importantly, a terrific person, and I will miss hearing her voice on the other end of the phone and her coming from behind the desk of Judge Winder's chambers saying, in her own peculiar way, "And yes, Mr. Yengich, what can I do for you today"? I guess my answer to that question, now that she is gone, is "You did more than you could ever imagine."

From Private Eye

editor's note:

This wonderful story "Remembering Lois" was submitted by Lael Noble, in honor of her very dear friend and patriot. Thank you, Lael.

GLENNA MOORE

With sadness, Judge Farris, U.S. Court of Appeals for the 9th Circuit, informed us that one of his secretaries, Glenna Moore, passed away on August 10, 1994. We will miss Glenna and extend our sympathies both to Judge Farris and Glenna's family.

DEADLINE FOR NEXT ISSUE

PLEASE SUBMIT ARTICLES FOR THE NOVEMBER FJSA NEWSLETTER TO:

Peggy Dykes - FJSA Editor
94 No. Hemlock Street
Ventura, California 93001
(805) 648-2016

PLEASE send in your articles by October 29th

AROUND THE CIRCUITS

FIFTH CIRCUIT

Penny Stautberg - Circuit Rep.

"We have more new members! Welcome to **Deborah Latham**, assistant secretary to Circuit Judge Pat Higginbotham of Dallas, Texas; **Sandra Sellers Villareal**, secretary to Judge H.F. Garcia (W.D. TX --San Antonio); and **Glenda Shelton**, secretary to Judge John Hannah, Jr. (E.D. TX -- Lufkin). Judge Hannah is a newly appointed district judge. Also joining us are **Christine L. Anderson**, secretary to newly appointed Orlando L. Garcia (W.D. TX -- San Antonio); **Denise Barbarin**, secretary to newly appointed Ginger Berrigan (E.D. LA -- New Orleans); and **Sandra Swindler**, secretary to new Judge Tucker Melandon (W.D. La. -- Monroe, LA)

We have three new Circuit Judges now - Carl E. Stewart from Shreveport, La., Pete Benavides from Austin, Texas, and Robert M. Parker from Tyler, Texas. I have sent letters encouraging Judge Stewarts' and Judge Benavides' secretaries to join us. I have met all four of them, and they are lots of fun. So, for those of you who already are members, call and welcome them. **Vickie Sessions**, Judge Parker's secretary, is already a member as he was Chief Judge for the Eastern District of Texas.

Congratulations to **V.J. Wisenbaker**, secretary to Chief Judge Richard A. Schell (E.D. TX -- Beaumont). She is our new Circuit Rep. effective October 1! She is one courageous lady to talk this on with her boss just recently becoming Chief Judge! So, be nice to her, send in your renewals without her having to hassle you, and give her your support.

I have so thoroughly enjoyed being your Circuit Rep. for the last two years. I have talked and met with many of you, quite a few of whom I would not have had that contact without FJSA. I now look forward to being your Secretary for the next year. I hope to see many of you in Albuquerque in October. My thanks to all of you in our Circuit for our growth, and your enthusiasm and support!"

NINTH CIRCUIT

Donna Peck - Circuit Rep.

Donna reminds all of us to please remember that it is not appropriate to use franked envelopes when mailing in dues and renewal memberships.

18411 Hatteras Street
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Tarzana, CA 91356

June 29, 1994

Mrs. Pamela S. Dambrava
President
Federal Judicial Secretaries Association
Chambers of Senior Judge Wilson Cowen
717 Madison Place, N.W.
Suite 602
Washington, D.C. 20439

Dear Pam:

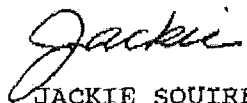
I'm sorry that I am so tardy in responding to your very kind letter of February 14, 1994 and the generous donation from the Association for my earthquake damage.

I have no really good excuse, except the press of getting our chambers back in order, on-going court work, and the problems that arise when dealing with a homeowners association.

To reflect, our damage was not to the point of having to leave our home for any length of time. We are living with the cracks and separated walls because when you are dealing with 95 other homeowners, work on repairs goes slowly, or not at all, as in our case. It takes time to survey and study the structural damage, get estimates, and then go forth with the work necessary to restore the units. At this writing, we are obtaining estimates, so hopefully work will commence soon. It is my hope that our lives will get back to normal by the time for the Federal Judicial Secretaries Conference in October.

Again, please express to the Association, my deepest thanks.

Sincerely,



JACKIE SQUIRES

JS:aem

CONFERENCE REGISTRATION FORM
October 7-9, 1994 ALBUQUERQUE, NEW MEXICO

NAME: _____
JUDGE: _____
COURT: _____
COURT ADDRESS: _____
TELEPHONE: _____

I will attend the 1994 Conference and enclose my registration fee which will include Saturday breakfast and luncheon. \$40.00

I am bringing a guest(s) for Saturday breakfast and luncheon and enclose registration fee for each guest. \$40.00

NAME OF GUEST: _____

NAME OF GUEST: _____

NAME OF GUEST: _____

TOTAL ENCLOSED: \$ _____

Please send form and check to: Debra Connors, c/o The Honorable C. LeRoy Hansen, U.S. District Judge, P. O. Box 1309, Albuquerque, NM 87103, by September 15, 1994. Make check payable to FJSA or Registrar.

AFTER SEPTEMBER 15, REGISTRATION FEE WILL BE \$50.00 PER PERSON.

Will you attend the Friday night dinner at the Old Town Sheraton Hotel?
(Sponsored by West Publishing Company) _____

How many guests will you bring? _____

^^^^^^^^^^

Will you attend the Saturday night Beans 'n' Jeans party?
(Sponsored by Mead Data Central) _____

How many guests will you bring? _____

^^^^^^^^^^

Will you go to the Balloon Fiesta Park for the mass ascension on Sunday morning at 6:30 a.m.? (Sponsored by West Publishing Company) _____

How many guests will you bring? _____

ELECTION & BYLAW RESULTS

OFFICERS	VOTES	BLANK
President Lael Noble	307	6
President-Elect Judy Anderson	309	4
Vice Pres. Victoria Hollard	308	2
Write-in: Agatha Ellis	1	
Write-in: Arla Woerth	2	
Secretary Penny Stautberg	309	3
Write-in: Shirley Newsome	1	
Treasurer:		6
Mary Catherine Groar	199	
Lana Schultz	105	
Job-share (voted for both)	3	
TOTAL OFFICERS BALLOTS	313	

CIRCUIT REPRESENTATIVES	VOTES
1st Cir. Rep. Janice L. Cavaco	13
2nd Cir. Rep. Kathleen M. Kellick	27
Write-in: Jill Levine	1
3rd Cir. Rep. Kathy Groetzing	19
4th Cir. Rep. Patricia Howell	22
5th Cir. Rep. V.J. Wisenbaker	34
6th Cir. Rep. Marcia Carter	24
Write-in: Carol Vinson	1
7th Cir. Rep. Mary D. Dickenson	22
8th Cir. Rep. Becky Fitzhugh	25
9th Cir. Rep. Donna I. Peck	25
10th Cir. Rep. C. Victoria Wager	15
Write-in: Susan Dory	2
Write-in: Margaret Kelly	1
11th Cir. Rep. Jean Shrader	33
Fed. Cir. Rep. Nancy Bradley	16
D.C. Cir. Rep. Kay F. Walkinshaw	16
Blank/Invalid ballots	16
TOTAL CIRCUIT REPS BALLOTS	313

AMENDMENTS TO BYLAWS:	YES	NO	BLANK
Art. IV, Sec. 1	287	22	1
Art. V, Sec. 2(f) ¶ 2	303	6	1
Art. V, Sec. 3	306	3	1
Art. IX, Sec. 2	306	2	2
Art. VIII, Sec. 1(c)	304	1	5
Art. VIII, Sec. 4	305	1	4

FJSA - 1993-1994 Officers

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