

THE ECHO



February 2014

OREGON ASSOCIATION FOR COURT ADMINISTRATION

ABOUT OACA

Oregon Association for Court Administration is a professional organization committed to excellence. The association was established in 1977 and is Oregon's only organization for court professionals and those interested in the Court of Oregon. Our membership includes Justice, Municipal, Tribal and State Court Staff, students, vendors, active and retired judges, and others who share an interest in Oregon Courts.

OACA MISSION

The goal of the OACA Board is to provide beneficial and reasonably priced learning experiences. This is done through conferences held biannually, one in the spring and one in the fall. Each conference provides formal training and allows attendees the opportunity to network with people from similar court environments. The Board works very hard to develop the educational agenda for each conference.

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PRESIDENT'S MESSAGE

I am very excited and proud to be back serving as your president once again. Throughout my term you will hear me expressing why you should become involved in this organization by serving on a committee or running for a position on the board of directors. This is your organization and it thrives because of your involvement. We have a quality organization and we are recognized as such by folks on the national level. We have worked hard to provide pertinent educational opportunities and meaningful certifications to enhance your professional standing within your individual communities. We provide excellent speakers and educators from our local communities as well as those recognized nationally.

Déjà vu? It should be as this is what I wrote one year ago today and two years ago today...too many reruns. We do have a full board this year so we are making progress. I will hold one office next year as Immediate Past President which means we must have at least one new board member. Please talk to any current or past board members to see what the job entails and how you can make a difference for OACA. Remember that there are many ways to become involved in OACA. You can run for the board, be on a committee, write an article for The ECHO like Paula Goldie did for the last edition, take on a special project that is important to you, or maybe you have something in mind that no one has ever thought of before.

The legislature is in their short session that will be completed by the time we meet in April. I am aware of six bills that may affect the municipal court at this time. If you hear of any bills that may affect any of our courts, please share the information with each other via our Yahoo Chat Group. Contact Carla Bantz, Membership Vice President at bantzc@MilwaukieOregon.gov to be invited to join the group. If you want to track specific bills you can use the following link to search for them: <https://olis.leg.state.or.us/liz/Measures/list>

We are gearing up for another great conference. Your OACA Board has been hard at work finalizing the education program for the Spring Conference in Newport. Here is your opportunity to say **"Yes! I would like to facilitate a rap session."** or **"I think that (submit a name and contact information) would be a really good Rap Session Facilitator."** You may also take the opportunity to host a session or write a session review. To volunteer yourself or submit the name of another person just contact Debbie Arntsen, Education Vice President at darntsen@BeavertonOregon.gov. Many hands make light work.

Continued on next page...

All of your evaluations are read by the board and are taken into consideration when we make decisions regarding the upcoming conferences. We received about a 45% return on the evaluations from the last conference which is really great (statistically speaking) of course we would like everyone to make their opinions known. The gift exchange at the Past President's Reception is still a hit. More people are attending and participating in the fun. We continue to work on scheduling the classes that you need to complete your OACA Certification levels in a timely manner and stay on track with your MSU Certification. The overall conference and accommodations were rated at 95% good or excellent and the sessions were rated at 93% good or excellent by you, so we feel that we are on the right track but we are always looking for ways to improve.

We are continuing to offer concurrent sessions to meet the needs and expectations of all of our members. We strive to have a balance of general education sessions for a greater understanding of the role of the courts and your place within that system and specific topics of day-to-day operations. We are very proud of the fact that we have had many members complete either one or more of our OACA Certification Levels and/or the MSU Certification Program. Be sure to submit your applications for certification with documentation to Amy Anderson, Echo, Resolutions & By Laws Vice President at amy.anderson@Hillsboro-Oregon.gov.

Remember that if you need financial assistance to attend the conference there are scholarships available for you. The money for those scholarships is provided to us by the vendors that attend our conferences in the fall.

Please take the opportunity to thank your Board Members when you see them. The work they do for the organization is voluntary and it would not be possible to continue providing these excellent educational and networking opportunities without their dedication.

Looking forward to seeing all of you in April – Kay

HELP DETERMINE THE DIRECTION OF OACA AND ENHANCE YOUR PERSONAL AND PROFESSIONAL LIFE

One of my main duties as OACA Immediate Past President is to ensure a full ballot for the board elections at the Fall Conference. I will be recruiting your services. Don't be afraid to take the leap...talk to current and past board members to see what it really takes to do this important job.

If you have any questions or want more information you can contact me at krenfro@BeavertonOregon.gov.

YAHOO! GROUPS

OregonOACA · OACA-Oregon

Get interactive with OACA!

Becoming a part of the OACA Yahoo Chat Group, will allow the opportunity to post questions to all OACA Members at once!! This is a valuable tool for researching, requesting forms from fellow members, inquiries, and keeping up-to-date with current court issues. **To get connected, please subscribe at OregonOACA-subscribe@yahoo.com**. You will need to be added as a Yahoo member to join.

Secretary's Corner



Is your court facing budget cuts? We all know training is usually the first to go. Have no fear, OACA is here! OACA has funds available to help with attending conferences! There is no set limit to the amount that can be requested by any one person but it must be for actual expenses for attending the conference. Because of the ethics laws all amounts approved will be issued to your city, county or state for expenses and not you personally.

There have been some minor changes to the application process to ensure we can help as many applicants as possible. We have changed the mileage requirement that allows for either a two night stay or a three night stay at the hotel. Also, to help this organization grow and get more people involved, we are asking the award winners to participate by writing an article about a class they attended for The Echo.

All requests must be submitted on the Vendor Scholarship application (provided in this issue of The ECHO or on the OACA website) and must be received by **5:00 p.m. Friday March 14, 2014. For more information and to see the new requirements see the Vendor Scholarship information sheet included in this issue.** If you have any additional questions please call OACA Secretary, Christine Watts at 503-434-2348. Please submit your completed applications to:

Christine Watts, OACA Secretary

McMinnville Municipal Court

230 NE 2nd Street, McMinnville, OR 97128

The application can also be faxed to 503-435-5787 or emailed to wattsc@ci.mcminnville.or.us.

Please call to verify your application was received.

A note from your Education Vice President

Hello to all OACA members! I wanted to remind everyone to get in your application for certification and Certification Course Credits documents to Amy Anderson, so you can get your OACA certification at the spring conference.

I also wanted to give everyone an update on classes I am working on for the fall. On Sunday, I am going to contact someone to give us a presentation on *Bridging the Generational Gap*. I went to a similar presentation at the diversity conference and it was an eye opener. For those interested in MSU, the class will be *Essential Components of Courts*. I have arranged for a speaker on *Dealing with the Mentally Ill* on Tuesday morning. I have been informed by our city's police officers that this was a very informative class. I am also looking at having a presentation on *Comprehensive survey of the role and function of courts, E-courts and HIPPA Rules*.

As always, if you have an idea for a class or have attended a class that you found interesting please let me know. I am always looking classes that would be informative and educational for our conferences.

Debbie Arntsen Email:

darntsen@beavertonoregon.gov



Membership

NEW MEMBER BREAKFAST

Happy New Year, the Spring conference at Agate Beach is fast approaching. With that said, our board has put together a great educational and fun conference. For all the new members, a new member continental breakfast is included. It is an opportunity for you to meet the board and hear about all the opportunities that are included in your OACA membership. If you are a new member, please join us for the breakfast and enjoy the conference.



OACA always accepts new members. A membership in this valuable organization is an asset to your job and profession. If you know someone that is not a member, please refer them to OACA. If you refer three new members in a year you will earn a free annual membership or refer five new members and earn a free conference registration.

Please feel free to contact me, your membership Vice President Carla Bantz by phone at 503-786-7531 or by email at bantzc@milwaukieoregon.gov with any questions regarding your membership. Please do not miss out on any of the fun or valuable training opportunities that OACA will be offering.

UPDATE YOUR CONTACT INFORMATION

Please help us keep our membership information current by contacting us if you have had a name change, address, phone number or email change recently.

You can make the change on your membership application or renewal form, complete the address change form on our website and submit it electronically or contact Carla Bantz at 503-786-7531 or by email: bantzc@milwaukieoregon.gov.

“CHOICES FOR CHANGE”

Educational programs developed for
the Northwest to help defendants
“Make Better Choices”

- ♦ **Choices 1** – Defensive Driving in English & Spanish
- ♦ **Choices 1** – Available **Online** at www.courtsi.com
- ♦ **Choices 2** – Ending Aggressive Driving—8 Hours
- ♦ **Alcohol Drug Information School (ADIS)**
- ♦ **Consumer Awareness** – Shoplifting / Bad Check writing
- ♦ **Anger Management Skills** - 8 & 16 hour programs

Court Services Institute courses are based on the Belief that the student will choose productive behaviors if provided with **choices** . . . and that those informed alternatives will motivate **change**.

CSI's Management Team has been working with the Oregon Courts since 2002, and is very proud of our service to the Oregon communities.

Toll Free: 1-866-268-7874

Fax 425-671-0908

www.Courtsi.com

Email: Register@Courtsi.com

Lorraine Nelson, President





Oregon Association for Court Administration

2014 OACA Membership Application

The Oregon Association for Court Administration is a professional organization developed to provide educational opportunities for those individuals interested in the ongoing improvement of the administration of the courts in the State of Oregon. By your signature below, you signify your understanding that your membership in OACA is subject to the By Laws of the Association.

Please fill out application how you would like it to appear on all documentation:

Name (Please Print)

Court or Agency

Title

E-Mail Address

Mailing Address

Phone

City

State

Zip

Fax

☐ First – Time Member

☐ Renewal

☐ Active \$50.00

☐ Associate \$50.00

☐ Student \$20.00

Signature

Date

Referred By (Please print clearly)

Annual dues are per calendar year (January 1 through December 31) and must accompany this application. Membership in OACA is transferable if dues are paid with public funds and person terminates position. Make check payable to OACA, and forward the application and dues to:

**OACA TREASURER
ANNA MAE GLIEBE
Beaverton Municipal Court
PO Box 4755
Beaverton, OR 97076-4755**

Conference

The Spring conference is just a couple months away. We are bringing lots of interesting topics and speakers you will not want to miss! The agenda starts off with a great opportunity to network with other courts through a facilitated Rap Session. We then have our Key Note Speaker Jackalyn Rainosek. Jackalyn will be speaking about "I Can't Go Home From Work without Feeling Exhausted". The Michigan State University (MSU) course this conference is on Education, Training, and Development. We also have an excellent track of alternative sessions such as Trauma Nurses and Ethics. Check out the agenda for more information and details.

We will be at the Agate Beach Inn in Newport for our Spring conference. The beach is a favorite destination for many. Our agenda is full of great options for everyone. Please take a look at the registration form and be sure to check mark what sessions you will attending each day. We determine room size and other important decisions based on your response on the registration forms.

We have some fun planned for the Past Presidents' Reception on Sunday night! We will have some great hors d'oeuvres and, of course, our themed gift exchange. If you don't want to participate in the gift exchange but still want to come to socialize and eat some yummy food that's okay! If you have not attended the Past President Reception before, what are you waiting for? Consider this your personal invitation!

This conference the theme for our gift exchange is **"Love your Community – Shop Local"**. This theme includes purchase of something local that reflects your city, county, or state and may include handcrafted items. If you want to join in the fun please bring a wrapped themed item worth no more than \$20.00 aggregate value. If you plan to attend, please make sure to RSVP and check the appropriate box on page two of the registration form. We would love to see you there!



Our Fall conference is going to be at Salishan Resort on October 5th, 6th, and 7th, 2014. For any of you that have never been to Salishan, you are in for a treat!

Thank you everyone and can't wait to see you at the beach!

Hotel Accommodations Information

The 2014 Spring Conference is being held at the Best Western Agate Beach Inn in Newport. The address is 3019 N. Coast Highway, Newport OR 97365.

Agate Beach Inn has very nice accommodations for us and beautiful ocean views! The website for the hotel is www.agatebeachinn.com Check it out!

The following rooms are available

- Single or double occupancy Hillside View is \$89.00 per night
- Single or double occupancy Ocean View is \$112.00 per night
- Each additional adult is \$10.00 per room, per night
- Tax rate is 10.5%

All rooms have beds (of course), wireless connection, cable TV with HBO, refrigerator, microwave and complimentary in room coffee. There is an indoor pool, hot tub, and exercise room available in the hotel. There also is a full service restaurant and lounge on site.

Please make your reservations no later than March 26, 2014. The block of rooms and the special OACA rate will only be held until that date. To make reservations, please call 800-547-3310 and make sure you tell them you are with the OACA group when you call.

2014 SPRING CONFERENCE MENU

Sunday Little Italy Lunch Buffet:

Assorted pastas, marinara with house made Italian sausage, pesto cream sauce, grated Pecorino Romano cheese, tossed Caesar salad, and antipasti salad; served with warm ciabatta bread and butter. *All lunch buffets include tossed green salad with dressing, chef's choice dessert, coffee and iced tea.

Sunday Evening Past President's Reception (aka Hospitality Suite):

Buffalo Chicken Wings, Assorted Finger Sandwiches, Italian Sausage Stuffed Mushrooms, Swedish Meatballs, Mini Shrimp Cakes, Spring Rolls with House Sauce, Jalapeno Poppers, Vegetable tray and Fresh Fruit tray.

Monday Wave Runner Breakfast:

Scrambled eggs, smoked bacon, sausage links, breakfast potatoes, assorted breakfast pastries, butter, sliced seasonal fruit, selection of juices and complete coffee service.

Monday South of the Rio Grand Lunch Buffet:



Pork or chicken carnitas, cheese enchiladas, Spanish rice, refried beans, shredded lettuce, cheddar cheese, sour cream, guacamole, red salsa, green onions, diced tomatoes, and jicama corn salad; served with warm flour tortillas. *All lunch buffets include tossed green salad with dressing, chef's choice dessert, coffee and iced tea.

Tuesday South of the Border Breakfast:

Scrambled eggs with green chiles, and chorizo sausage, Tillamook cheddar cheese, salsa, smoked bacon, fiesta potatoes, warm flour tortillas, sliced seasonal fruit, selection of juices, and complete coffee service.

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**Oregon Association for Court Administration
Spring Conference Agenda
April 13, 14, 15, 2014
Agate Beach Inn-Newport Oregon**

Sunday April 13, 2014

8:00 a.m. - 12:00 p.m.	Conference Registration
8:15 a.m. - 9:30 a.m.	New Member Breakfast/First Time Attendance Breakfast MSU & OACA Certification Presentation
9:30 a.m.-10:00 a.m.	Break—Registration Desk and OACA store open
10:00 a.m.-11:30 a.m.	Municipal Court (Traffic Only) Rap Session Municipal Court (Traffic & Misd) Rap Session Justice Court Rap Session State Court Rap Session
11:30 a.m.-1:00 p.m.	Lunch (Provided)
1:30 p.m.-3:00 p.m.	"I Can't Go Home From Work without Feeling Exhausted" Speaker: Jackalyn Rainosek
3:00 pm – 3:30 pm	Break—Registration Desk and OACA store open
3:30 pm – 5:00 pm	"I Can't Go Home From Work without Feeling Exhausted" Cont.
Dinner on your own	
6:00 pm – 10:00 pm	Hospitality Suite-Honoring Past Presidents

Everyone Welcome (no host bar) & Gift Exchange!

Monday April 14, 2014

7:00 a.m.-8:15 a.m.

Breakfast (provided)

7:30 a.m.-8:30 a.m.

Conference Registration Desk and OACA store open

8:30 a.m.-10:00 a.m.

(MSU) Education, Training and Development
Speaker: Jackalyn Rainosek

OR

New security requirement from CJIS for LEDS
Speaker: Greg Verharst

10:00 a.m.-10:30 a.m.

Break—Registration Desk and OACA store open

10:30 a.m.-12:00 p.m.

(MSU) Education, Training and Development
Speaker: Jackalyn Rainosek

OR

Trauma Nurses
Speaker: Mike Morrison

12:00 p.m. -1:30 p.m.

Lunch (Provided)

1:30 p.m.-3:00 p.m.

(MSU) Education, Training and Development (Continued)

OR

Interstate Compact: Judicial Training How to Avoid the Compact And
what to do when you can't
Speaker: Dawn Persels

3:00 p.m.-3:30 p.m.

Break—Registration Desk and OACA store open

3:30 p.m.-5:00 p.m.

(MSU) Education, Training and Development (Continued)

OR

Department of Revenue - vouchers
Speaker: Judge Lemhouse/Mr. Barnhart

Tuesday April 15, 2014

7:00 a.m.-8:00 a.m.	Breakfast (Provided) Registration Desk and OACA store open
8:00 a.m.-10:00 a.m.	Armor for the Battle Defend Honor, Character & Integrity Speaker: Chief Jon Zeliff
10:00 a.m.-10:30 a.m.	Break and Hotel Check Out
10:30 a.m.-12:30 p.m.	Armor for the Battle Defend Honor, Character & Integrity Speaker: Chief Jon Zeliff

Session Descriptions

"I Can't Go Home From Work without Feeling Exhausted" - (Personal/People Skills)

U.S. society values hard work. For a variety of reasons, individuals may develop problematic work habits: compulsive working, binge working, closet working and work avoidance. Organizations may unwittingly support and encourage problematic work patterns that negatively impact individuals, families and organization.



In this program participants will: Identify personal beliefs about work and activities. Use a self-assessment tool to learn to recognize problematic work patterns and to see the myths and realities of overworking.

Examine the effects of these patterns on self, family, friends, and organizations. Working with others, explore affected areas of life and find creative solutions. Discuss solutions and create an action plan to help change unhealthy patterns and beliefs. Participants learn specific ways to regain balance in work, activates, and the rest of their lives.

MSU Education, Training and Development - (Personal/People Skills)

This course will ground students in the fundamental principles of how adults learn best, and why this is critically important to judicial branch work. The contents of this course can be applied in any environment. In this course, participants will identify their individual learning styles, and ways to extend learning experiences for more meaningful and transformational learning to take place.

A variety of learning activities will illustrate the importance of intentional and thoughtful participation by court managers in determining which education, training, and development programs the court and its justice partners will offer. This course is not intended to develop students as judicial branch educators. Rather, students will be exposed to the key components of creating and supporting education, training and development for themselves as learners, and for other judicial branch employees, Students will be able to participate in assessment and program development for their organizations.

New Security Requirement from LEDS CJIS - (Operational)

This presentation will cover the FBI CJIS Security Policy and how Windows XP and other systems out of support are affected. There will also be a brief discussion on the audit process and provide time for additional questions. (See Page 11 - 12 for additional information on this topic)

Trauma Nurses Talk Tough (TNTT) - (Operational)

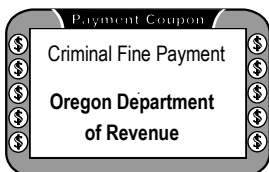
This program was developed in 1986 by three trauma nurses who wanted to put an end to the carnage they saw every day as a result of unnecessary injuries and deaths. Today, the wide-reaching impact of these programs has helped save countless lives through community education and advocacy.

This court-ordered class is for individuals cited by the police for driving under the influence of alcohol or other intoxicants. It includes presentations by TNTT, a Multnomah County Circuit Court Judge and from people injured by DUI drivers and the family members of people killed as a result of DUI drivers. It is a very powerful class about the tragedy of impaired driving.

Interstate Compact Judicial Training—How to Avoid the Compact.... And what to do when you can't (Legal & Court Procedures)

This presentation will include information on:

- ICAOS History – How did we get here?
- Mandatory vs. Discretionary
- Felony and Misdemeanor – things to consider when sentencing
- No Docket for you!
- Violent Offenders/Violent Crimes
- Warrants/Extradition Mandates
- No Bail



Changes to DOR Criminal Fine payment coupon - (Legal & Court Procedures)

Description: Beginning July 1, 2014, changes will be made to the payment coupon local courts use to transmit fines, assessments, levies and other monies to DOR for deposit in the Criminal Fine Account. The intent is to make it easier for the courts to determine how to report those payments.

Discussion will include the changes to the payment coupon and what monies go into which category.

Armor for the Battle, Defend Honor, Character & Integrity (Personal/People Skills)

This is not just another ethics class. This program will call for your personnel at every level to think more critically about the ethical choices they make and why they make them.

Attend this course and you will learn:

- How to better address the ethical decision making process
- How to promote a culture of integrity in your agency and team
- Real world examples and candid discussions about tough situations
- Practical tools to help defend your honor, character and integrity and build public trust

This program is designed for supervisors at all levels of agencies and organizations and candidly address the destructive consequences of ethical compromise and offers practical tools to address tough ethical decision making. Through candid discussions, relevant case study and informative group exercises, this course gets to the heart of ethical decision making.

This course is taught by Chief Jon Zeliff, a current Police Chief with 27+ years in law enforcement who is also a certified ethics instructor. Chief Zeliff's agency became the first agency in the nation to earn the esteemed "Certificate of Excellence in Integrity" award from the National Institute of Ethics. Chief Zeliff has a no-nonsense approach and keeps his classes lively, open and engaging.

You are sure to take away many practical tools and a new perspective on ethical decision making and organizational culture.

Important Information Regarding NEW Leds/CJIS Requirements

Greg Verharst CJIS Information Security Officer with the Oregon State Police sent this email out to agencies in Oregon. From what I have gathered courts may or may not know about the new security issues with Microsoft Windows XP operating system. Mr. Verharst will be at our conference to talk about this development and answer any questions.

Back in October 2011, Microsoft first announced the end of Microsoft Windows XP support. With just a little less than four months to go until end-of-life support for Windows XP and Microsoft Security Essentials for XP, many agencies will have to face the fact that they may still be running some Windows XP machines after April 8, 2014. While performing audits throughout the state, I have had many conversations surrounding Windows XP, compliance after April 8th and what from an audit and security standpoint OSP expects from agencies. Strictly from a policy standpoint, after April 8, 2014, any agency found to be accessing CJI from machines running the Windows XP operating system will be found out of compliance during an audit, as stated in the FBI CJIS Security Policy:

Continued on next Page

5.10.4.1 Patch Management

The agency shall identify applications, services, and information systems containing software or components affected by recently announced software flaws and potential vulnerabilities resulting from those flaws.

The agency (or the software developer/vendor in the case of software developed and maintained by a vendor/contractor) shall develop and implement a local policy that ensures prompt installation of newly released security relevant patches, service packs and hot fixes. Local policies should include such items as:

1. Testing of appropriate patches before installation.
2. Rollback capabilities when installing patches, updates, etc.
3. Automatic updates without individual user intervention.
4. Centralized patch management.

Patch requirements discovered during security assessments, continuous monitoring or incident response activities shall also be addressed expeditiously.

5.10.4.2 Malicious Code Protection

The agency shall implement malicious code protection that includes automatic updates for all systems with Internet access. Agencies with systems not connected to the Internet shall implement local procedures to ensure malicious code protection is kept current (i.e. most recent update available).

The agency shall employ virus protection mechanisms to detect and eradicate malicious code (e.g., viruses, worms, Trojan horses) at critical points throughout the network and on all workstations, servers and mobile computing devices on the network. The agency shall ensure malicious code protection is enabled on all of the aforementioned critical points and information systems and resident scanning is employed.

Besides non-compliance, remaining on XP will introduce risk into your agencies. But this risk can be managed, to an extent, while working to replace these non-compliant operating systems. The following are examples on how your agency can mitigate your risk of exposure to potentially costly vulnerabilities until replacement can be accomplished:

1. Remove internet access from any machine running Windows XP.
2. If Internet access is necessary, restrict access to only known good websites by implementing whitelisting.
3. Make sure a Windows XP user can't access email; use a Windows 7/8 machine instead - Most security attacks will come through email or the browser, so if the machine can't access the internet or open email, the machine will be that much safer.
4. Be sure XP machines have a supported antivirus/ant spam solution (Malware bytes Pro for example)
5. Be sure the Windows firewall is enabled.
6. Consider restricting the use of Internet Explorer 6, 7, and 8 and use a browser that is supported. Google Chrome will be supported by Google for XP until 2015 as will Mozilla Firefox.
7. Lock down the PC by restricting administrator access on that device and put an end to any unwanted changes.

Additional resources

<http://www.v3.co.uk/v3-uk/news/2322034/microsoft-deals-new-blow-to-xp-diehards-by-pulling-malware-protection>

<http://windowssecrets.com/top-story/securing-xp-pcs-after-microsoft-drops-support/>

<http://www.techrepublic.com/blog/european-technology/ok-so-stick-with-windows-xp-but-how-big-a-risk-do-you-run/>

Spring 2014 CONFERENCE REGISTRATION FORM
OREGON ASSOCIATION FOR COURT ADMINISTRATION
Agate Beach Inn, Newport OR April 13th, 14th, and 15th, 2014

Name: _____ Phone #: _____
Court / Agency: _____
Mailing Address: _____
Fax #: _____ E-mail: _____

- ☐ Full conference registration (member \$175 / non-member \$240) \$ _____
*Full registration includes Sunday luncheon, Sunday Past President's Reception, Monday Breakfast, Monday luncheon, Tuesday Breakfast.
\$50.00 Late Fee (Registration after the March 26, 2014 deadline) \$ _____

Friendly Reminder !

If you haven't paid your annual membership dues yet, please complete the Membership Application and attach the application with an additional \$50.00 along with this registration form and conference fees. Thank you !

This is my first OACA conference () I am a new OACA member ()

Please place an X in the box next to the session you will be attending, including rap sessions.

For our a la carte attendees, please note the prices on the right. Thank you so much!

Day/time	Session name	I am Attending:	A la carte pricing	
			Member	Non Member
Sunday 9:00a - 9:30a	MSU/OACA Certification Program	_____	N/C	N/C
Sunday 10:00a - 11:30a	Rap Session - Municipal Court (Traffic Only)	_____	\$35	\$55
	Rap Session - Municipal Court (Traffic/Misd)	_____	\$35	\$55
	Rap Session - Justice Court	_____	\$35	\$55
	Rap Session - State Court	_____	\$35	\$55
Sunday 1:30p - 5:00p	I Can't Go Home From Work w/out Feeling Exhausted	_____	\$35	\$55
Monday 8:30a - 5:00p	Education, Training & Development (MSU)	_____	\$75	\$95
Monday 8:30a - 10:00a	New Security Requirements from LEDS/CJIS	_____	\$35	\$55
Monday 10:30a - 12:00p	Trauma Nurses	_____	\$35	\$55
Monday 1:30p - 3:00p	Interstate Compacts	_____	\$35	\$55
Monday 3:30p - 5:00p	Department of Revenue	_____	\$35	\$55
Tuesday 8:00a - 12:30a	Armor for the Battle Defend Honor, Character & Integrity	_____	\$35	\$55

Total A La Carte Fees \$ _____

PLEASE ATTACH ANY RAP SESSION TOPICS THAT WOULD BE OF INTEREST TO YOU.

Guest or a la carte meals: Please mark which meals you are requesting (price includes a 22% service charge)

- ☐ Sunday Luncheon \$18.00 per person \$ _____
☐ Monday Breakfast \$16.00 per person \$ _____
☐ Monday Luncheon \$18.00 per person \$ _____
☐ Tuesday Breakfast \$16.00 per person \$ _____

TOTAL PAYMENT ENCLOSED \$ _____

REGISTRATION DEADLINE: March 26, 2014 (POSTMARKED DATE). Registrations received after the deadline date will be assessed a \$50.00 late fee. Request for conference refund must be in writing to the Treasurer. Request for refund must be received ten (10) days prior to the conference for full refund. Request for refund after the ten-day grace period will be forwarded to the Board for review and action.

Room reservations: Please call 1-800-547-3310 no later than March 26, 2014 to secure our group rate. Be sure to mention that you are with OACA. Refer to page 5 for room pricing". *Do not wait to make reservations, rooms may not be available past the deadline*.

Are you a new member and/or first time conference participant? If so, please join the board for breakfast on Sunday morning. Would you like to have a conference "buddy" to help show you the ropes?

☐ Yes, please assign me a "buddy" to learn all the ins and outs of conference!

RSVP! For the Past Presidents Reception: If you are planning on attending, please RSVP. That way we can make sure there is plenty of food and tables for everyone. If you have never attended the Past Presidents Reception, please come and join in our "Love Your Community—Shop Local" themed gift exchange (limit gift to \$20 maximum please). "Love Your Community—Shop Local" includes your own crafty ideas as well as any gift made locally. This themed gift exchange is fun and the perfect time to network with peers, and eat some fabulous hors d'oeuvres.

- ☐ Yes, I will be attending the reception
☐ Yes, I will be participating in the gift exchange

Do you have any special dietary or other special requests? If so, please explain and we will do our best to accommodate you:

Please be sure to complete the entire registration form and return both pages with payment no later than March 26, 2014 to:

OACA
c/o Anna Mae Gliebe, Beaverton Municipal Court
PO BOX 4755
Beaverton, OR 97076

Please make checks payable to OACA.

**OREGON ASSOCIATION FOR COURT ADMINISTRATION
APPLICATION FOR HARDSHIP SCHOLARSHIP
SPONSORED BY OACA VENDORS**

Name: _____

Court: _____

Court Mailing Address: _____

Court Physical Address: _____

E-Mail: _____ Phone: _____

=====

I am interested in: (Scholarships are not transferable)

_____ Registration fee of \$175.00

_____ 2 nights (under 100 miles one way) \$196.70 _____ 2 Dinners \$44.00

_____ 3 nights (over 100 miles one way) \$295.05 _____ 3 Dinners 1 Breakfast \$76.00

_____ Mileage round trip _____ X .285 = _____ (Please calculate based on the mileage from your place of employment, not your home address. Thank you!)

Total requested \$ _____

The identity of the applicants is confidential. On the questions below please omit any indication of what court you are associated with or any other remarks that would indicate your identity. If your 2014 membership dues have not been paid, your application will be returned and not processed.

Important! Please do not make hotel reservations yet! If you are awarded a scholarship OACA will make the reservation on your behalf. (The hotel registration deadline is March 26, 2014.) **Note, if you are granted a scholarship for lodging, sharing a room with another conference attendee or upgrades will not be allowed**

Have you applied for an OACA Scholarship before? (Y) (N)

If so, were you awarded a scholarship? (Y) (N) If yes, when _____

Scholarships are given out based on the applicant's need. Priority will be given to new applicants, although repeat awards may be given if insufficient numbers of new qualified applications are approved.

Please complete the following questions and note any special circumstances the OACA Board needs to take into consideration (If more space is needed please attach an additional page).

1. Please demonstrate your financial need for this scholarship by submitting a written statement of why you feel you need OACA's financial assistance to attend the conference. This statement shall include a description of the proposed cost to attend the conference.

2. Submit a written statement as to why you want the scholarship and why you deserve it. Include a brief narrative of your background and future career goals.
3. Is there any funding available through your court? (Y) (N)
Will your city pay for part of your expenses to attend the conference? (Y) (N) If yes, please explain. (e.g. using city car; per diem; other)
4. Are you required to take vacation time or other leave to attend the conference? (Y) (N)

Please note! If you are awarded a scholarship you will be required to write a session article for the ECHO. You will be informed which article you will be required to write based on classes you choose on your registration.

The OACA Vendor Scholarship program was created for current OACA members only. **If you are awarded a scholarship, you will be required to submit proof of attendance to the conference by submitting the OACA Certification Course Credits form showing you attended conference classes within all allotted time slots.** Failure to attend during all allotted time slots and/or not completing volunteer service will result in you having to repay the scholarship award and may disqualify you from receiving any award in the future. See other qualifications and award criteria listed in the Vendor Hardship Scholarship Information sheet.

I have read and understand that failure to comply with the guidelines of this program will result in a disqualification for consideration.

Signature

Date

Applications are due March 14, 2014. Please return application to Christine Watts, OACA Secretary, McMinnville Municipal Court, 230 NE 2nd Street, McMinnville, OR 97128 or email to wattsc@ci.mcminnville.or.us or Fax 503-435-5787. Please call 503-434-2348 to double check that I received your application.

Applications will be reviewed at the March 21, 2014 board meeting; award letters will be mailed to the successful applicants.

Please submit your registration form (be sure to include which classes you will be attending) with your application, it will be forwarded on after the review process.
Good luck!

Officers and Directors

2013-2014

IMMEDIATE PAST PRESIDENT PRESIDENT

KAY RENFRO

Beaverton Municipal Court
PO Box 4755
Beaverton, OR 97076-4755
Wk: 503.526.2291
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krenfro@beavertonoregon.gov

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McMinnville Municipal Court
230 NE 2nd Street
McMinnville, OR 97128
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Fx: 541.258.4953
mleland@ci.lebanon.or.us

SANDRA MILLS

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PO Box 250
Junction City, OR 97448
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Fx: 541.998.3140
smills@ci.junction-city.or.us

JAMIE RHODES

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Lafayette, OR 97127
Wk: 503.864.2451
Fx: 503.864.4501
jamier@ci.lafayette.or.us

EDITOR'S NOTE

As your editor I am committed to accuracy, if you see something that requires a correction, or clarification please contact me. Also if you have any suggestions, comments or article ideas please feel free to send me an email at amy.anderson@hillsboro-oregon.gov