

# THE ECHO



February 2016

## 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.

### PRESIDENT'S MESSAGE

Hello, all!

It is truly my honor to be serving as your president for a second term! I appreciate your faith in my abilities to continue forging OACA into the future, along with your Board members. I left the last Board meeting with a feeling of absolute pride in our organization and all the wonderful ladies who have volunteered alongside me. The ideas that were shared and the commitment of this Board to bring those ideas to fruition are beyond exciting! Lots of changes and improvements are happening to benefit our membership.

The Board collectively agreed our next major focus is improving our website, [www.oaca.org](http://www.oaca.org). The first step we are taking to accomplish this is giving you permission to the "Member Access" section. As membership renewals are received, your Membership Vice President, Holly Fenton, will email you your username and password. We are slowly but surely adding more content to this section. Do you have forms or links or anything else you think would be beneficial for all members? Let us know and we will gladly add it! In addition, we will be moving away from placing conference materials on thumb drives. It is one of our goals to have all materials on the website for conference attendees only. Next up? Online registration. One step at a time but we will get there! As always, we welcome your suggestions so please share.

Are you ready for spring to arrive? I certainly am because it means we go back to the beach! I don't ever get tired of saying that! If you haven't sent in your membership renewal form, please do so as soon as possible. In addition, get your registration for the spring conference processed and reserve your hotel room. The spring conference will be held at Agate Beach Inn, Newport, OR from April 10<sup>th</sup>-April 12<sup>th</sup>.

Your Board of Directors has been diligently assembling yet another quality conference. As you will see from reviewing the agenda, the classes are diverse and applicable to the entire membership. Have you recently attended an educational class you feel would apply for a future conference? Please contact our Education Co-Vice Presidents, Cortney Cox at [ccox@ci.tualatin.or.us](mailto:ccox@ci.tualatin.or.us) or Mary Shroll at [mshroll@ci.tualatin.or.us](mailto:mshroll@ci.tualatin.or.us) with the information. We are always looking for new material! OACA strives to provide our members with excellent speakers and educators from not only our local communities but nationally recognized speakers as well. Any referrals are welcome.

*Continued....*

Please keep track of any classes you attend, both at our conferences and outside education. I can't tell you how many times I've heard, "I've been coming to conferences for years and never kept track and wish I would have!" OACA certification is becoming more and more recognized by employers. Even if you think you'll never need it, keep track! Speaking of outside education, we have a new form for you to use when attending any class pertinent to certification. We will go over it with you at this next conference in more detail but it is our hopes it will help clarify where to apply credits and streamline the certification process. I'm all for making things easier for the members and our Board.

If you require financial assistance to attend the conference, please apply for a scholarship. The money is provided to us by the vendors who attend the fall conference, so take advantage of the opportunity if needed!

Lastly, please take the opportunity to thank your Board members. They tirelessly volunteer their time, effort and dedication to this organization. Without them it wouldn't be possible for you to even attend a conference and benefit from the networking and education provided. They truly are an amazing group!

If you have any questions or suggestions, please email me at [christine.watts@ci.mcminnville.or.us](mailto:christine.watts@ci.mcminnville.or.us) and I will be happy to assist you.

I look forward to seeing you all in April! Until then...

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## Secretary's Corner

It's time for us to gather at the beach again! What fun to meet as court professionals, network, and to learn new ideas to bring back to our courts. At OACA, we do realize that for some, this conference can be a hardship for the court staff to get to. Never Fear! OACA is here! *(I just love saying that!)*.

OACA does provide scholarships for those in need. We encourage OACA members to apply for the funds, if they truly need them, to attend the excellent training provided at conferences. You must have paid your 2016 membership fee and show financial hardship. Priority will be given to new applicants, although repeat awards may be given if insufficient numbers of new, qualified applications are approved.

So what's the catch? Scholarship recipients will be required to write an article about a class they attended for The Echo. This will be chosen for you, depending upon which classes you will be attending. You will also need to submit a copy of your signed attendance sheet after the conference to the OACA Secretary.

**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 pm Friday, March 4, 2016. Please submit completed applications to:**

**Sue Carlile-Hopper, OACA Secretary  
Beaverton Municipal Court  
P.O. Box 4755  
Beaverton, OR 97079**

**The application and registration can also be faxed to 503-350-4031 or emailed to: [scarlilehopper@beavertonoregon.gov](mailto:scarlilehopper@beavertonoregon.gov). Please call or email to verify your application was received.**

# Membership

## NEW MEMBER BREAKFAST

Spring conference at Agate Beach is just around the corner! The OACA Board has worked hard to put together a great educational and fun conference for all of us to enjoy and learn!! 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 or a first time conference attendee, please join us for the breakfast.

## 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, or contact Holly Fenton at 503-588-6139 or by email: [HFenton@cityofsalem.net](mailto:HFenton@cityofsalem.net)



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, Holly Fenton by phone at 503-588-6139 or by email at [HFenton@cityofsalem.net](mailto:HFenton@cityofsalem.net) with any questions regarding your membership.

***Please do not miss out on any of the fun and valuable training opportunities that OACA will be offering in 2016!***



# Oregon Association for Court Administration

## 2016 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:**

☐ First – Time Member

☐ Renewal

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Court or Agency

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Fax

☐ 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 have been paid with public funds and the member terminates employment in the courts and upon written request by the member to whom the membership will be transferred.

Make check payable to OACA, and forward the application and dues to:



**ALLISON SEDERLIN**  
Springfield Municipal Court  
230 4<sup>th</sup> St.  
Springfield, OR 97477  
Wk.: 541.744.4180  
Fx: 541.744.3376

## Education

We are very excited about the Spring Conference Agenda. We are going to offer a single track again. The main reason for this is we were able to get Yolanda Lewis to come back for MSU! You will remember her from the Spring 2015 Conference. This time, she will be speaking to us about Visioning and Strategic Planning. She has been requested by name so many times by our membership, and we are happy she will be coming back!

Another highly requested topic is Marijuana Laws. So much has happened in Legislative sessions recently, it will be good to have Colin Benson, the Senior Assistant Attorney General from the Oregon Department of Justice there to give us real information about the new criminal laws and changes to existing laws. With those changes in the laws comes the possibility of having old crimes set aside or expunged. We will have Kendra Matthews from Boise Matthews LLP present "The Nuts & Bolts of Expunctions". Other presentations include Budgeting, Dispositions, DMV eCitations Program, and the ever-popular Rap Sessions.

A lot of good information in these Conference selections! We are looking forward to seeing you at the Spring Conference.



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Pete Jensen, Oregon Representative  
[pete.jensen@courtview.com](mailto:pete.jensen@courtview.com)  
Tel: 949.429.0324



# Conference

Hello OACA!

The spring conference will be here before you know it and you will not want to skip this one. There will be lots of topics that are timely and relevant NOW. Everything from learning the impact of the new marijuana legislation, expunction and set asides, disposition reporting and strategic planning will be discussed. And, of course, we will have our rap sessions and a session with the DMV that will include their new eConviction program. Take a look at the registration form, pick your sessions and get your registration in! Registration is due by March 4, 2016.

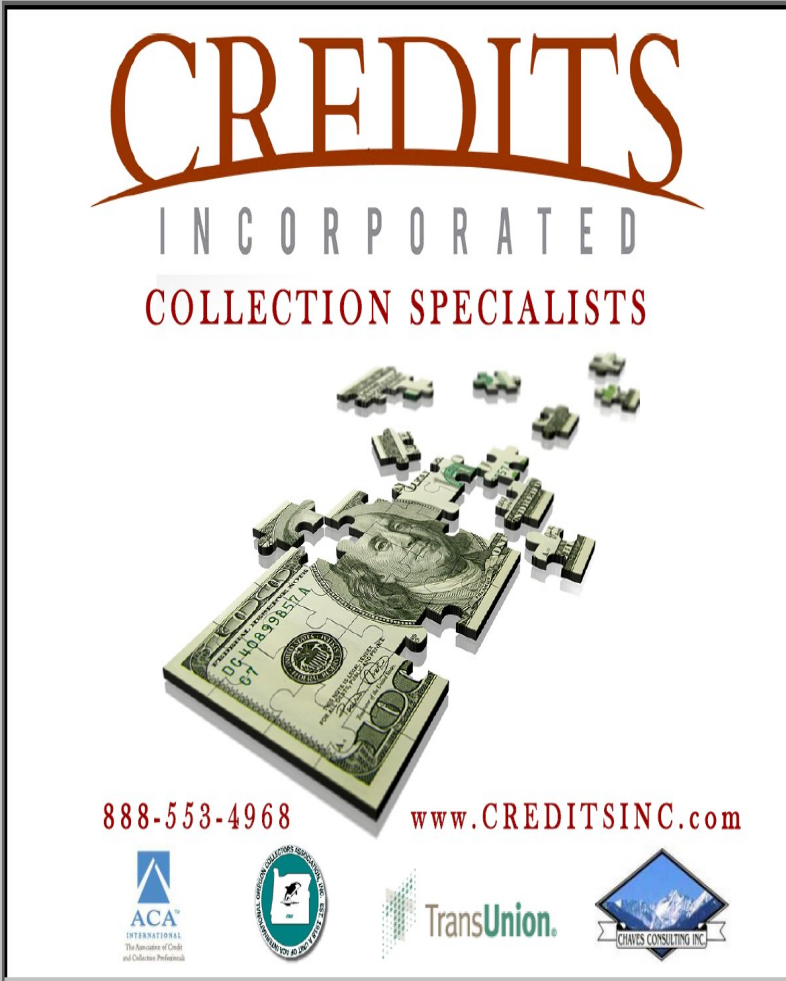
Once again we are traveling to Agate Beach. The beach is one of our favorite destinations and we like to hold a conference somewhere on the coast every year. Their service, rooms, and food are exemplary and they are so accommodating and just plain nice. As Conference Vice President I especially LOVE going to Agate Beach Inn. They know our organization well and our conferences there run smoothly.

We have some fun planned for the Past Presidents Reception on Sunday night! We will have some yummy hors d'oeuvres and there will be live entertainment. The entertainment will be announced at conference but we will have a great time just like we always do! The reception is a perfect time to hang out with your fellow OACA members and reconnect with old friends and make new ones. Everyone is welcome and it's a fun way to end the first day of conference. If you are planning on attending, please make sure to RSVP and check the box on page 2 of the registration form. We would love to see each and every one of you there.

Our fall conference is going to be held at Ashland Hills Hotel and Suites in Ashland on October 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> 2016. I'm working on getting the next couple conferences planned and as soon as everything is final we will be sure to let you know.

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

Shawn Branson, Conference Vice President



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## Conference

### **2016 Spring Conference Hotel Accommodations Information**

The 2016 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](http://www.agatebeachinn.com) Check it out! All rooms have newly upgraded beds, cable TV, DVD, microwave, refrigerator and complimentary in room coffee. There is an indoor pool, hot tub, exercise room and wireless connection available in the hotel. And let's not forget the easy beach access! There also is a full service restaurant and lounge on site.

Please make your reservations no later than March 21, 2016. 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.

#### **The room rates are listed below:**

- 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%

Check in time is 4:00 p.m. and check out time is noon.

**Please save the date and join us at the BEACH!!**

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## 2016 SPRING CONFERENCE MENU

### **Sunday Cold Deli Lunch Buffet:**

A variety of breads, sliced turkey, ham & roast beef, pasta salad, assorted cheeses, potato salad, sliced fresh fruit and all of the condiments. \*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):**

Swedish meatballs, Buffalo chicken wings, Grilled prosciutto wrapped bruschetta, Spring rolls with house sauce, Italian sausage stuffed mushrooms, Jalapeno poppers, Mozzarella sticks with marinara, Vegetable tray and Fresh fruit tray.

### **Monday Wave Runner Breakfast:**

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

### **Monday South of the Rio Grand Lunch Buffet:**

Pork carnitas, cheese enchiladas, Spanish rice, refried beans, shredded lettuce, cheddar cheese, sour cream, guacamole, red salsa, green onions, diced tomatoes, 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 Breakfast on the Run:**

A breakfast wrap with shaved Black Forest Ham, scrambled eggs and Tillamook cheddar cheese on a warm flour tortilla, assorted breakfast pastries, butter, whole fresh fruit, selection of juices, and complete coffee and tea service.



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Oregon Association for Court Administration  
Spring 2016 Conference Agenda  
April 10, 11, and 12, 2016  
Agate Beach Inn, Newport  
3019 N Coast Highway, Newport, Oregon 97365

**Sunday, April 10, 2016**

8:00 a.m. – 12:00 p.m.	Conference Registration
8:00 a.m. – 8:45 a.m.	New Member/1 <sup>st</sup> Time Attendee Breakfast Facilitator: Christine Watts
9:00 a.m. – 10:30 a.m.	<b>The Impact of Marijuana Legalization</b> Speaker: Colin Benson, Sr. Assistant Attorney General, ODJ
11:00 a.m. – 12:00 p.m.	<b>Budgeting 101</b> Speaker: Ross Schultz
12:00 p.m. - 1:15 p.m.	<b>Business Luncheon – Provided</b>
1:30 p.m. – 3:00 p.m.	<b>Nuts &amp; Bolts of Expunctions (and Set-Asides)</b> Speaker: Kendra Matthews
3:00 p.m. - 3:30 p.m.	<b>Break</b>
3:30 p.m. - 5:00 p.m.	<b>Muni Court Rap Session (Traffic &amp; Misd.) (Legal/Court Procedure)</b>  <b>Municipal Court Rap Session (Traffic Only) (Legal/Court Procedure)</b>  <b>Justice Court/ Rap Session (Legal/Court Procedure)</b>  <b>State Court Rap Session (Legal/Court Procedure)</b>
6:00 p.m. – 9:00 p.m.	<b>Past Presidents' Reception</b> <i>Please join us in honoring all our Past Presidents</i>

## **Monday, April 11, 2016**

7:30 a.m. - 8:15 a.m.	Breakfast Buffet
8:00 a.m. - 9:00 a.m.	Conference Registration
8:15 a.m. – 8:30 a.m.	<b>MSU and OACA Certification Information</b>
8:30 a.m. – 10:00 a.m.	<b>Where's the Plan: Maximizing Court Performance through Strategic Planning (Judicial Organization and Theory)</b> Speaker: Yolanda Lewis
10:00 a.m. – 10:30 a.m.	<b>Break</b>
10:30 a.m. – 12:00 p.m.	<b>Where's the Plan: Maximizing Court Performance through Strategic Planning (Judicial Organization and Theory)</b> Speaker: Yolanda Lewis
12:00 p.m. – 1:15 p.m.	<b>Lunch Provided</b>
1:30 p.m. – 3:00 p.m.	<b>Where's the Plan: Maximizing Court Performance through Strategic Planning (Judicial Organization and Theory)</b> Speaker: Yolanda Lewis
3:00 p.m. - 3:30 p.m.	<b>Break</b>
3:30 p.m. - 5:00 p.m.	<b>Where's the Plan: Maximizing Court Performance through Strategic Planning (Judicial Organization and Theory)</b> Speaker: Yolanda Lewis

\*MSU credit available for Visioning and Strategic Planning courses

## **Tuesday, April 12, 2016**

7:00 a.m. - 8:15 a.m.	Breakfast Buffet
8:30 a.m. - 10:00 a.m.	<b>Disposition Reporting (Legal/Court Procedure)</b> Speaker: Mia McClure and Laurie Riesterer, and Danelle Hiebenthal (CJIS)
10:00 a.m. - 10:30 a.m.	<b>Break and Hotel Check Out</b>
10:30 a.m. – 12:00 p.m.	<b>DMV – eConviction Program (Operational Systems Management)</b> Speaker: Brent Steele, Monica Phelps, Gary Muller, Becky Ortiz
12:00 p.m.	<b>End of OACA Conference</b>

## 2016 Spring Conference Class Descriptions

### **The Impact of Marijuana Legalization**

This presentation will cover a basic overview of Measure 91 which was modified somewhat by the Oregon State Legislature in House Bill 3400. Most of this presentation will cover the new criminal laws and changes to existing law.



### **Budgeting 101**

#### Class Outline

- How does the Budget Process work
- How does your budget fit in the “Grand Plan”
- Creating Your Department Budget
- Budget do’s and don’ts
- Your questions

### **Expunction, Set-Asides, and the Real World**

Criminal defense attorney Kendra Matthews will review the latest eligibility requirements for expunging or setting aside arrests, dismissals, or convictions, and will lead a discussion on the real world impact of these provisions in the information age.

### **Rap Sessions**

Rap sessions are an open opportunity for court personnel to exchange ideas and information. Rap Sessions are divided into Court type, so you can discuss issues and ideas pertinent to the work you do every day. This is the perfect forum if you have questions about processes, or to share a great idea that has worked in your court. Bring ideas and questions to share! The more you bring to the discussion, the more the group can take away. One idea for this session: Have you made a new form or streamlined a process that you would like to share? Bring it! And, as always, bring your questions. Maybe another court has come up with something great that will help you.



### **Disposition Reporting**

We will be discussing disposition reporting and answering any questions you have on dispositions. The presentation consists of a Power Point presentation of about 20 slides, including background information on the project, statistics regarding dispositions sent, benefits of using EJSM, and a brief description of how the EJSM process and mask works.

### **Where’s the Plan: Maximizing Court Performance through Strategic Planning – MSU**

Effective court leaders take time to vision the future because visioning impacts the bottom line. Visioning and strategic planning help courts and court leaders avoid isolation, create and maintain momentum for change, and improve day-to-day court management. This course conveys the basics of visioning and strategic planning. It introduces students to the steps involved in strategic planning and how to initiate, manage, and evaluate such a process. The contents of this course can be applied in a court or auxiliary court organization or operation.

*Class Description Cont...*

**DMV eConvictions**

The eCitations Project will provide courts with a process to submit convictions to DMV electronically. The convictions will automatically post to Oregon driver records, or will produce a print to send to the state of licensure.

Three justice courts volunteered to participate in a pilot of the eCitations Project. The three courts received the file structure explaining the data elements required for electronic convictions. They tested with the DMV technical team during construction and with the DP Coordinator during User Acceptance Testing. The pilot courts began sending convictions to DMV electronically after all testing was successfully completed.

Driver Records monitors the program to identify issues that need to be resolved either technically or with training. After the two-month pilot period, DMV began inviting other courts to join the program. Courts will be added based on the workload the agency can absorb at any given time.

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SPRING 2016 CONFERENCE REGISTRATION FORM  
OREGON ASSOCIATION FOR COURT ADMINISTRATION  
Agate Beach Inn, Newport OR April 10<sup>th</sup>, 11<sup>th</sup> AND 12<sup>th</sup> 2016

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

☐ Full conference registration (member \$175 / non-member \$240) \$ \_\_\_\_\_

\*Full registration includes Sunday luncheon, Monday Breakfast, Monday luncheon, Tuesday Breakfast.

**\$50.00 Late Fee** (Registration after the March 4, 2016 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 sessions you will be attending, including rap sessions.**

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

A la carte pricing

Day/Time	Session Name	Attending	Member	Non Member
Sunday, 9:00a - 10:30a	The Impact of Marijuana Legislation		\$35	\$55
Sunday, 11:00a - 12:00p	Budgeting 101		\$35	\$55
Sunday, 1:30p - 3:00p	Nuts & Bolts of Expunctions (and Set-Asides)		\$35	\$55
Sunday, 3:30p - 5:00p	Municipal Court Rap Session - Traffic Only		\$35	\$55
	Municipal Court Rap Session - Traffic/Misd		\$35	\$55
	Justice Court Rap Session		\$35	\$55
	State Court Rap Session		\$35	\$55
Monday, 8:00a - 8:45a	MSU/OACA Certification Presentation		n/a	n/a
Monday, 8:30a - 5:00p	Where's the Plan-Maximizing Court Performance through Strategic Planning		\$75	\$95
Tuesday, 8:30a - 10:00a	CJIS-Disposition Reporting		\$35	\$55
Tuesday, 10:30a - 12:00p	DMV (eConviction Program)		\$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 18% service charge)

☐ Sunday Luncheon \$18.98 per person \$ \_\_\_\_\_  
☐ Monday Breakfast \$17.56 per person \$ \_\_\_\_\_  
☐ Monday Luncheon \$19.94 per person \$ \_\_\_\_\_  
☐ Tuesday Breakfast \$16.37 per person \$ \_\_\_\_\_

**TOTAL PAYMENT ENCLOSED** \$ \_\_\_\_\_



**REGISTRATION DEADLINE: March 4, 2016 (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 21, 2016 to secure our group rate. Be sure to mention that you are with OACA. Refer to the "2016 Spring Fall Conference Hotel Accommodations Information" page in the ECHO for pricing.

**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. It is the perfect time to socialize amongst your peers, eat some fabulous hors d'oeuvres, and have some fun. It is a great time had by all and we would love to see everyone there!

☐ Yes, I will be attending the reception

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

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**Please be sure to complete the entire registration form and return both pages with payment no later than 03/04/16 to:**

OACA  
c/o Allison Sederlin , Springfield Municipal Court  
230 4<sup>th</sup> Street  
Springfield, OR 97477

Please make checks payable to OACA.

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

Name: \_\_\_\_\_ Court: \_\_\_\_\_

Court: \_\_\_\_\_

Court Mailing Address: \_\_\_\_\_

Court Physical Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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I am applying for: \_\_\_\_\_ (Scholarships are not transferable)

\_\_\_\_\_ Registration fee of \$175.00

\_\_\_\_\_ 2 nights hotel (under 100 miles one way) \$196.69

\_\_\_\_\_ 2 dinners \$44.00

\_\_\_\_\_ 3 nights hotel (over 100 miles one way) \$295.04

\_\_\_\_\_ 3 dinners/1 breakfast \$76.00

\_\_\_\_\_ Mileage round trip \_\_\_\_\_ X .285 = \_\_\_\_\_

Total Requested \$ \_\_\_\_\_

**The identity of the applicant 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 2016 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 21, 2016). If you are granted a scholarship for lodging, sharing a room with another conference attendee or upgrades will not be allowed.

Scholarships are given out based on the applicant's need. Priority will be given to new applicants, although repeat awards may be given if there is funding available.

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

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

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 form.

The OACA Vendor Scholarship 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 the 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 qualification 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 4, 2016.** Please return applications to: Sue Carlile-Hopper, OACA Secretary, Beaverton Municipal Court, P.O. Box 4755, Beaverton, OR 97076 or email to: [scarlilehopper@beavertonoregon.gov](mailto:scarlilehopper@beavertonoregon.gov). Please call 503-526-3736 to verify your application was received.

Applications will be reviewed at the March 18, 2016 Board meeting. Applicants will be notified by email of the results.

**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.**



Toll Free: 877-399-UTRN (8876)  
Local: 503-759-7166  
Email: [courts@uturn180.com](mailto:courts@uturn180.com)  
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## **END-OF-DAY TASKS**

The day is winding down and all you want to do is shut down your desk for the day and go home. What should you do before you grab your keys and head out the door?

**Give your to-do list a look.** The last thing you want to happen is to arrive at home and worry about what you have to do tomorrow (unfortunately, I do this all the time). If you know what's on your plate you can mentally run through what you might do, and identify any "low hanging fruit" you can take care of first thing.

**Review your schedule.** As you're thinking about all those to-do list tasks, you need to know how much time you have committed elsewhere. You may mentally plan to complete 10 tasks but can really only complete 4 because of other items on your calendar.

**Check in with people.** Make a quick pass around the office (especially your boss's office) and see what's going on. Perhaps there's a new project coming your way and this is the opportunity for the boss to give you a heads up about it. Again, this is going to affect your to-do list and schedule.

**Clean your work area.** More and more companies are putting clean desk policies in place. In most cases, this is because of the need to keep information confidential and keep prying eyes from seeing what they shouldn't. Aesthetically, a clean desk conveys a message of "I have my act together." In addition, you'll be walking into a clean area when you return in the morning. You don't like going home to a messy house, why would you want to go to work to a messy desk?

**Turn off your email.** This is hard...truly hard. Your habit is to start it up first thing in the morning and turn it off during the last minute in the evening. Stop doing this. Turn off your email 30 minutes before you're getting ready to leave...and leave it turned off. Resist the inclination to check it. Whatever is there will be there tomorrow. If someone is sending you an email at 5:00 p.m., they probably aren't expecting an answer until morning. Note: Turning off your email includes not only that on your desktop but on your phone.

**Relish the quiet.** Many people find they can get more done after 5 o'clock than all day. This can be because everyone else is doing what you're doing (reviewing to-do lists and schedules) or they have already left. Take advantage of this. Give yourself a set amount of time, and see how much you can get done. You'll feel a lot better when you leave the office knowing that you've accomplished some tasks and found closure on others so as to not carry worries home.

**Reflect.** During the quiet time, why not take a few minutes to just think about things? Pull your hands away from the keyboard, set them in your lap and just think. What went well? What didn't go well? What did you learn today? What do you need to change? This is a way to shut down your mind as well and (again) keep you from carrying mental worries out the door.

**Plan your commute.** Now that you've shut down the work day, pay attention to your commute home. Do you have to stop anywhere? Is there some place you must be? Organize your activities and you'll find they go much smoother as they occur.

**Say Goodnight.** With everything in order, you're ready to leave. Say your goodnights and head out the door satisfied that you've put in a good day's work and that tomorrow is another day.

*Not all these suggestions will work for everyone but they are great ideas and worth trying.*



During the last few rap sessions questions of amnesty programs has been discussed. Newberg Municipal Court and Sherwood Municipal Court are starting an amnesty program that will run from February 15 - May 15, 2016. Wendy from Newberg provided me with an outline of the guidelines they are requiring.

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**To participate in this program, you must follow the guidelines below:**

- Overdue fines are defined as those that are currently under suspension status and/or have been sent to the collection agency and are older than 2 years. Cases with restitution owed and criminal cases are excluded.
- You will receive half off / fifty-percent (50%) of the total balance due. Reductions will not be given for partial payments.
- Payment must be in the form of cash, money order, cashier's check, visa or mastercard. Payments can be made in person, via mail or taken over the phone.
- Driver license reinstatement papers will be given at the time of payment in full. You may also be subject to a \$75.00 fee payable to the DMV to reinstate your drivers license.

*If you have any questions you can contact Wendy Looney at 503-537-1241.*

- ♦ Choices 1 – Defensive Driving...in English & Spanish
- ♦ Choices 1 – Available Online...covering Oregon Laws
- ♦ Choices 2 – Ending Aggressive Driving...8 Hour Class
- ♦ Alcohol/Drug Information School...MIP Charges
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# Officers and Directors

## 2015-2016

### **PRESIDENT**

#### **CHRISTINE WATTS**

McMinnville Municipal Court

230 NE 2nd Street

McMinnville, OR 97128

Wk.: 503.434.2348

Fx: 503.435.5787

[Christine.Watts@ci.mcminnville.or.us](mailto:Christine.Watts@ci.mcminnville.or.us)

### **IMMEDIATE PAST PRESIDENT**

#### **KAY RENFRO**

Beaverton Municipal Court

PO Box 4755

Beaverton, OR 97076

Wk: 503.526.2291

Fx: 503.350.4031

[krenfro@beavertonoregon.gov](mailto:krenfro@beavertonoregon.gov)

### **CONFERENCE VICE PRESIDENT**

#### **SHAWN BRANSON**

McMinnville Municipal Court

230 NE 2nd Street

McMinnville, OR 97128

Wk: 503.434.2356

Fx: 503.435.5787

[shawn.branson@ci.mcminnville.or.us](mailto:shawn.branson@ci.mcminnville.or.us)

### **CO-EDUCATION VICE PRESIDENT**

#### **CORTNEY COX**

Tualatin Municipal Court

8650 SW Tualatin Rd.

Tualatin, OR 97062

Wk: 503.691.3025

Fx: 503.961.6884

[ccox@ci.tualatin.or.us](mailto:ccox@ci.tualatin.or.us)

### **CO-EDUCATION VICE PRESIDENT**

#### **MARY SHROLL**

Tualatin Municipal Court

8650 SW Tualatin Rd.

Tualatin, OR 97062

Wk: 503.691.3025

Fx: 503.961.6884

[mshroll@ci.tualatin.or.us](mailto:mshroll@ci.tualatin.or.us)

### **ECHO, RESOLUTIONS & BY LAWS**

#### **VICE PRESIDENT**

#### **AMY ANDERSON**

Hillsboro Municipal Court

150 E. Main Street

Hillsboro, OR 97123

Wk: 503.681.6459

Fx: 503.681.6282

[amy.anderson@hillsboro-oregon.gov](mailto:amy.anderson@hillsboro-oregon.gov)

### **MEMBERSHIP VICE PRESIDENT**

#### **HOLLY FENTON**

Salem Municipal Court

555 Liberty Street SE, #215

Salem, OR 97301

Wk: 503.588.6139

Fx: 503.588.6441

[HFenton@cityofsalem.net](mailto:HFenton@cityofsalem.net)

### **SECRETARY**

#### **SUE CARLILE-HOPPER**

Beaverton Municipal Court

PO Box 4755

Beaverton, OR 97076

Wk: 503.526.3736

Fx: 503.350.4031

[scarlilehopper@beavertonoregon.gov](mailto:scarlilehopper@beavertonoregon.gov)

### **TREASURER**

#### **ALLISON SEDERLIN**

Springfield Municipal Court

230 4<sup>th</sup> St.

Springfield, OR 97477

Wk: 541.744.4180

Fx: 541.744.3376

[asederlin@springfield-or.gov](mailto:asederlin@springfield-or.gov)

### **DIRECTOR**

#### **CARLA BANTZ**

Milwaukie Municipal Court

10722 SE Main St.

Milwaukie, OR 97222

Wk: 503.786.7531

Fx: 503.786.7528

[bantz@milwaukieoregon.gov](mailto:bantz@milwaukieoregon.gov)

### **DIRECTOR**

#### **WENDY LOONEY**

Newberg Municipal Court

401 E. Third Street

Newberg, OR 97132

Wk: 503.537.1241

Fx: 503.538.5393

[wendy.looney@newbergoregon.gov](mailto:wendy.looney@newbergoregon.gov)

### **DIRECTOR**

#### **ANASTASIA OLVERA-EICHLER**

Fairview Municipal Court

PO Box 337

Fairview, OR 97024

Wk: 503.674.6210

Fx: 503.666.0888

[olvera-eichlera@ci.fairview.or.us](mailto:olvera-eichlera@ci.fairview.or.us)

### **DIRECTOR**

#### **JAMIE RHODES**

City of Lafayette

PO Box 55

Lafayette, OR 97127

Wk: 503.864.2451

Fx: 503.864.4501

[jamier@ci.lafayette.or.us](mailto:jamier@ci.lafayette.or.us)

### **DIRECTOR**

#### **EMIRA VEJO**

Beaverton Municipal Court

PO Box 4755

Beaverton, OR 97076

Wk: 503.526.2635

Fx: 503.350.4031

[evejo@beavertonoregon.gov](mailto:evejo@beavertonoregon.gov)