



Salutations!

My last message as outgoing president! WOW! It has been my absolute honor to serve this organization. I will truly value this experience for the rest of my life. I am so proud to have served with so many amazing people over the years! You all have done nothing but support this organization with your ultimate dedication and commitment. Although I'm a bit sad to say good bye, it feels good knowing OACA is in extremely capable hands with the newly elected board of directors. I look forward to watching them lead OACA into the future and help make this organization even more exceptional than it already has been for the last forty years.

Thank you to all who attended the fall conference and continually help support OACA. We are only as strong as our membership and you all once again proved to me we are solid. In calling on people to run for the board, I was amazed at the response!

As always, welcome to our new members! It was nice meeting you at the new member breakfast and it was great getting to know you all. For those who couldn't attend, I highly encourage you to attend the spring conference. It is an extremely rewarding experience both professionally and personally.

Continued on next page.....



2017 POST-FALL

THE
ECHO
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 Courts 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.

The annual business meeting brought forth some positive changes to the bylaws. Thank you to the membership for voting those changes through! We now have an Information Technology Vice President, Allison Sederlin. I am so excited to have this position as part of the board now. Allison will continue to improve our website and make OACA as accessible to the membership as possible. If you have any suggestions or questions, please email her.

The elections were a bit different this year. There was no written ballot because we didn't have a full board to start with. We had nominations from the floor. We had people volunteer for the board after the meeting. I am pleased to say we have a full board of directors now! Here they are:

President, Shawn Branson from McMinnville Municipal Court. Education Co-Vice Presidents, Doralyn Olivera from Bend Municipal Court and Debra Arntsen from Beaverton Municipal Court. Information Technology Vice President, Allison Sederlin. Conference Co-Vice Presidents, Pamela Ganey from Brookings Municipal Court and Emira Vejo from Beaverton Municipal Court. Membership Vice President, Mary Nelson from Milwaukie Municipal Court. Echo, Resolutions and By Laws Vice President, Wendy Looney from Newberg Municipal Court. Secretary, Sue Carlile Hopper from Beaverton Municipal. Treasurer, Emerald Ackley from Beaverton Municipal Court. And last but not least our Directors, Carla Bantz from Milwaukie Municipal Court, Candy Ashby from Lane County Justice Court, Deborah Ingledew from Salem Municipal Court and Kim Matthews Carrier from Happy Valley Municipal Court. Welcome, all! Their contact information is on the last page of The Echo. Feel free to contact them with any questions or ideas you may have.

The Past Presidents Reception was an evening of celebrating our fortieth anniversary and memories! It was nice to see it so well attended. I enjoyed visiting with everyone and dancing the night away!

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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BYLAWS

OREGON ASSOCIATION FOR COURT ADMINISTRATION

BYLAWS

Revised 2017

ARTICLE I – NAME

- Section 1: The name of this organization is the Oregon Association for Court Administration (OACA) hereinafter referred to as the Association.
- Section 2: The Association's duration shall be perpetual.

ARTICLE II – PURPOSE

- Section 1: The Association is organized for the following purposes:
- A. To increase the proficiency and professionalism of court personnel;
 - B. To improve the administration of court operations;
 - C. To promote activities and exchange information relating to the court operations and administration; and
 - D. To foster cooperation and understanding between court personnel, judges, the legal community, and others involved with or interested in the judiciary.
- Section 2: The Association shall not engage in any regular business or activity of a kind ordinarily conducted for profit and shall maintain legal status as a nonprofit organization.

ARTICLE III – MEMBERSHIP

- Section 1: The Association has four classes of members: Active, Associate, Student and Honorary. The designation and qualifications for each class are as follows:
- A. Active membership is open to any person employed by a state or local court upon application and payment of annual dues.
 - B. Associate membership is open to anyone interested in the Oregon Court System and who maintains a supportive role with the courts upon application and payment of dues. Associate members are not eligible for election to Director or Officer positions and are not eligible to receive scholarships.
 - C. Student membership is open to anyone qualified who makes application for Student membership and payment of dues. Student membership is open to any individual enrolled in at least six (6) credit hours of classes for three quarters or two semesters of a year in a field of study related to work in the courts. Student members are not eligible for election to Director or Officer Positions, but Committee membership is encouraged. Student members are not eligible to receive scholarships.

D. The Board of Directors may grant honorary membership to any person who has demonstrated outstanding support to the Association or to the goals of the Association. Honorary members shall not be required to pay annual dues and are not eligible to receive scholarships or other support from the Association. Honorary members (e.g. past presidents) may also be Active members or Associate members by paying the Association's annual dues.

E. Active membership is eligible to apply for scholarships.

Section 2: Each member shall be given an inscribed certificate of membership upon initial granting of membership.

Section 3: Transfer of membership is possible if dues have been paid with public funds and the initial member has terminated employment in the courts. Upon written request by the employer to whom the membership will be transferred. The Board of Directors must approve any transfers of membership.

Section 4: Resignation of any type of membership requires only a written statement submitted to the President or Membership Vice President of the Association. No refunds for membership dues will be given to a resigning member.

Section 5: The membership year shall be January 1 through December 31.

Section 6: Annual dues shall be waived for the Immediate Past President during the membership year immediately following service as President. Upon completing his/her term as Immediate Past President, the person shall be conferred with lifetime honorary membership. Honorary members are encouraged to maintain concurrent Active members.

Section 7: Any change in the annual dues shall be communicated to the full membership of the association at a conference business meeting and in *The ECHO* before the change shall take effect.

Section 8: All categories of membership carry rights and responsibilities for participation in the Association. Each member receives full access to the website. Only Active members have the right to vote on Association business at the annual meeting including the election of the Board.

Section 9: All members abide by the OACA Code of Conduct in Article VIII

ARTICLE IV – BOARD OF DIRECTORS

Section 1: Responsibility and authority for general management of the Association is vested in a Board of Directors.

Section 2: The Board of Directors includes the Officers and four Directors of the Association. All Elected Board members are required to maintain membership as Active members in the Association for the duration of their elected term.

Section 3: The Officers of the Association shall consist of the positions of: President, Education Vice President, Conference Vice President, Membership Vice President, Information Technology Vice President, ECHO, Resolutions & Bylaws Vice President, Secretary,

Treasurer, and Immediate Past President. More than one person may serve in one position at a time, but no person may serve in more than one position at a time.

Section 4: All officers and directors shall be elected or appointed in accordance with the provisions of these Bylaws. The outgoing President, upon completion of the term of office, shall become the Immediate Past President.

Section 5: A vacancy in any Board position shall occur upon:

- A. Resignation or incapacity of a Board member;
- B. Failure of a Board member to maintain Active membership in the Association;
- C. Determination by the Board of Directors, upon two-thirds (2/3) vote, that a Board member has failed to adequately perform the duties of his/her position; or
- D. Appointment or succession of a Board member to fill a vacancy in another Board position.

Section 6: If a vacancy occurs in any Board position except President or Immediate Past President, the Board of Directors shall appoint a qualified Active member to complete the unexpired term. If a vacancy occurs in the position of President, the Education Vice President shall succeed to the presidency and complete the unexpired term. If a temporary vacancy occurs in one of the Vice President positions the Board of Directors shall appoint a qualified Active member to fulfill the duties of that office until the elected person returns. If a vacancy occurs in the position of Immediate Past President, the position shall either remain vacant until next filled in the normal manner or be filled with another Past President through appointment by the Board of Directors.

ARTICLE V – DUTIES OF OFFICERS AND DIRECTORS

Section 1: The office of President is the highest office of the Association with the privileges and responsibilities of promoting the mission and goals of the Association. The President shall represent the Association and communicate its interests to other organizations and bodies and perform such duties as may be required to promote and accomplish the purposes of the Association.

The President shall:

- Preside at the annual meeting of the Association, at any special meetings or conference of the Association, and at all meetings of the Board of Directors;
- Except as otherwise provided in these Bylaws, appoint the chairperson and members of all standing and special committees;
- Be an ex-officio member of all committees; and
- Be signatory on any accounts in financial institutions for the Association and on any contracts or commitments made by the Association or the Board of Directors.

Section 2: The Education Vice President has primary responsibility for:

- Researching and recommending to the Board conference themes, keynotes and workshop speakers, curriculum design, and organization of the educational program for all conferences;
- Conducting surveys of the Association members and all Oregon court judges and staff regarding educational needs and preferences;
- Collecting and analyzing the conference session evaluations to maintain the highest possible quality of educational programs at conferences;
- Organizing and managing the Educational program for all conferences including negotiation with speakers for fees and expenses, recruiting speakers and hosts for all sessions; and
- Working with the Education Committee and other volunteers to recommend applicants for scholarships and all levels of Certification of the Association, and making certain all membership constituencies are served through conference programs.

The Education Vice President shall assist the President and other Vice Presidents in the discharge of Association matters in the absence of the President, shall assume responsibility for the duties of that office. The Education Vice President is the chair of the Education Committee.

Section 3: The Conference Vice President has primary responsibility for:

- Researching and recommending conference dates, facilities, and locations to the Board of Directors;
- Negotiating contracts with hotels or conference facilities for all conferences and educational programs of the Association;
- Organizing and managing the physical logistics of all events of each conference; and
- Working with the Conference Committee and other volunteers to plan banquets, fundraisers, social events, and the audio/visual setup for rooms for educational sessions which are part of the conferences.

The Conference Vice President shall assist the other Vice Presidents in the discharge of Association matters. The Conference Vice President is chair of the Conference Committee and a member of the Education Committee.

Section 4: The Membership Vice President has primary responsibility for:

- Marketing and managing efforts to increase the membership of the Association;
- Maintaining the membership records and statistics of the Association and report on the membership to the Board at the first board meeting immediately following each conference;
- Prepare an updated membership roster for the annual meeting of the Association;
- Organizing and managing the Mentor Program for new members, events for orientation of new members and first time attendees at conferences; and

- Sending membership certificates to new members.

The Membership Vice President shall assist the other Vice Presidents in the discharge of Association matters. The Membership Vice President is the chair of the Membership Committee.

Section 5: The ECHO, Resolutions and Bylaws Vice President have primary responsibility for:

- Editing and managing the production of the Association's newsletter, *The ECHO*;
- Maintaining a high level of quality and accuracy of *The ECHO*; and
- Working with The ECHO, Resolutions and Bylaws Committee in developing and reviewing proposals for resolutions and changes in the bylaws to be brought to the Board of Directors and the Association's membership.

The ECHO, Resolutions and Bylaws Vice President shall assist other Vice Presidents in the discharge of Association matters. The ECHO, Resolutions and Bylaws Vice President is the chair of The ECHO, Resolutions and Bylaws Committee.

Section 6: The Information Technology Vice President has primary responsibility for:

- Updating and maintaining the association website;
- Work with conjunction of treasurer to coordinate online payments;
- Assisting presenters with setup of audio and visual equipment at conferences;
- Maintaining all association audio and visual equipment.

The Information Technology vice President shall assist the other Vice Presidents in the discharge of association matters.

Section 7: The Secretary has primary responsibility for:

- Preparing a record of the proceedings of the annual meeting for publication in *The ECHO*;
- Preparing and sending to all Board members the minutes of all meetings of the Board;
- At the direction of the President or the Board of Directors, preparing and sending correspondence on behalf of the Association;
- Receiving all applications for association scholarships, determining initial qualification of applicants, and submitting them to the Board of Directors for determination of funding recommendation to the board;
- Maintaining all official records of the Association except for financial and membership records; and
- Otherwise assisting other Board members in the discharge of their duties.

Section 8: The Treasurer has primary responsibility for:

- Maintaining the financial records of the Association;

- Preparing and presenting to the Board a comprehensive, annual financial statement by April 1 of each calendar year;
- Serving as chairperson of the Finance Committee;
- Reporting on the current financial status of the Association at each meeting of the Board of Directors and to the membership at the annual meeting;
- Depositing funds in such financial institutions as are designated by the Board of Directors in an account under the name of the Association;
- Withdrawing account funds, execute checks or other drafts and disburse monies in support of official association business or activities in accordance with the provisions of these bylaws; and
- Assisting other Board members in the discharge of their duties.

Section 9: Directors. All Directors are elected at large from the membership of the Association. The Directors shall serve as members of the Education Committee and shall be responsible for assessing the Association's educational needs and developing and coordinating the educational goals, plans and programs of the Association. In support of these activities, the Directors shall be responsible for conducting membership surveys and evaluating educational presentations at the annual and other meetings or conferences. At the direction of the President or Board of Directors, the Directors shall perform other duties in furtherance of Association purposes and assist other Board members in the discharge of their duties.

One Director shall be designated Director of Certification by the President and assigned the tasks of administering the Association's Certification Program including recommending persons to the Educations Committee for Certification at a specific level.

Section 10: The Immediate Past President shall participate as a full member of the Board of Directors and especially shall be responsible for providing advice and counsel to

The President and other Board members based on knowledge and experience acquired from previous service in the Association. The Immediate Past President has responsibility for working with and annually appointed Nominations Committee to develop and present a slate of candidates for all open positions in the Association at each annual election.

Section 11: The Board of Directors may delegate certain duties of the Secretary, the Treasurer of the Conference Vice President to a Secretariat position appointed by the Board.

Section 12: The Board of Directors may enter into contracts for services for specialized technical services for compensation. (e.g., Web site development and maintenance, auditing, marketing, legal or financial advice, etc.) The Board must approve any such contracts. All contracts shall be in writing, signed by the contractor, and monitored monthly by the president or their board approved designee.

ARTICLE VI – COMMITTEES

- Section 1: In addition to the Board of Directors, there shall be seven standing committees of the Association: Education; Conference; Membership; ECHO, Resolution, and By Laws; Finance; Web site; and Nominations.
- Section 2: The Education Committee Shall Assess the educational needs of the membership and develop and coordinate the educational goals, plans and programs of the Association. This includes responsibility for:
- Developing the educational program for annual meetings and such other meetings and conferences as may be held,
 - Providing a balanced educational program for each conference consistent with the categories of the Association's Certification program to enable members to achieve certification in a reasonable time;
 - Acting as clearinghouse for information about educational opportunities and court operations,
 - Providing educational articles for the Association newsletter,
 - Recommending funding plans for educational programs,
 - Developing a long-range educational plan for the Association,
 - Managing the OACA Scholarship Programs, including selection of scholarship recipients, and,
 - Work with the Director of Certification to approve recommended levels of Certification for which applicants are qualified for eventual approval by the Board; and
 - Assist the Education Vice President in performing duties assigned.
- The Education Vice President shall chair the Education Committee. The Education Committee includes all officers of the Association, the elected and appointed Directors, and any Active member also may be appointed to the Committee. Members of the Board of OACA may not receive a Peter Kiefer Scholarship. All members of the Board and the Education Committee may not vote on their own level of Certification while serving on the Committee.
- Section 3: The Conference Committee shall assist the Conference Vice President in performing duties assigned. This includes planning and carrying out the activities of the annual meeting and such other Association meetings or conferences as may be required. Also includes responsibility for facility and travel arrangements, publicity, fundraising and conference operation. The Conference Vice President shall chair the Conference committee and any Active member may be appointed to the committee.
- Section 4: The Membership Committee shall assist the Membership Vice President in performing duties assigned. This includes developing and implementing programs and activities to attract new members to the Association and influence existing members to retain membership. Also includes responsibility for conducting membership drives, developing information material on the benefits of membership, developing informational ma-

terial on the organization and functions of the Association and providing related material for publication in the Association newsletter. The Membership Vice President shall chair the Membership Committee and any Active member may be appointed to the Committee.

- Section: 5 The ECHO, Resolutions, and By Laws Committee shall assist the ECHO, Resolutions and By Laws Vice President in performing duties assigned. This includes receiving, reviewing and making recommendations regarding proposed resolutions and amendments to the By Laws. Also includes responsibility for ensuring that proposed resolutions and By Laws amendments are clear, accurate and in proper form. The Committee, at the direction of the President or the Board of Directors or on its own initiative, also may develop recommendations for proposed Resolutions of By Laws amendments. The ECHO, Resolutions, and By Laws Vice President shall chair the ECHO, Resolutions, and By Laws Committee and any Active member may be appointed to the Committee.
- Section 6: The Finance Committee shall assist the Treasurer in performing duties assigned. This includes review of the financial status of the Association and developing plans and programs to maintain or improve its financial stability. Also includes responsibility for budget preparation and auditing, analysis of membership dues and financial projections. The Treasurer shall chair the Finance Committee and any Active member may be appointed to the Committee.
- Section 7: The Information Technology Committee shall monitor and recommend modifications of the association's website to the Information Technology VP. The IT VP will chair the Committee. The responsibilities of the Committee include making certain the content of the website is accurate and current; the website contains links to court related administration websites, and provides sufficient information about the Association members
- Section 8: The Nominating Committee shall receive nominations for officers and directors and shall present those nominations at the annual meeting of the Association. This includes responsibility for soliciting the interest of qualified members, reviewing the membership status of nominees and developing ballots for election. The Immediate Past President shall chair the Nominating Committee. Any Active member may be appointed to the Committee, but may be nominated from the floor of an annual business meeting.
- Section 9: The President may, with approval of the Board of Directors, establish such special committees as may be appropriate to carry out the purposes of the Association. Special committees automatically terminate at the conclusion of each annual meeting unless re-established by the President.

ARTICLE VII – MEETINGS

- Section 1: An annual meeting of the Association shall be held at a time and place designated by the Board of Directors. The election of officers and directors, consideration of resolutions and proposed amendments to these Bylaws and other matters of the Association business shall be conducting during a business session at the annual meeting.

- Section 2: Notice of the annual meeting, together with details of time, place, costs, program agenda and any special items of business, shall be provided to the membership in *The ECHO* and on the Association's website at least 30 days prior to the annual meeting.
- Section 3: The Board of Directors may authorize such other conferences, workshops, and special meetings of the Association, as it deems appropriate. Notice of such activities shall be provided to the membership at least 30 days in advance, except that such notice may be waived by the Board of Directors in emergency situations upon two-thirds (2/3) votes. A special meeting of the Association shall be held upon petition by a simple majority of Active members as listed on the most recent membership roster.
- Section 4: The Board of Directors shall hold at least three business meetings annually. The Board of Directors may hold such additional meetings as may be necessary, upon call of the President or a majority of the Board members. Board members shall be counted present and vote if attending remotely.
- Section 5: Committees shall meet upon the call of the chairperson, upon requested of a majority of the committee members, at the direction of the President, and as otherwise provided in these Bylaws.

ARTICLE VIII – CONDUCT OF BUSINESS

- Section 1: The business of the Association shall be conducted by the Active members in attendance at the annual business meeting or other meeting convened for the purpose of transacting business. Between annual meetings, the Board of Directors shall conduct the business of the Association in accordance with the provisions of these Bylaws.
- Section 2: Only Active members shall have one vote, except as otherwise provided in these Bylaws. There shall be no voting by proxy or absentee ballot in either Board meetings or business meetings of the Association. When necessary, Board meetings, including voting on motions appropriately made, may be conducted by conference calls or email.
- Section 3: The Active members attending the business session of the annual meeting or other meeting convened for the transaction of business shall constitute a quorum. A majority of the Board of Directors shall constitute a quorum of the transaction of business by the Board.
- Section 4: Except as otherwise provided in these Bylaws and subject to quorum requirements, transaction of business shall be by simply majority vote of those eligible Active members present and voting. Any action that could be taken at a meeting of the Board of Directors may be taken by the Board without a meeting through telephone or written correspondence, subject also to quorum and other voting requirements.
- Section 5: The Board of Directors shall annually designate the location of the Association's official Post Office Box.
- Section 6: Parliamentary authority for the Association shall be Robert's Rules of Order (revised) latest edition, insofar as such rules of order do not conflict with these Bylaws or special rules of order adopted by the Association or the Board of Directors. The Board may

appoint a parliamentarian to provide counsel or rulings on questions of parliamentary procedure or application of these Bylaws.

ARTICLE IX – FINANCIAL

- Section 1: The fiscal year of the Association shall be January 1 through December 31.
- Section 2: There shall be annual dues for Active members in an amount set by the Board of Directors.
- Section 3: Annual dues are payable on or before January 1. Any Active member who have not paid current annual dues by February 1, shall be dropped from the membership until dues are paid. Dues paid in connection with a conference registration or at any other time shall be applied to the current membership year.
- Section 4: Withdrawal or transfer of Association funds deposited in financial institutions shall require approval by the Board of Directors and will be executed by the Treasurer. Execution of checks or drafts and other disbursements of funds in support of normal Association business or activities require the signature of two officers. Reimbursement requests must be accompanied by appropriate documentation.
- Section 5: The Board of Directors may establish registration fees or other charges for annual meetings, special meetings, conferences, workshops, and other Association activities. The Board also may enter into contractual relations in the name of the Association in support of Association business or activities.

ARTICLE X – NOMINATIONS AND ELECTIONS

- Section 1: Except as provided otherwise in these Bylaws, any Active member may nominate themselves or another Active members for any Board position except Immediate Past President.
- Section 2: Nominations must be submitted in writing to any member of the Nominating Committee or the President no later than 30 days prior to the annual meeting, except that the Nominating Committee may make nominations on its own initiative at any time prior to the annual meeting. The President shall refer to any nominations received to the Nominating Committee.
- Section 3: Prior to the annual meeting the Nominating Committee shall consider all nominations properly submitted, confirm the willingness of nominees to serve if elected, and present such nominations to the membership at the business session of the annual meeting.
- Section 4: Following presentation of nominees from the Nominating Committee, additional nominations, with the consent of the nominee(s), may be made from the floor by an Active member. Any nominee may withdraw from consideration at any time prior to the election. A person may be nominated for only one Board position.

- Section 5: Upon closing nominations, an election for each office and Directors shall be held. Voting shall be by written ballot. The President may appoint a balloting committee to assist in the general conduct of the election, including distribution, collection, counting, and verification of ballots.
- Section 6: Each Active member present during the election may vote for a maximum of one nominee for each office and four nominees for the positions of Director. Officers shall be elected by receiving a majority of the votes cast for their respective election. The five nominees for Director receiving the highest number of votes cast for their respective election. The election results shall be announced during the annual meeting at a time determined by the outgoing President.
- Section 7: All elected officers and Directors, along with the Immediate Past President, shall take office at the first board meeting following the fall conference at which they are elected or succeed, and shall serve until the first board meeting at which their successors are elected or succeed, except as otherwise provided in these Bylaws. The term of office of all Officers and Directors shall be one (1) annual cycle, except as follows:
- The term of the office of Secretary shall be for two (2) annual cycles, with the election occurring at the annual business meeting held in each even-numbered year.
 - The term of the office of Treasurer shall be for two (2) annual cycles, with the election occurring at the annual business meeting held in each odd-numbered year.
 - The term of the office of Membership Vice President shall be for two (2) annual cycles, with the election occurring at the annual business meeting held in each even-numbered year.

ARTICLE XI – RESOLUTIONS

- Section 1: Resolutions regarding Association policies, activities or operations not otherwise provided for in these Bylaws may be submitted by any Active member or the Board of Directors. Standing or special committees may make recommendations to the Board of Directors for resolutions to be submitted by the Board.
- Section 2: Resolutions must be submitted in writing to any member of the ECHO, Resolutions, and By Laws Committee or the President no later than thirty (30) days prior to the annual meeting. The President shall refer any resolutions received to the ECHO, Resolutions, and By Laws Committee.
- Section 3: Prior to the annual meeting, the ECHO, Resolutions and By Laws Committee shall review all resolutions properly submitted and make such recommendations about each resolution, as it deems appropriate. The Committee also may make such technical, non-substantive changes to resolutions as it finds necessary for clarity, accuracy and completeness.
- Section 4: Resolutions not submitted within the thirty (30) day requirement may be presented to the Board of Directors at the Board meeting immediately preceding the annual meet-

ing. The Board may modify such late resolutions in any fashion and may submit them, together with its recommendations, for consideration at the annual meeting.

Section 5: The chairperson of the ECHO, Resolutions, and By Laws committee shall present each resolution, including any late resolutions submitted by the Board of Directors, for consideration by the Active members in attendance at the business session of the annual meeting. The chairperson also shall present any recommendations regarding each resolution made by the ECHO, Resolutions, and By Laws Committee or the Board of Directors.

Section 6: Regardless of any recommendations made by the ECHO, Resolutions, and By Laws Committee or the Board of Directors, each resolution presented is an automatic motion to adopt the resolution. After presentation, resolutions may be amended in any fashion upon proper motion. Resolutions, which are adopted, shall become effective upon conclusion of the annual meeting unless specifically provided otherwise in the resolution.

Sections 7: Nothing in this Article prevents any Active member from presenting an item of business from the floor at the business session of the annual meeting.

ARTICLE XII – AMENDMENT OF BYLAWS

Section 1. Proposed amendments to these bylaws should be submitted and considered in accordance with the provisions of Article XI – Resolutions, except as otherwise provided in this article.

Section 2. Amendment of these bylaws requires approval by two-thirds (2/3) of those Active members present and voting at the business session of the annual meeting. Bylaws amendments become effective upon conclusion of the annual meeting unless specifically provided otherwise prior to adoption.

ARTICLE XIII – OACA CODE OF CONDUCT

The Oregon Association for Court Administration (OACA) recognizes the importance of ethical conduct by its members in the administration of justice. OACA members hold positions of public trust and are committed to the highest standards of conduct. OACA members observe these standards of conduct to preserve the integrity and independence of the judiciary. The OACA Code embodies our dedication to upholding and increasing the public's confidence in the judicial branch of government, and also reflects our commitment to promoting integrity within our association and profession. OACA's members subscribe to the following Code of Conduct.

I. Abuse of Position and Conflict of Interest

A. Members shall not use or attempt to use their official positions to secure unwarranted privileges or exemptions for that member or any other person.

- B. Members shall not accept, agree to accept, dispense, or solicit any gift or favor based upon an understanding that the official actions of the member would be influenced thereby.
- C. Members shall act so that they are not unduly affected or appear to be affected by kinship, position, or influence of any party or person.
- D. Members shall not request or accept any compensation or fee beyond that received from their employer for work done in the course of their public employment. However, members may engage in outside employment as long as it does not conflict with the performance of their official responsibilities or violate this code.
- E. Members shall use the resources, property, and funds under their control judiciously and solely in accordance with prescribed legal procedures.
- F. Members shall avoid conflicts of interest, or the appearance of conflicts, in the performance of their official duties.

II. Confidentiality

- A. Members shall not disclose to any unauthorized person confidential information.
- B. Members shall not give legal advice unless specifically required to do so as part of their official position.

III. Political Activity

- A. Members are free to participate in political campaigns/organizations during nonworking hours if such activity does not use, or appear to use, the member's official position or court in connection with such activities.
- B. Members who obtain their official positions by means of election are exempted from the provisions above to the extent that the member is known as the incumbent while seeking reelection and may cite appropriate judicial branch experience while campaigning.

IV. Performance of Duties

- A. Members should carry out their responsibilities to the public in a timely, impartial, diligent, and courteous manner, strictly adhering to the principles embodied in this code.
- B. Members shall not discriminate on the basis of, nor manifest by words or conduct, a bias or prejudice based upon race, color, religion, national origin, gender, or other groups protected by law, in the conduct of service to the court and public.
- C. Members shall enforce or otherwise carry out any properly issued rule or order of court and shall not exceed that authority except to perform other duties of their positions.
- D. Members shall promote ethical conduct as prescribed by this code and report any improper conduct by any persons to appropriate authorities.
- E. Members shall support and protect the independence of the judicial branch of government. Members shall also protect the public's interest and justice for all persons.

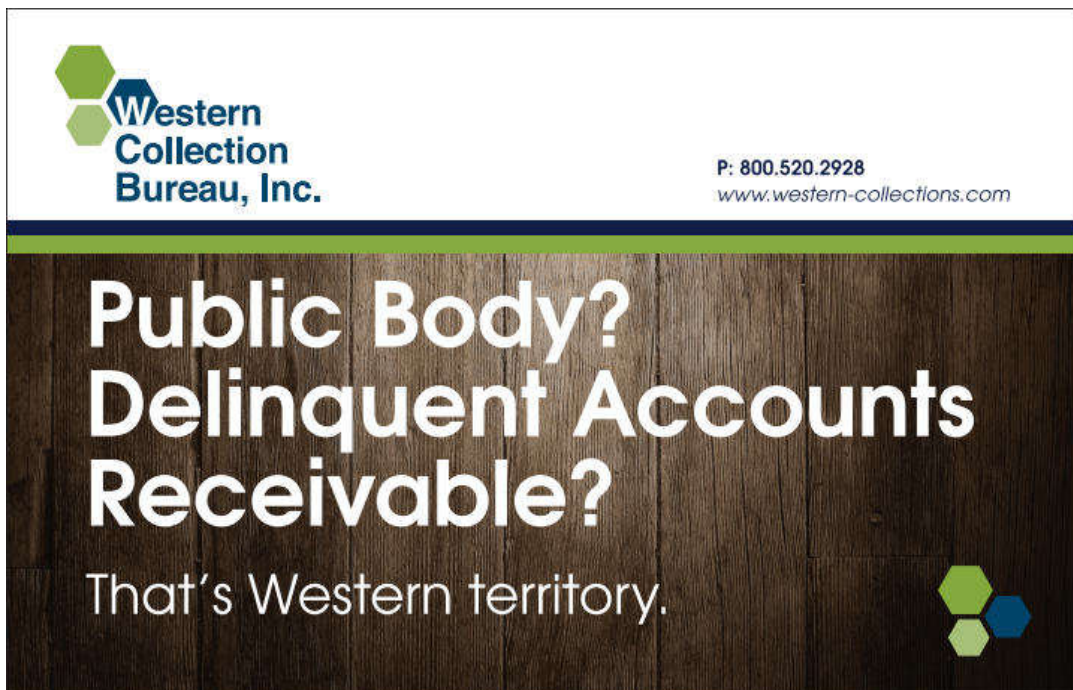
- F. Members shall uphold the Constitution, laws, and legal regulations of the United States and all other governments they serve and never be a party to their evasion.
- G. Members shall promote the growth and development of professional court management by improving their work skills and supporting research and development in the field.
- H. Members shall avoid any activity that would reflect adversely on their position or court.
- I. Members shall immediately report to appropriate authorities any attempt to induce them to violate these standards.

ARTICLE XIV – DISSOLUTION

The association shall use its funds only to accomplish the objectives and purposes specified in the bylaws, and no part of said funds shall inure, or be distributed, to the members of the association. On dissolution of the association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board of Directors.

*This Code of Conduct is a modification of the National Association for Court Management's Code of Conduct.

OACA BYLAWS
(10/17)



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The advertisement features a dark wood-grain background. In the top left corner is the Western Collection Bureau, Inc. logo, which consists of three green hexagons of varying shades and the company name in blue and black text. In the top right corner, the phone number and website are listed. The main text is in large, bold, white font, and the tagline is in a smaller white font at the bottom. A small version of the logo is in the bottom right corner.

Past Presidents of OACA



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1980-1981 John Donnelly

1981-1982 Sandra Franklin

1982-1983 James W. Schofner

1983-1984 James H. Murchison

1984-1985 Cameron S. Burke

1985 Peter C. Kiefer

1985-1986 Molly Claussen

1986-1987 Terry Christofferson

1987-1988 Norman Meyer

1988-1989 Kim A. Foster

1989-1990 Peggy Ray

1990-1991 Jan Chapin

1991-1992 Dianne Holland

1992-1993 Sue Lamb

1993-1994 Candia Rich

1994-1995 Tammy Dover

1995-1996 Nadine Robinson

1997-1998 Sharon Coy

1998-1999 Laverne Caudle

1999-2000 Colleen G. Kephart

2000-2001 Shirley A. Nixon

2001-2002 Richard Vandiver

2002-2003 Donna Poirier

2003-2004 Char Mauch

2004-2005 Kay Renfro

2005-2006 Joyce Denver

2006-2007 Becky Robertson

2007-2008 Carol Humphreys

2008-2009 Sue Ryan

2009-2011 Donna Poirier

2011-2014 Kay Renfro

2014-2017 Christine Watts

Current Shawn Branson



MEMBERSHIP

Membership

We had a wonderful fall conference at the beautiful Hood River Inn. It was not only a great educational experience but OACA celebrated our 40th anniversary as an organization that brings educational opportunities for all courts in the state of Oregon. The conference included a breakfast for new members to learn about the organization. Your membership in this organization provides you with the valuable information and networking you will use in your everyday life at your court.

Membership renewal

It is almost the end of the year, which means that your OACA membership will need to be renewed. Just go to our website www.oaca.org fill out a 2018 membership form and pay your fee, no papers or checks to mail. Please remember that your access to the “members only” portion of our website will be blocked in January if your membership is not renewed. Don’t miss out on important information because your membership is not up to date.

OACA always welcomes new members and encourages our members to recruit new members from their colleagues and acquaintances. An incentive for recruiting new members is that the association offers some valuable rewards. **Refer 3 members in a year and win a free annual membership! Refer 5 new members and win a conference registration!** Just make sure the new member you refer writes your name on their application as the person who referred them

On a personal note, I want to thank you all for allowing me to serve as your membership vice president. It has been a great honor to serve on the board and to pass the torch to your new membership vice president Mary Nelson. She will do a great job as vice president. I will still be serving on the board as a director and you can always email me with questions. I also encourage anyone that is interested in serving on the board to do so, it is a very rewarding experience.

Carla Bantz

EDUCATION

As we come upon this season of giving thanks, I feel it is appropriate to use this time to voice my appreciation to OACA. The Fall 2017 Conference was my last as the Education Vice President. I am forever grateful to have been a part of the OACA board. Being an officer has been such a great experience. I've had the opportunity to lend my voice to this wonderful organization. To learn from other board members and OACA members. To participate in relevant and timely classes that have served to enhance my skills and knowledge. I am grateful for the relationships fostered through this work. It really has been beneficial for me in many ways. As Debbie and Dory take over the Education VP position, I wish them the very best. If you have great ideas for classes or trainings, pass those ideas on to your Education VPs.

To anyone who has thought about joining the board or a committee, my advice is to go for it! You won't regret having spent time making the organization even better. As we give time and talent to OACA, we will continue to reap the benefits. We heard our Immediate Past President, Christine Watts say OACA needs you. I would like to broaden that plea by saying OACA is you! Don't be afraid to make this organization exactly what we need it to be. It's already great! Imagine making it even better!

Special thanks to the vendors who support us so generously! They really do so much to make it possible for us to have these conferences. They care about the work we do. We appreciate them for all they do for OACA.

Thanks, everyone! See you next time!

Mary Shroll

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CONFERENCE

Happy fall OACA! You can definitely tell that the weather is changing. That's okay by me because fall is my favorite time of the year. I am hoping each and every one of you have settled back in to work after attending the fall conference and joining us in celebrating OACA's 40th year. To top it off, we got really lucky with some great weather at Hood River.

I would like to personally thank outgoing Education Vice President Mary Shroll for, once again, doing an amazing job lining up all the sessions. She continually went above and beyond the call of duty and this conference was no exception. Thank you Mary!

Thank you to all those that attended the Past President's reception! We did something special for dinner and was lucky enough to have Hit Machine perform. It was a fun, fun night....whether you were out on the dance floor or just there to listen to the music. A good time was had by all.

This is my last year as Conference Vice President. A huge welcome to Pamela Ganey and Emira Vejo who were just elected to the board as Conference Co-VP's. They have experience on the board as directors and will do an amazing job with conference. Thank you both!

Thanks once again to you all for attending the fall conference. We simply cannot do this without each and every one of you!

Spring Conference is in Newport at Agate Beach Inn from April 15th-April 17th, 2018. Please mark your calendars because it will be here before you know it.

Here's to having a wonderful holiday season surrounded by family and friends!

Shawn

LEGISLATIVE UPDATES

Judge Carl Meyers went over House Bills that have passed. Two that really stick out and pertain to most courts are the below two:

BILL #	Description	Ch.	Eff. Date
HB 2797	Raises presumptive fines for violations committed on or after January 1, 2018. Increases amount paid to state by same amount.	712	8/15/2017
HB 2597	Cell Phone Bill redux. Applies to offenses occurring on or after effective date.	629	10/1/2017

He also talked to us about the Oregon Code of Judicial Conduct. This Code establishes standards for the ethical conduct of Judges and Judicial Candidates. This Code specifically says that Municipal court judges are not required to comply with the Code, But it is a great practice to follow.

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NEUTRALITY = INTEGRITY

Judge Dan Cross from Washington County explained how important it is for the public to have trust in the Court. How the Court's standing with citizens can impact the support received from the public. One way to promote and create confidence in the Judiciary and the Court is by the ethics and Code of Conduct in which the Court operates under. Judge Cross went over some important sections of the Code of Judicial Conduct and explained that court staff is an extension of the Judge and, therefore, bound by the same ethical standards outlined for Judges. Emphasis was placed on the Court remaining neutral and not appearing to be a team with law enforcement and attorneys. A "team" implies partial treatment. The analogy of a sports team was outlined, teammates have each other's backs and will go the extra mile to support one another and this type of relationship with law enforcement and attorneys is detrimental to public perception.

Judge Cross detailed the dangers of ex parte communication. He also explained the importance of maintaining boundaries; not allowing law enforcement to sit in special areas of the Courtroom or allowing officers access to chambers from the Courtroom. These practices can be perceived as partial, ethics could be questioned and it could leave the public feeling that the Court is more in favor of the "team" versus the facts of the cases. Also the importance of Court staff refraining from telling the public what they should or should not do, as this could be perceived as giving advice, or more importantly, coercion. An overview of appropriate and inappropriate ways to communicate with the public was given. Other important ethical scenarios were reviewed and discussed. It was noted that Municipal Judges are not required to follow the Code of Judicial Conduct, however, Judge Cross felt it was best practice for all Judges and Court staff to follow them as if there was ever a complaint, the ethics and the spirit of these laws would still apply.

Overall a very thought provoking presentation and a good reminder to Court staff and Judges as to the importance of the Court remaining neutral and independent.

Cheri Coble—Eugene Municipal



MSU—CASE FLOW MANAGEMENT

Timothy Dibble is the Vice President of The Justice Management Institute and Adjunct Professor at Michigan State University. He designed and built the case flow management curriculum for MSU, which is what he presented about at the conference during his interactive session.

He started off the session with a discussion on what case flow management is and why it is important. A few of the points that he brought up were that having an effective case flow management plan in place ensures timely disposition of cases, enhances the quality of litigation, provides equal treatment of all litigants, and gains public confidence in the court as an institution.

Tim's presentation was very interactive and had different group exercises for us to do. We did group presentations on different case types and their outcomes. We discussed the factors that can make a case more complex and can extend the time until disposition. It was a session full of a lot of great information and Tim was an engaging and knowledgeable speaker.

Emerald Ackley
Beaverton Municipal Court



COMMUNICATE WITH TACT AND PROFESSIONALISM

The speaker for this session was David Pollard. He handed out a booklet from Pryor Learning Solutions. He started out the session by reviewing things that “get in the way” of communication and the definitions of each of those things. Then there was a discussion of the ways people communicate (i.e. in person, on the phone and in writing). During the session, there were group activities and a case study overview. The session was very interactive and moved along rather fast. We discussed what motivates people and how people have different experiences and how we each perceive situations differently based on our life experiences.

The key to communicating with tact and professionalism is to take responsibility. Enter every interaction with a mutually positive outcome as your goal. Value relationships more than winning. Fine-tune your sensibilities so you can read people and situations quicker. Believe that all human beings, whether you like or agree with them, deserve an equal amount of respect.

We discussed how to successfully get our thoughts across (i.e. think before you speak and be brief). There was also a discussion regarding the reasons why people do not listen like our minds wander, people don’t care what the message is or about the person giving the message, etc. We went over when it is a good idea to prepare your conversation ahead of time like when you have a job interview, a meeting with a superior, coaching and sensitive issues, etc.

We discussed appealing to emotions, logic and ethics to persuade. Your ability to persuade others demonstrates your personal power. Use appeals to change or strengthen peoples’ opinions.

Lastly, we talked about establishing your credibility so others see you as an expert. You need to know your stuff, your audience and embody your message. You need to build a rapport to win over the toughest critics.

We felt that the first half (morning) was good and enjoyable and we received good information. The last half (afternoon) was ok, it just seemed to be long and not as informational, like we were going over some of the same things. (maybe because it was after lunch and we were ready for a nap). We would recommend this speaker.

Name: Marlene E. Leland and Niki Hubbard

Court: Lebanon Municipal Court

TRAUMA NURSES TALK TOUGH

The Trauma Nurses provided a thought provoking session about High Risk Driving and the damage it can cause. This audience learned new information about how speed is the largest cause of fatal accidents. We also learned how improvements in traffic control, road infrastructure, vehicle construction, and new traffic laws have drastically reduced deaths related to traffic accidents.

The speaker used an effective mix of humor, anecdotes, and data to reach her audience. She had us alternately laughing and then crying. Her videos and graphics provided great educational content, including video of actual crash tests to demonstrate what happens even at lower speeds.

The Trauma Nurses presentation was a very compelling presentation regarding high risk driving behaviors. It made me a believer in an education first approach. It also drove home a key piece of the reason we clerks and court administrators do our jobs: to improve public safety by ensuring compliance with traffic laws.

Erin Selvey
Springfield Municipal
Court



LEDS—MANUAL AND ELECTRONIC DISPOSITION REPORTING AND ENTRY

For Courts that deal with Misdemeanor cases, there is always a disposition from the arrests that need to be sent into the state. Danelle and Laurie were here to tell us about the new electronic filing and updates that have been added to our regular “paper” reporting form.

Some of the updates include a code for Probation violations (Code 310) after where it says conviction on the reporting form. The other is added line for Contempt. It now has codes 340 you mark for “found in contempt” or code 341 “not found in contempt”. The other lines that I had seen change are below the boxes where it now has the word “sentence” and there are separated areas for jail, probation, fine, diversion and other.

The speakers had said this was not taking effect until January 1, 2018. There were even questions on that from the membership, and I thought they had said there would be no returns until after that date. However, when I got back from conference, a copy of the new reporting form was in my “in-box”. Along with that was a pile of rejects from the last 6-month to a year where most of them were for the “new” boxes for contempt and probations violations. It was lucky they sent me the new form. I would have not known what they wanted!

The speakers also reviewed the entry of dispositions for the electronic filing. They walked us through the menus of what needed to be in there.

Overall it is a good class, and a time to have all your questions answered. I am attaching a copy of the new form (I think it was shown on their power point) with this review.

Happy Dispo Reporting!
Reviewed by Sue Carlile-Hopper
Beaverton Municipal Court

CONTROL # _____
 ORI # _____
 Date of Arrest _____
 SID # _____

NAME _____
 CONTRIBUTOR _____

DOB _____

WHEN COMPLETED MAIL TO: Oregon State Police
 CJIS Division/Records Unit
 3772 Portland Road NE
 Salem, OR 97301 Rev 06-21-11

ARREST CHARGES	ORS	ENTER COURT IDENTIFICATION HERE
1. _____	162 195	<input type="checkbox"/> CRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input checked="" type="checkbox"/> MUNI ORI: _____
2. _____		<input type="checkbox"/> CRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: _____
3. _____		<input type="checkbox"/> CRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: _____
4. _____		<input type="checkbox"/> CRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: _____
CHARGES AT DISPOSITION	COURT DETERMINATION	
1. _____ ORS: _____ SENTENCE DATE _____ COURT CASE # _____	300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED CONTEMPT - 340 <input type="checkbox"/> FOUND IN CONTEMPT 341 <input type="checkbox"/> NOT FOUND IN CONTEMPT CONVICTED - 310 <input type="checkbox"/> CONVICTED 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL CCNV.LESS OFN - 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MSD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WH/CLD 390 <input type="checkbox"/> JURISDICTION JUV COURT 391 <input type="checkbox"/> WAIVER TO ADULT SENTENCE - <input type="checkbox"/> JAIL _____ <input type="checkbox"/> PRISON _____ JAIL/PRISON SUSP _____ PROB _____ FINE _____ FINE SUSP _____ DIVERSION / LENGTH _____ DEFER SENT / LENGTH _____ OTHER _____	
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