

The Official Newsletter Of

Federal Judicial Secretaries Association

Jan McVeigh, Editor
c/o Judge David R. Hansen
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President's Message



By Judy Anderson
10/13/95

The annual meeting in San Francisco was a fantastic conference. There

were 153 members and 56 guests attending, one of our best turnouts. Once you attend a conference, you are hooked! Many who attended as "first timers" indicated they do not intend to miss another one. Thanks to Erma Smith and her committee, Linda Blandford Gill, Mary Schleier, Donna Peck, Debby Mahoney, Margaret Thomas, Judith Jenkins, Opal Madaris, Marion Mon, Karla Carter, Silva Cohn, Nancy Dick, Heidi Jeannerett, and all our members in the Ninth Circuit. Their hard work made this an educational as well as enjoyable conference for everyone. I also want to thank Lael Noble for her inspiring leadership last year. It will be a hard act to follow.

The conference in 1996 will be held in San Antonio (on the riverwalk) and the 1997 conference will be in Point Clear, Alabama

at the Grand Hotel (on the coast and on a golf course). Plan now to attend. They will both be fantastic!

I have several items of concern that were discussed at the conference. According to the Code of Judicial Ethics (and secretaries are now specifically included in the Code), our association can no longer accept the sponsorships of West Publishing and Mead Data Central in putting on our conferences. We have formed a Ways and Means Committee that will be initiating different methods of raising money for our association. If you have ideas for raising money, please contact the chair of this committee, Shirley Newsome, with your ideas. All committee members are listed in this newsletter. I am sure that you will be hearing more from this committee. A "Conference Fund" is being developed. Anyone wishing to contribute may send a donation to our Treasurer, Lana Schultz at Box 2707, Fargo, North Dakota 58108. Incidentally, \$128 was donated by our members at the conference just to start the fund.

I have asked our Treasurer, Lana Schultz, to include a treasurer's report in each of the newsletters. You will see that we are not "flush" with money. Inflation and rising costs in all areas have depleted our funds. Last year our newsletter cost approximately \$1,000 each issue to print and mail. Many of your officers and circuit representatives have personally paid for their own mailing expenses rather than seek reimbursement from the association. A by-law proposal will be sent to you in the future asking for a vote to increase the dues to \$25.00 per year. It was the general consensus at the conference that we cannot continue to efficiently run our association with the minimum amount of dues, and the rising costs we are encountering. We ask your support in this increase.

The Magistrate Judges Secretaries Association held their conference at the same hotel, at the same time, as our conference. The President of the Magistrate Judges Secretaries Association, Linda Altafi, and I hosted a joint reception where both associations met to greet and briefly socialize with each other. Linda and I each briefly spoke of the goals of our association and listed past accomplishments. Dorothy Timo from the Bankruptcy Judges Secretaries Association also spoke. In the future, all three associations, (Magistrates Judges Secretaries, Bankruptcy Secretaries, and FJSA) will send copies of our newsletters to the Presidents of each of the other associations so that we know what is happening in each association. I just received a call today from the President of the Bankruptcy Secretaries Association asking that we bring to our membership the

suggestion that in 1998 all three associations hold their conference at the same time in the same city.

As you may know, the Judicial Resources Committee did not act on our request to equalize the pay of second secretaries to circuit judges. Magistrate judges secretaries, bankruptcy secretaries, district court secretaries, and the first secretary to circuit judges are all graded at the JSP-11. Second secretaries to circuit judges are still at a target grade of JSP-10. The Judicial Resources Committee stated in their report:

Noting the continued interest among judges in pay levels for their secretaries, the committee requested that the Administrative Office facilitate a general review of pay for judges' secretaries by providing for the committee's December 1996 meeting, information on (1) salary market levels for jobs comparable to judges' secretaries, and (2) statistics and other relevant information on recruitment and retention of judges' secretaries. The committee noted that review of this issue in December 1996 would allow two additional budget cycles to pass. Given the budgetary implications of pay changes for a large population group such as judges' secretaries, the passage of two budget cycles could be expected to provide critical information on the judiciary's ability to fund any proposed pay increases.

Because the AO is planning on obtaining their own survey, it is important that we also obtain information as to the salaries of secretaries in comparable positions. Lael Noble, as chair of the Long Range Planning Committee, has agreed that her committee along with the Legislative Committee, will begin working on obtaining information to be submitted. If you have information available or are interested in assisting on this project, contact Lael Noble. **An interesting comment made at our conference is that "if we could take all the money the AO has spent on surveys that have never been used, we could have funded our raise a long time ago!"

Lael is also putting together a membership manual of all of the secretaries in the United States. If your circuit puts out an employee directory of everyone in your circuit, would the Circuit Representative for each circuit please make a copy of that and send it to Lael. It will aid her in putting together this directory.

The Secretaries Advisory Committee has four vacancies arising. I was informed from Mary Schleier (an FJSA member and a member of the Advisory Committee) that the AO will be sending out a general announcement on how to apply for the vacancies on this Committee. The Advisory Committee has now dropped the Presidents of the three federal secretarial associations as members of the Advisory Committee. They are now observers and can attend the Advisory Committee meetings provided there is funding.

Please remember that anyone can send

information to be printed in our newsletter. It is best if you send it to your Circuit Representative, but if you want to send it directly to the newsletter editor, feel free to do so. However, she would like to receive the material on a diskette with the document formatted for Wordperfect 5.1. Information not received by the newsletter deadlines will not be printed until the next issue. Jan McVeigh has indicated to me that her goal is to make our newsletter as professional and educational as possible. She has put in countless hours already in seeking various bids to keep the cost as low as possible and has put together an agenda for each newsletter. I hope that everyone will give her as much assistance as she is giving the association in putting the newsletter together.

I look forward to serving as your President the coming year, and it is a responsibility I take very seriously. I hope that we can all focus our attention on developing solutions. We can only help to improve our association and our profession by expanding our membership, create networking opportunities, and educating ourselves. But we must do this together. This brings us the opportunity to listen and learn from each other. Your ideas are important; don't be afraid to voice them.

I cannot overemphasize the need for our association. Lately our membership and participation have waned. FJSA needs your help. We are constantly striving for new ideas and better methods for accomplishing our goals. You don't have to be an officer to assist the association. We can all participate by encouraging others to join, by

voting, by supporting our officers, and by doing so we will make our organization strong. The success of FJSA depends on the volunteer efforts of every member. I still need volunteers for the various committees. Please call me if you are willing to work on a committee.

Penny Stautberg is our historian this year. If you have pictures from the conference, please send them to her so that they can be included in our historical book.

Last, but not least, I send my overwhelming thanks to Cathy Cusack, the second secretary in our chambers. She has not only encouraged me, but spent countless hours taking telephone messages, typing lists and letters, critiquing speeches and assisting me in many ways with association tasks. A special thank you also to our officers, circuit representatives, committee chairs and committee members for all of their dedicated efforts.

JUDY



Secretaries' roles change with downsizing and computer revolution.

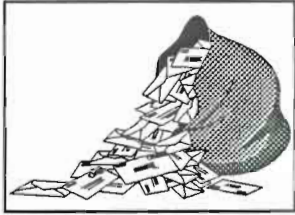
Gone are the days of taking shorthand and typing letters. With computers on nearly every executive's desk, secretaries' tasks have moved to managerial. Due to downsizing, 71% of secretaries now perform duties previously performed by management, says the Administrative Development Institute in Holland, Mich.

"The work has changed totally," says Billie Willey, a secretary at Union Pacific Corp. for 14 years, who now proofreads her boss's typing, creates spreadsheets on the computer and pays the bills. Many secretaries do research on the Internet, purchase large-scale office technology, and even give presentations at business meetings. They typically work for more than one boss, too, since companies now let only the highest executives have a private secretary.

Among the most unusual secretarial tasks, according to the Secretary magazine: snooping on staff members; acting as a decoy in a police sting; and retrieving a boss's undershorts rinsed out and left at a hotel.

WALL STREET JOURNAL
9/26/95

Around The Circuits



THE FIRST CIRCUIT

By Janice Cavaco
First Circuit Representative

News from U.S. District Court, District of Puerto Rico:

The secretaries of the District of Puerto Rico would like to welcome two new judges, Salvador E. Casellas and Daniel R. Dominguez, as well as their secretaries, Ana Ivette Lara and Nilda Torres, respectively. They would also like to congratulate Senior Judges Jaime Pieras, Jr., Gilberto Gierbolini, and Raymond L. Acosta, on taking senior status.

THE SECOND CIRCUIT

By Cecilia Rudden
Second Circuit Representative

A wonderful time was had by all at the Conference in San Francisco. In all there were 13 secretaries present. This included a combination of District Judges' Secretaries, Court of Appeals Judges' Secretaries and Court of International Trade Judges' Secretaries. We thought the

meetings were helpful and informative and the City treated us like royalty. A big note of thanks goes out to our members who ran the Conference for all their hard work and for making this Conference another memorable experience.

Other news in the Circuit: We are very proud of Noreen Corrigan, secretary to Judge Cote, who has been attending St. John's University in the evening. Noreen has been picked to attend the 15th Annual "An Insider's View of the Capital." This prestigious two-day program is held in Washington, D.C. and is sponsored by the SJU Area Alumni Chapter. "An Insider's View" consists of panel discussions on topics such as legislation, government and business relations, foreign policy, and law enforcement. Noreen will stay in one of the homes of the alumni for the duration of the program. Great work Noreen!

Lois Sammon, secretary to Judge Koeltl, was married on September 30, 1995 to Jim Hill (we hear it was her excuse for not coming to the Conference -- we'll let her slide this year as long as she promises to come next year).

We wish to send her our love and best wishes.

(The following report was received by former FJSA Newsletter Editor Peggy Dykes in September 1995, and was forwarded to this Editor for inclusion in this newsletter.)

**NEWS FROM VERMONT
(SECOND CIRCUIT)**

By Joyce Maranville

In September, 1994, Judge Billings, serving the southern half of Vermont, announced he was taking senior status. Only a couple of weeks later an announcement was made that Chief Judge Fred I. Parker had been appointed to the Second Circuit Court of Appeals. Unfortunately for Vermont, the Second Circuit was able to claim Judge Parker, and for the second time since his appointment, Judge Billings and staff had the unenviable job of handling everything that needed handling in Vermont. Fortunately, Judge Billings, with his thirty-plus years on the Bench (State, Superior Court, and Chief Justice of the State of Vermont) came through with flying colors.

On Monday, June 26, 1995, J. Garvan Murtha was sworn in as District Court Judge. As he was the only District Court Judge in Vermont (Judge Billings having taken senior status), he immediately became "Chief Judge."

Judge Murtha wisely chose as his secretary Christine Long of Mount Holly, Vermont. Christine has been a legal secretary for the past twenty years, most recently as secretary to a partner in one of Rutland's largest law firms. Her experience, expertise, and ability to put one at ease will be a great asset to Chief Judge Murtha.

More recently, on Tuesday, September 29, 1995, William K. Sessions, III (no relation to the former FBI Director) was sworn in as the second District Judge for Vermont.

Judge Sessions has appointed as his secretary his paralegal of the last 20+ years, Virginia Bates. Virginia has a wealth of knowledge on how-to, a knack for asking the right questions, and is quickly helping Judge Sessions adapt to his new role.

The Federal Judiciary in Vermont is extremely fortunate in having these two first-class administrators on board. (They have both been sent application forms to join the Association.)

Personally, I am looking forward to retiring on September 29. We have a two-week trip to the Holy Land planned in October, then my husband, his dog, and I will be spending January, February and March in Bradenton, Florida (no more snow shoveling this winter). The summer of 1996 we have a six-week trip to England planned. We also plan to spend more time with our 16 grandchildren. (Is there anyone out there with more or an equal number of grandchildren? I would like to hear from them to swap stories.)

I have been secretary to Judge Billings in Rutland for the last eleven years, and previous to that was court reporter (using the old Pitman method) for Chief Judge Coffrin in Burlington for eight years. (Prior to that I was a free-lance court reporter for seventeen years.) I have found both positions challenging, although I must admit that the secretarial job had far less stress and deadlines than that of the court reporter.

THE THIRD CIRCUIT

By Kathy Groetzinger

Third Circuit Representative

Summer's over - we are back from down the shore and able to shift directions to the mountains, where we can enjoy this beautiful time of the year with its wonderful fall colors, apple picking, hayrides and of course selection of the Great Orange Pumpkin. How lucky we are to live close to both the seashore and mountains.

Thank you for voting for me to be your representative for another year and thank all of you who have sent in your renewals and who have convinced other secretaries to join. A hardy welcome to our new members. Please continue to talk up our association and see if we can get even more new members. Remember that there is strength in numbers.

The Third Circuit mourns the death early in the spring of Angeline G. Beebe. Angie was Secretary to Judge Donald W. VanArtsdalen for many years and is sorely missed in his Chambers and this Courthouse. Congratulations and welcome aboard to Anna Hatchett who has moved from the Circuit Executive's office to join the staff of Judge McKee. Welcome also to Linda Chiaradia. Linda, who is a valuable employee of our Clerk's Office, will be filling in as secretary to Judge Reed for the next six months due to the maternity leave of Elise Canonica who is awaiting the birth of her first child - a boy, whose name will be Nicholas. Nicholas is expected momentarily.

I would like to have more news to share with

the other members and would therefore appreciate receiving input from you. Call me at (215)-597-4405 or Fax your news to (215)-580-2139.

Remember to enjoy the Fall -- the cold, long winter will soon be upon us.

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THE FOURTH CIRCUIT

By Patricia Howell

Fourth Circuit Representative

Congratulations to Barbara Baulding, secretary to Judge Tilley of the Middle District of North Carolina, who became a grandmother again. Melanie Payton Moore was born on August 7, 1995. She weighed in at 6 lbs. 9 oz and, according to Grandma, had lots of long black hair. Payton's big brother, Grover David, is now 3-1/2 years old.

We welcome new members Sandy Rouch (EDNC), secretary to Chief Judge James Fox; and Cindy Swartz (WDNC), secretary to Judge Graham C. Mullen. We're really happy to have these ladies as members of our group. We would also like to welcome back several ladies who have been out of the association for a while. Welcome to Gladys Brothers (EDNC), secretary to Judge Terrence W. Boyle; Donna Cowan and Elizabeth Wiegand (MD), secretaries to Judge Frank A. Kaufman; June Cowan (SDWV), secretary to Chief Judge Charles Haden; Debra Ann Dill and Brenda S. Edwards (4th Circuit), secretaries to Judge William W. Wilkins, Jr. We're glad to have you back!

4th Circuit Rep. Pat Howell's 79-year-old mother is in the hospital with pneumonia and other respiratory problems. Please remember them in your prayers.

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THE FIFTH CIRCUIT

By V. J. Wisenbaker
Fifth Circuit Representative

For all of those FJSA members who did not attend the San Francisco conference - you missed a great time! The Fifth Circuit made a great showing with 13 members in attendance. I can't speak for all 13 from the Fifth Circuit, but the four from the EDTEX certainly had fun. We have bonded - four women in a room the size of a walk-in closet....

As most of you know, the conference for 1996 is to be held in San Antonio, Texas, and Christine Anderson (soon to be Christine Anderson Lopez) gave a short presentation on the plans and progress for the Texas conference. Plans for fajitas and margaritas certainly caught my attention. There is a down side to the San Antonio story, as well as for future conferences, and I'm certain the FJSA president will explain all of this in her report, but a major source of funds for the Friday and Saturday night reception/dinner has been eliminated. This is going to create problems - especially for the San Antonio conference since there is such a short amount of time to raise money to pay for the conference events. A Ways & Means Committee has been established, and Glenda Shelton was selected as one of the members of that committee. Glenda is

Judge John Hannah's secretary (EDTEX), and her phone number is 903-593-1991. Please give her a call if you have suggestions on funding for future conferences.

Now, to get me out of hot water with the Circuit Librarian in Houston.... While in San Francisco, I mentioned a system that we use extensively in Judge Schell's chambers, the Opinion Retrieval System (ORS), and made the statement that our librarian, Barbara Frischell, makes the system entries for chambers. Please understand that our division is not included in a network system; therefore, the number of entries is fairly small, and Barbara is able to keep up with the work. The ideal situation, particularly in a networked division/district, is to have the law clerks make the entries. In case any of you are interested, I contacted Mr. John Howell, in the Administrative Office, about the availability of the ORS, but I think Joan Countryman is now the contact person.

Shortly before leaving for the San Francisco conference, I mailed a letter to each (at least I hope I got everyone) judicial secretary in the Fifth Circuit encouraging them to either join or renew their membership in FJSA. I want to say thanks to all of you who responded so quickly. It makes me feel great to see such positive results. Ruth Leard, secretary to Judge Eldon Fallon, Carol Godbold, secretary to Judge Stanwood Duval Jr., Julie McKeever, secretary to Judge Sarah Vance, and Gilbert A. Rodriguez, secretary to Judge Fred Biery, are all new members of FJSA.

We have had a number of changes in secretaries in the Fifth Circuit over the past few months. I will try to get most of them in, but if I don't get it all correct, please do not take offense. Kristi Worsham is now Kristi Worsham Clayton (Judge Heartfield's secretary). Kristi puts everything on a fast track - married in Las Vegas over the Labor Day Weekend and has now learned that she is expecting her second child. Darlene Pluebell is now Darlene Horton. Donna Blair is now Donna Irons. Circuit Judge Robert Parker has a new assistant secretary, Danielle Wheeler, and she will be getting a letter from me shortly. Judge Halbert Woodward's secretary is now Coretta Kerr; Monica Eversole is now Judge Carolyn King's lead secretary; Donna Vasquez is Judge Will Garwood's new assistant secretary; Margie Johnson has replaced Sheila Parker as Judge Barksdale's secretary - Sheila is now in Houston and is working for Judge DeMoss; Shirley McMasters is now with Judge Benavides. (Thanks to Penny Stautberg for sharing some of this information.) Stephanie Allbritton is the secretary to new Circuit Judge James L. Dennis; new District Court Judge Nancy Atlas has selected Sheri Jenkins as her secretary; and Judge David Hittner has a new secretary, Brenda Nichols.

On the subject of interesting vacations/travel, Bobbye Frantis, Judge King's assistant secretary, has just returned from a trip to China (not China, Texas). She went with her church choir, and if that's not enough, she also visited her sister in Hawaii (for an entire week). DruAnn Wiley, Judge Howell Cobb's secretary, has recently returned from New Zealand. She was there

for two weeks at the beginning of August. She reports that she was quite surprised to see signs warning of ice on the sidewalk! She has offered to show us proof - she has snow pictures. These ladies certainly know how to take a trip!

If you have paid your 1995-96 dues and have not received your membership card, please give me a call. One more thing, if you have to borrow a copy of the Newsletter because you did not receive one, let me know - we may have a problem.

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THE SIXTH CIRCUIT

By Jackie Logue
Sixth Circuit Representative

The conference at San Francisco was wonderful! The weather was beautiful, the hotel was grand, the sights were awesome, and the prizes were plentiful. Congratulations to Erma Smith and her committee for a job well done. We enjoyed everything.

Welcome to FJSA -- Cynthia Courtney, secretary to Judge O'Meara in Detroit, Michigan, and Catherine Kennedy, secretary to Judge Hillman in Grand Rapids, Michigan. We are happy to have you in our organization.

A note to members who have not paid 1995-96 dues. Please renew and encourage others to join. Thanks!

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THE EIGHTH CIRCUIT

By Becky Fitzhugh

Eighth Circuit Representative

In the last Newsletter, it was reported that Helen Monteith was traveling to Washington, D.C., to receive training for a pilot program developed by the Federal Judicial Center. I'm happy to update that report with the news that Marsha Lynn Stone from St. Louis (Judge Limbaugh's secretary), Eileen Pearson from St. Paul (Judge Renner's secretary), Kathy Cline from Rapid City, South Dakota (Chief Judge Battey's secretary), and Helen Monteith from Bismarck, North Dakota (Judge Van Sickle's secretary) were each selected to be instructors for the package program for judges' secretaries, Maintaining Your Competitive Edge. They will be returning to Washington to attend a "Train the Trainer" workshop, December 4 through 7, 1995. We wish them all the best, and hope to get updates on this new offering from the FJC.

This will be my last year to serve as your Eighth Circuit Representative for the Federal Judicial Secretaries Association. I hope you won't think it too early to begin searching for names of those who might like to serve in 1996-97. If you think you'd be interested, or if you know of someone you'd like to recommend, please give me call. You might prefer to call Gini Russell in Judge Arlen Beam's office (Chair of Nominations and Elections) at (402) 437-5420. It's a fun and rewarding job well worth the efforts involved.

I'd like to remind everyone that the Federal Advisory Group representative from the

Eighth Circuit is Anna Cotterman from Little Rock. Anna has worked for Magistrate Judge David Young for 10 years. She has attended two of the previous meetings held in Washington, D.C., and is always eager to share her information. I have talked with Anna about the best possible method of distributing information throughout the Circuit, and, hopefully, we should soon be receiving a report on the most recent meeting of the Federal Advisory Group. If anyone would like to write or call Anna, her address is: Anna Cotterman, c/o Magistrate Judge H. David Young, 600 West Capitol, Room 442, Little Rock, Arkansas 72201. Phone: (501) 324-6107.

Last, but not least, I'd like to ask your help in getting new members to join FJSA. What if each of us copies the dues form, took a nonmember to lunch, and asked them to join FJSA? Just a thought!

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THE NINTH CIRCUIT

By Brenda Webb

Ninth Circuit Representative

Greetings and salutations from the Ninth Circuit! I just returned from my first conference in San Francisco along with three other members from Portland. There were twenty-nine members there from our circuit. What a great attendance! We had a wonderful time. The weather was perfect and the food was superb. Can't believe we ate at so many different places in just three days. Two people in our group were out star watching and stumbled into Brooke Shields and Andre Agassi having dinner.

Some of us hoped to run into someone famous, but the closest we came was looking at photos at Planet Hollywood--which was pretty neat in itself! The conference was a great opportunity to meet everyone, make new friends and visit with old acquaintances. I was happy to see some of my former colleagues from the Fifth Circuit. All of us look forward to San Antonio next year with great anticipation--especially since it will be in my home state.

LET'S RECRUIT NEW MEMBERS. Please encourage everyone that you know who is not a member of our organization to join. It is great to be a part of an organization working exclusively for us. There are so many benefits to our membership including getting to know a variety of people nationwide as peers and mentors, having fun getting together at our conferences and providing a great network if you ever have to relocate. I speak from experience!

Please call me during the year to let me know of any new secretaries in our circuit, anything of interest to all of us, any job opportunities, or just any plain old gossip that you would like to share with everyone. I look forward to serving as your Ninth Circuit Representative this year.

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THE ELEVENTH CIRCUIT

By Brenda J. Smith
Eleventh Circuit Representative

What a great time we had in San Francisco! Those girls really know how to put on a conference. Although Ann Nielsen and I

were the only ones attending from the 11th Circuit, we had enough fun for all of you. Hope more of you can attend the conference next year.

We want to welcome a new member, Sue Coalson, who works for a new judge, Hon. Willis B. Hunt, Jr., U. S. District Court, Northern District of Georgia. I have been receiving your membership fees daily. We now have 23 members paid up for this year. So keep those cards and letters coming in and lets all try to recruit at least one new member.

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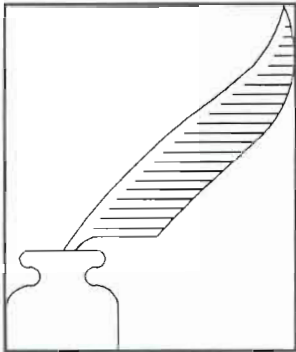
THE FEDERAL CIRCUIT

By Nancy Bradley
Federal Circuit Representative

There were six of us from the Federal Circuit (five members: Dorothy Butts, Cleo Stark, Catherine Lally, Josephine Pizza and Nancy Bradley, and one guest, LouElla Ingram) who went to the Conference. The San Francisco Conference Committee deserves a hand-clapping--the Conference was educational and entertaining, just the right mix. And our hands are clapping for Dorothy who won one of the grand prizes: a round trip airline ticket on America West Airlines. Dorothy was saying just the morning of the business meeting that no one from our circuit ever wins anything. Well, Dorothy, good things do come to those who wait!

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Secretary's Report



1995
CONFERENCE
REPORT

By
Norrine Gardiner,
Secretary

The 19th Annual FJSA conference was held in San Francisco, California, October 6-8, 1995. The conference theme was "Keeping Pace with Changing Times." Some of the early arrivals met for lunch at Cafe 450 in the Philip Burton Federal Building, followed by a guided tour of the building. We visited courtrooms, law library, clerk's offices, Marshal Service and security monitoring facilities, and a new, deluxe fitness center. The federal building is 20 stories tall, with spectacular views from every window.

At conference registration we received name badges, agenda booklets, along with many other coupons and goodies, contained in a nice black zipper bag with a Golden Gate Bridge design in gold. Matching portfolios with notebook, pen, and personalized business cards were also enclosed.

A lovely reception was held Friday evening in the hotel's Franciscan room, sponsored by West Publishing Co. Chief Judge Thelton E. Henderson welcomed everyone to San Francisco. We got acquainted/reacquainted

as we enjoyed delicious foods, with beautiful background music provided by harpist and composer, Boris Goldmund.

Saturday began with a continental breakfast. Erma Smith, Conference Chair, directed our attention to some displays in the room, one featuring "life outside the courthouse" talents of some of our members, and a computer program set to appear on the screen at intervals with stress- and tension-relieving exercises to do at the desk.

Christine Anderson gave a preview of plans for the 1996 conference in San Antonio, and introduced her co-chair, Sandy Villareal.

Drawings for door prizes were held at all the conference sessions, including Friday's reception, Saturday meetings, Pier 39 gala on Saturday evening, and Sunday business meeting. There were lots and lots of wonderful prizes, and lots and lots of happy winners!

Our first speaker was Dr. Bruce A. Ragsdale, Chief Historian, Federal Judicial History Office, Federal Judicial Center. He discussed preservation of judicial papers, what to save and what to discard, and the kinds of information of interest to researchers. A pamphlet, "Guide to Preservation of Judges' Papers," will be available in early 1996. It is generally a good rule to save that which complements, rather than duplicates, information available

elsewhere. It's never too soon for a judge to make a decision about dissemination of his/her judicial papers.

Dr. Gordon Bermant, Director of the Division of Planning and Technology, Federal Judicial Center, addressed the topic, "Technology/Information Highway." He demonstrated some of the changes in court-related communications and automation, and ways evidence is presented and exchanged.

Linda C. McKenzie, Certified Financial Planner, gave an enlightening presentation on investment basics, including financial planning, risk management, taxes, retirement and estate planning, etc.

Nancy Bennett, M.S., R.D., shared the fine art of "Eating Well and Not Wearing It." She discussed ways our bodies store and utilize calories, emphasized the importance of balanced diet and exercise, and suggested some foods that can be substituted for others, if we wish to control our weight and improve our health and energy levels without feeling deprived.

An informal social was held with the Magistrate Judges Secretaries Association, also holding a conference at the hotel. FJSA President Judy Anderson, MJSA President Linda Altofe, and Bankruptcy Judicial Assistants Association President Betty Stovall briefly addressed the group.

We had some time on our own to enjoy San Francisco--lunch, a cable car ride, shopping at Union Square, etc. At 5:30 we boarded buses for Pier 39, where we were served a

delicious prime rib and salmon dinner at Neptune's Palace, overlooking San Francisco Bay and Alcatraz Island, sponsored by Lexis/Nexis. After dinner we visited some of the many attractions on the pier.

The Sunday business meeting was called to order at 9:00 a.m. by outgoing president, Lael Noble. Lael awarded a certificate of appreciation to Conference Committee Chair, Erma Smith. Everyone joined in a standing ovation for Erma and her committee.

Lael passed the gavel to Judy Anderson, President for 1995-'96. Judy expressed appreciation to Lael and all the other officers, circuit reps and committees for their work last year. The new officers, circuit reps and committee chairs were introduced. Past-presidents and retirees in attendance were acknowledged. Judy discussed Association goals. She has chosen "United We Stand" as a theme for the year, and encouraged everyone to invite other secretaries to join and participate in FJSA. There are 153 members registered for the conference, and 56 guests. Annual dues (\$15) may be paid at this conference. Members must be paid up for '95-'95 to be eligible to vote at the business meeting.

Janis McVeigh is the new Newsletter Editor. She requests information and reports for the November issue be submitted to her by October 16.

Ann Nielsen showed a video tape of the Grand Hotel and things to see and do in the Point Clear area, near Mobile, Alabama. It

was moved and seconded that the 1997 FJSA Conference be held in Alabama. Motion carried.

Christine Anderson invited everyone to the 1996 Conference at the Holiday Inn River Walk, in San Antonio, Texas.

Lael Noble reported on the two 1995 meetings of the Judicial Secretaries Advisory Group (JSAG). Presidents of FJSA, MJSA, and BJAA will be non-voting "observers" for 1996. JSAG's goals are to promote orientation for new secretaries, training, and improved communications. Some JSAG appointments are expiring. Anyone interested should contact Townsend Robinson at the Administrative Office. We are encouraged to notify JSAG of matters we want addressed by the Group.

Past-president Lael Noble will chair the long-range planning committee. A goal of the committee is to complete a directory of judges' secretaries. Anyone willing to serve on the committee, please contact Judy Anderson.

Penny Stautberg read minutes from the '94 business meeting in Albuquerque. There being no amendments, the minutes will stand approved as read.

It is suggested that local groups of FJSA members meet together, and report concerns and accomplishments in the Newsletter.

The Board has voted to provide FJSA Newsletters to the presidents of BJAA and MJAA. BJAA has invited a FJSA member to their annual conference in Atlanta, October

23. Jackie Logue will check to see if she can attend.

Discussed implications of the Code of Ethics and Code of Conduct for Judicial Employees. It was decided FJSA will no longer accept sponsorship for conference events by West and Lexis. Alternate funding ideas were discussed. It was moved that a ways & means committee be established. Motion seconded, carried by majority voice vote. Shirley Newsome will serve as committee chair. Several members volunteered to serve with Shirley. It was moved that a by-law amendment be submitted for vote of the membership, increasing the annual membership dues to \$25.00. Motion carried.

Julie Posiombko stated recent events in their court (Arizona) emphasize that "saved grade/ saved pay" benefits are essentially non-existent. Clerks of court, probation departments and U.S. Attorneys now make their own hiring and budget determinations.

Penny Stautberg requests conference photos for the Association history.

Adjournment at 11:00 a.m. Erma Smith acknowledged all committee members, sponsors, contributors, and the support of the courts. Erma and the entire conference committee, as well as their families, have our sincere thanks for an outstanding conference!

Treasurer's Report

By Lana Schultz, Treasurer

Statement of Income and Expenses As Of October 3, 1995

INCOME

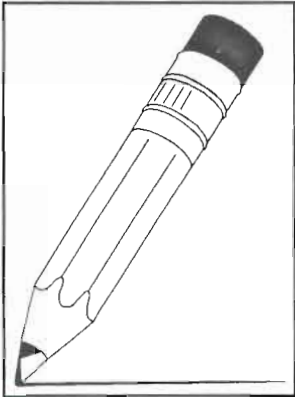
Advance to open new FJSA account	\$ 3,000.00
Balance from prior FJSA account	1,412.39
Reimbursed from Albuquerque Conference	598.13
Dues	9,060.00
Member Donation	10.00
Interest Earned	<u>24.54</u>
TOTAL INCOME	\$ 14,105.06

EXPENSES

Officers and Circuit Reps Reimbursements	\$ 2,800.00
Bonds to Joan Armstrong and Norrine Gardner	100.00
Postage Reimbursement	381.65
Check Printing	13.75
Membership Cards	48.20
Annual Conference Advance--San Francisco	2,000.00
Ballots--Postage and Printing	344.00
Newsletters--December 1994 and March 1995	2,185.79
Peggy Dykes--Advance for May 1995 Newsletter	1,000.00
Kinkos for August 1995 Newsletter	<u>1,012.53</u>
TOTAL EXPENSES	\$ 9,885.92

BALANCE IN CHECKING ACCOUNT AS OF 10/3/95 \$ 4,219.14

Committee Reports



THE 1995 SAN FRANCISCO CONFERENCE

October 6-8, 1995

By Erma F. Smith

1995 Conference

Chairperson

The recent FJSA Conference in San Francisco was very well-attended. On

Friday evening a reception sponsored by West Publishing Company was held in the Franciscan Room of the Sir Francis Drake Hotel. Chief Judge Thelton E. Henderson, of the Northern District of California, provided welcome remarks to attending members and guests. Harpist/Composer, Boris Goldmund, who began his concert career in 1980 and has performed across the United States, rendered selections throughout the evening. Our thanks to Susan Schway and West Publishing Company for sponsoring this fabulous reception!

— Displays —

A "Work Smart Display" provided by Linda Blandford Gill showed various equipment available for those working on computers. Examples included a "computerized exercise break" that can be set to activate at various intervals, and such items as wrist guards,

screen glare guards and an ergonomic keyboard.

We shared our "Other Self" with the display of personal interests: Creative original card designs, quilting, bowling, sailing, genealogy research, post card collecting were on display as the way we spend some of our time outside of the office.

— Speakers —

Saturday morning began with Chief Historian, Dr. Bruce A. Ragsdale, providing information on the preservation of Judicial Papers. Dr. Ragsdale also strongly urged those in a position to do so to encourage their Judges to make provisions for their judicial papers and works rather than leave it to chance.

Dr. Gordon Bermant, Director of the FJC Division of Planning & Technology, provided a very high-tech and informative presentation on the changing workplace and what can be expected in the future. His discussion echoed our Conference theme, "Keeping Pace with Changing Times."

Linda McKenzie, American Express Financial Advisor, reviewed some investment options and strongly urged us to take advantage of the Thrift Savings Plan opportunity.

Nancy Bennett, who has gained national

acclaim in the medical profession through her many publications and lectures, provided an eye-opening talk about our eating habits and made some suggestions as to how we can make a few minor adjustments that result in major differences in our lifestyle which will enable us to eat well and not wear it!

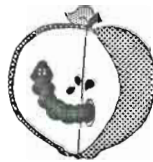
Immediately following the Speaker Presentations, a joint reception of the Judicial Secretaries and the Magistrate Judges Secretaries took place. Remarks were given on behalf of the various Associations: Judy Anderson of the Federal Judicial Secretaries Association, Dorothy Timo representing the Federal Bankruptcy Secretaries Association, and Linda Altafi of the Federal Magistrate Secretaries Association.

Later that evening, FJSA members and guests enjoyed a delicious dinner at Neptune's Palace, Pier 39, sponsored by Lexis-Nexis. Our thanks to Bob Williams and Lexis-Nexis for sponsoring this wonderful dinner!

Members attending the Sunday Business Meeting voiced their opinions and shared ideas/suggestions regarding upcoming Conferences and concerns of the Association. At the conclusion of the meeting, the remaining door prizes were distributed. These included two round-trip airline tickets, provided by America West Airlines, and won by Dorothy Butts and Margaret Mura; a \$200 Travel Certificate from National Travel Service, which was won by Deborah Patton; three 2-Night Conference Room Credits at the Sir Francis

Drake Hotel, were won by Jackie Logue, Gerry Chaisson, and Brenda King. We are very appreciative of the tremendous support we received from the many restaurants, hotels and other establishments in San Francisco and the surrounding Bay Area communities for their generous contributions, enabling us to give away fantastic doorprizes!

Conference Chairperson, Erma Smith, and Co-Chair, Opal Madaris, along with the Conference Planning Committee, Linda Blandford Gill, Mary Schleier, Donna Peck and Sheliah Cahill wish to thank all the participants and their guests for supporting this Conference in such a grand manner. We can't wait until next year and we look forward to seeing you in San Antonio!



NOMINATIONS AND ELECTIONS

By Gini Russell
Chairperson

Remember the saying "the early bird gets the worm." Well, in this case, the "early bird" may receive the honor and privilege of serving our Association as a Circuit Representative. The Nominations and Elections Committee would like each and every one of you to consider serving in this capacity during 1996-97.

Believe it or not, elections are just around the corner and your participation makes a difference. Please let me know if you are interested. I look forward to hearing from you!!

Your 1995-1996 Committee Chairpersons and Committee Members

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**DEADLINE
FOR THE
NEXT ISSUE OF
THE
FJSA NEWSLETTER**

JANUARY 10, 1996

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ARTICLES AND
REPORTS TO
JANIS McVEIGH
c/o U.S. COURT
OF APPEALS
FOR THE
EIGHTH CIRCUIT
101 FIRST ST SE
CEDAR RAPIDS
IA 52401**

**PLEASE SUBMIT
ON DISKETTE
FORMATTED FOR
WP 5.1 ALONG
WITH A
COPY OF THE
REPORT.**

THANK YOU!!

Federal Judicial Secretaries Association
MEMBERSHIP APPLICATION

October 1, 1995 - September 30, 1996

*Enclosed is my check for \$15.00 payable to Federal Judicial Secretaries Association
to: become a NEW member OR RENEW my membership.*

NAME: _____

PREFERRED MAILING ADDRESS:

TELEPHONE: () _____ *Home or Office*

COURT AND CIRCUIT:

JUDGE: _____
OR, Check Here If Retired

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

Standing Committees are: Bylaws, Legislative, Nomination, Elections, and Long Range Planning. Also, as needed, the President appoints an Audit Committee, as well as Tellers to receive ballot returns. If you are interested in serving FJSA on one of these committees, please check here .

Please COMPLETE and SEND this form ALONG WITH \$15.00 to your CIRCUIT REPRESENTATIVE (see back page of this newsletter). Please inform your Circuit Representative if you change your address.

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