



## 1<sup>ST</sup> CIRCUIT

### **CHRISTIE CLIFFORD**

Christie Clifford is a Judicial Assistant to District Judge Jon D. Levy in the District of Maine. Christie joined the court family in May 2014 when she and Judge Levy came from the Maine Supreme Judicial Court in Portland, Maine where she had worked for him since 2005. Christie joined the FJAA in 2014 and was fortunate to attend the conference in Charleston, South Carolina in 2015 and Minneapolis, Minnesota in 2016.

Christie is currently the FJAA Circuit Representative for the First Circuit.

Christie has twins that are going to be seniors in college. Her daughter attends Georgetown University in Washington DC and her son attends the University of Maine at Orono and is in the Civil Engineering Program.

## 2<sup>ND</sup> CIRCUIT

### **JANET F. HANSEN**

Janet F. Hansen is the Judicial Assistant to the Honorable José A. Cabranes, U.S. Court of Appeals for the Second Circuit, in New Haven, Connecticut. Judge Cabranes' resident chambers are located in New Haven, but he sits on the bench at the Thurgood Marshall U.S. Courthouse in New York City, NY. Janet joined Judge Cabranes' chambers when he was elevated to the Court of Appeals in 1994. Prior to this, she worked as a paralegal for six years at the law firm of Garcia & Associates, also located in New Haven, CT. In addition, Janet worked for many years for the Social Security Administration, both in New Brunswick, NJ, and Perth Amboy, NJ. Janet received her paralegal certificate from the University of New Haven, CT.

Janet is a long-time member of the FJAA and has served as its Second Circuit Representative since November 2010. She also served as a representative on the Judicial Secretaries Advisory Group ("JSAG") from 2011-2013.

Although Janet was born and raised "down the shore" in New Jersey, she lives in CT with her two cats, two cockatiels and four goldfish rapidly approaching the size of "Jaws!" Janet has two grown sons, and three grandsons—to whom she is known as "Grandma at the Beach." In her spare time, Janet enjoys gardening, reading, and doting on her grandsons—at the beach, of course!

## 3<sup>RD</sup> CIRCUIT

### **IRIS N. LIRIANO**

Iris Liriano has been a Judicial Secretary to the Hon. Patty Shwartz since April 2003. Prior to joining the U.S. District Court, she worked at the United States Attorney's Office as a Legal Secretary for approximately 9 years. During her tenure there, Iris worked as a Legal Secretary for 2 years, as a Deputy Chief Secretary for less than a year and promoted to a Supervisory Legal Secretary for 6 years. Before joining the U.S. Attorney's Office, Iris worked for the Drug Enforcement Administration for approximately 4 years as a clerk-typist and later promoted to a Group Secretary.

Iris and her husband, Cristian have two children, Noel and Brian. She enjoys reading, traveling, dancing and boating.

## 4<sup>TH</sup> CIRCUIT

### LENA D. TAPSCOTT

Lena Tapscott is the Judicial Assistant to the Honorable Richard M. Gergel, District Judge in Charleston Division, South Carolina. Lena began working with Judge Gergel when he came on the bench in August of 2010. Lena first came to work in the District Courts in July 2007 as a Case Manager (Intake) then as a Criminal Case Manager (Prisoner Docket) to the Honorable Magistrate Judge Robert S. Carr (Retired). Prior to that she worked as a Paralegal at Pro Bono Legal Services (Charleston, SC) and as a Paralegal at Wallace, Morris, & Barwick (Kinston, NC).

Lena received her B.S. in Criminal Justice, and Minors in Human Services Counseling and Political Science from Old Dominion University (Norfolk, VA). She later completed the ABA approved Intensive Paralegal Training Program at Meredith College (Raleigh, NC) and received a Paralegal Certificate for the same.

Lena is married to SMSgt Christopher S. Tapscott whom as of June 1, 2018 will be retired from 26 years of honorable service in the US Air Force. They have one son, two daughters, one son-in-law, two granddaughters, and they are expecting their 3<sup>rd</sup> grand in October 2018. Lena enjoys Zumba, traveling, gardening, spending time outdoors, spoiling the grands, and supporting her 9-year-old granddaughter, Kyleigh, who plays competitive fast-pitch travel softball – Lena never misses a tournament.

## 5<sup>TH</sup> CIRCUIT

### PENNY STAUTBERG

Penny Stautberg is Assistant to Judge Jerry E. Smith with the Fifth Circuit Court of Appeals in Houston, Texas. She has been with Judge Smith for almost 30 years. Prior to that she was a legal secretary at several law firms in Houston. She graduated from Trinity University in San Antonio in 1971 and was active in politics for many years.

Penny is a long-time member of FJAA, and was President of FJSA in 1999, after being a circuit rep for several years, then secretary, vice president, and president-elect. She really enjoyed keeping in touch with the assistants in the Fifth Circuit. I would consider it an honor to serve as your Circuit Rep for another term.

Penny is a widow with one son, daughter-in-law, and 2 grandsons (almost 3 and almost 1) who all live in Houston (thank goodness). She is active in her church, St. Mark's Episcopal, is a member of the National Association of Legal Professionals (with a PLS certification), Texas Association of Legal Professionals, and Houston Association of Legal Professionals. She enjoys cooking, needle work, reading, attending the opera and Broadway musicals, and traveling.

## 6<sup>TH</sup> CIRCUIT

### JENNIFER HODGE

Jennifer Hodge is the Judicial Assistant to the Honorable J. Daniel Breen in the Western District of Tennessee in Jackson. She was selected to be his assistant in 2014, while he was serving as Chief Judge for the District. Judge Breen has since taken Senior Status and she continues to serve as his Judicial Assistant.

Jennifer has been employed with the Federal Court in Jackson, Tennessee since 2005, serving as an intake clerk, jury operations clerk and backup courtroom deputy. She graduated from Union University with a Bachelor of Science Degree in Organizational Leadership. Prior to her Federal Court experience, she spent approximately 15 years working in law firms, which began as part time employment throughout high school and college. Jennifer is married and has a 16-year-old son. She enjoys gardening, photography, restoring antiques and spending time with family.

## 6<sup>TH</sup> CIRCUIT

### AMY N. ROBINSON

Amy Robinson is the Administrative Paralegal to the Honorable Bernice B. Donald on the United States Court of Appeals, Sixth Circuit. Prior to joining the Court of Appeals in August 2016, Amy worked in Bankruptcy at the law firms of Robert S. Coleman, PA, Wilson & Associates, PLLC, and Rainwater, Holt & Sexton, PA, all in Little Rock, AR. Amy received her B.S. in Sociology from Hendrix College in 2007 and her Juris Doctor from the University of Arkansas Little Rock William H. Bowen School of Law in 2010, where she also served as a representative on the Student Bar Association.

Amy is originally from Kennett, MO and moved to Memphis, TN in 2016 to work for Judge Donald. She enjoys swimming, Redbirds baseball, traveling, and attending her two nephews sporting events. Amy recently taught private swimming lessons to over 50 children in her hometown and still works weekends at The Container Store in Little Rock because she is addicted to organization.

## 7<sup>TH</sup> CIRCUIT

### NEVA KANELOS

Neva Kanelos has worked for the United States Court of Appeals, Seventh Circuit since 1986. She is the Judicial Assistant to Judge Daniel A. Manion, but has also worked for Judge Terence T. Evans, Judge Michael S. Kanne, and Collins T. Fitzpatrick, Circuit Executive, all of the same circuit. Prior to working for the federal courts, she worked for a state court judge in Champaign, Illinois. During that time, she was the Legal Education Chairman for the Champaign County Legal Secretaries Association. As chairman, she organized a paralegal course taught by local attorneys at the University of Illinois College of Law. Legal Education for Judicial Assistants holds a particular interest. An article she wrote on Bluebooking was published in the July 2013 FJAA newsletter, and as the Seventh Circuit Representative, she hopes to write more articles and/or share more educational information.

Her outside interests include hosting international students who come to the United States to further their English language skills. She is certified to teach English as a second language and teaches Brazilian students online in exchange for Portuguese lessons. She plays the flute and enjoys writing. She has two adult children, a daughter who is an occupational therapist in Hawaii, and a son who is a pianist in New York City.

## 8<sup>TH</sup> CIRCUIT

### JUDITH KIRBY

I am the Courtroom Deputy for Magistrate Judge Hildy Bowbeer in the District of Minnesota. I graduated from the University of Minnesota-Duluth in 1976 and the Institute for Paralegal Training in 1980. I joined the Court in September 2007 after 27 years as a paralegal with a small law firm, a state agency, and a very large national law firm. I worked with Magistrate Judge Jeanne Graham until her retirement in 2014, when I was assigned to work with Judge Bowbeer. In addition, I have been a member of FJAA since shortly after I started. I have met many really talented people during that time and look forward to seeing everyone and meeting new members each year as we gather for our annual conference.

## 9<sup>TH</sup> CIRCUIT

### SUZANNE L. LOFTON

Suzanne Lofton is the Judicial Assistant to the Honorable Judge Derrick Kahala Watson. Suzanne joined the court family in May 2013. Prior to joining the U.S. District Court of Hawaii, she worked at the United States Attorney's Office as Judge Watson's legal assistant since 2007. Before joining the federal sector, Suzanne was a legal secretary for 17 years at the law firm of Burke, McPheeters Bordner & Estes concentrating on medical malpractice defense. Suzanne and husband Randy are the proud parents of son Keenan who is a recent high school graduate and who will be attending the University of Notre Dame this Fall. Suzanne enjoys spending time with her family, is active in her church, and enjoys dancing the hula.

## 10<sup>TH</sup> CIRCUIT

### SUSAN L. GOODWIN

Susan Goodwin is J.A. for Judge Nancy L. Moritz, who joined this court in 2014. Judge Moritz' chambers are located in Topeka, Kansas. Susan first worked with Judge Moritz when they both served a Justice on the Kansas Supreme Court – Susan as a J.A. and Judge Moritz as a law clerk. Prior to 2014, Susan worked for Kansas Supreme Court Justice Harold S. Herd from 1979 to his retirement in 1993; for Kansas Supreme Court Chief Justice Richard W. Holmes from 1993 to his retirement in 1995; and for Kansas Court of Appeals Chief Judge Gary W. Rulon from 2006 to his retirement in 2011. Susan is married to Bob Goodwin, a retired Superintendent of Schools, and they have four children living in Kansas, North Carolina, South Korea and Texas.

## 11<sup>TH</sup> CIRCUIT

### GAIL SHAFER

I am a Judicial Assistant to Chief District Judge J. Randal Hall in the Southern District of Georgia. I joined the court family in May, 2008, when Judge Hall & I came over from private practice, and have worked for him a total of sixteen years. I have been a member of FJAA since beginning work with the court and have attended all of the conferences since 2008.

I was born and raised in Augusta, Georgia. My husband, Bob, is retired Air Force, so traveling and moving around has always been something I enjoyed. We returned to Augusta when he retired in 1989. We have 3 grown children and 2 granddaughters. I enjoy baseball (even when the Atlanta Braves are at the bottom), college basketball (Duke), reading and crafts. But most of all I love being "Mimi" to Reese and Rylee.

## FEDERAL & DC CIRCUIT

### CONNIE ROY

Connie Roy was hired in July 2009 as a Judicial Assistant for Senior Judge Lawrence Margolis with the United States Court of Federal Claims. She worked with Judge Margolis until his retirement in 2013. After Judge Margolis' retirement, Connie was hired by incoming Judge, Elaine Kaplan in November 2013, where she is currently employed.

Connie has been in the legal field for 33 years and began her career as a legal assistant. She was also an office manager for a law firm for 5 years. She attended Virginia State University in Petersburg, VA majoring in Business Administration. While in college, Connie enrolled in the Military as a Reservist. She also obtained Certification in Networking and Microsoft. She is a Washington, DC Licensed Notary Public and is currently applying to become a Notary Public in Virginia.

Connie is a Virginia native. She has one son, DeeJay who is 27 years old. She enjoys spending time with her great nephew, Jay, who is also her godson. DeeJay and Jay are the loves of her life. She enjoys traveling, fishing, planning and hosting events and spending time with family.