

# THE ECHO



February 2015

OREGON ASSOCIATION FOR COURT ADMINISTRATION

## A MESSAGE FROM YOUR PRESIDENT CHRISTINE WATTS

### 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 Circuit 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 continuing education for court professionals. 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

Greetings! I hope this message finds you well. Are you ready for spring, like myself? Your newly elected board of directors has begun to settle into their respective positions. I have to say, this board is excited to get things accomplished! We recently adopted a retention schedule and have begun the process of records destruction. We recently shredded items dating back to 1990. Yes, you read that right! Spring cleaning has begun at OACA.

We are also in the process of launching our newly improved website and are working diligently to overhaul its content and usability. We are adding a "members only" access area so we can upload pertinent information and share amongst members on a regular basis. Website review is now a regular agenda topic so as to assure the content remains updated. Your patience is appreciated during this reconstruction period. Obviously, our goal is to utilize the website to its fullest. If you have any suggestions about what you would like to see on our website, such as helpful links or specific documents, please email me at [christine.watts@ci.mcminnville.or.us](mailto:christine.watts@ci.mcminnville.or.us) and I will be happy to get it taken care of.

The time has come, yet again, for our spring conference in Newport. We have one more spring conference left on our contract with Agate Beach Inn. If you are aware of the perfect location for a future conference, please email your suggestion to either Conference Co-Vice Presidents, Debra Arntsen at [darntsen@beaverton.gov](mailto:darntsen@beaverton.gov) or Tin Hoang at [thoang@beaverton.gov](mailto:thoang@beaverton.gov). The board has been hard at work organizing and finalizing this upcoming conference. Your Education Co-Vice Presidents, Cortney Cox and Mary Shroll, created an excellent agenda packed full of interesting classes. This agenda is a bit different from the past several conferences so I wanted to take the opportunity to explain. All members will be together for classes, except for the rap sessions. We felt the topics were such that they universally relate to the entire membership. Everyone will benefit equally from the education and no one will miss out! I am personally looking forward to being with everyone. If you haven't already done so, please submit your membership renewal and then register for the conference. Don't forget about the vendor scholarship if needed! OACA strives to help as much as possible, compliments of our gracious vendors.

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### *Presidents Message....*

Speaking of education (and getting things accomplished), we need your help! Your Past President, Kay Renfro, previously mentioned the matter of overhauling our certification program. We all agree it takes entirely too long to get certified so let's do something about it. This process is going to be challenging to accomplish without additional members help. The outcome will be rewarding for the entire membership so if you would like to contribute and get certified faster, please get involved!

If you have any suggestions or ideas about ANYTHING let us know! We welcome your opinions. I look forward to continuing to help improve this already outstanding organization.

I don't think I will ever get tired of saying, "See you at the beach!" I can't wait to see you all again.

Best regards, Chris

## Scholarship Information

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

There have been some minor changes to the application process to ensure we can help as many applicants as possible. We have changed the mileage requirement that allows for either a two night stay or a 3 night stay at the hotel. Also to help this organization grow and get more people involved, we are requiring the award winners to participate by writing an article about a class they attended for The Echo, or other tasks as assigned.

All requests must be submitted on the Vendor Scholarship application (provided in this issue of The ECHO or on the OACA website) and must be received by **5:00 p.m. Friday, March 13, 2015. For more information and the new requirements see the Vendor Scholarship information sheet included in this issue.** If you have any additional questions please call OACA Secretary, Sue Carlile-Hopper, at 503-526-3736. Please submit your completed applications to:

Sue Carlile-Hopper, OACA Secretary  
Beaverton Municipal Court  
P.O. Box 4755, Beaverton, OR 97076

The application 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

### 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 Brown at 503-588-6139 or by email: [HBrown@cityofsalem.net](mailto:HBrown@cityofsalem.net)

## NEW MEMBER BREAKFAST

Spring conference at Agate Beach is just around the corner! The board has worked hard to put together a great educational and fun conference for us all to enjoy. 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.

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 Brown by phone at 503-588-6139 or by email at [HBrown@cityofsaalem.net](mailto:HBrown@cityofsaalem.net) with any questions regarding your membership.

Please do not miss out on any of the fun or valuable training opportunities that OACA will be offering in 2015!

## Conference

### ***LOOKING FORWARD TO SPRING CONFERENCE***

*Check out what's coming and spread the word....Spring Conference is just around the corner!*

To start the conference strong, Chief Justice Thomas A. Balmer, will be our Keynote speaker and address us on the future of limited jurisdiction courts. We will then break out into Rap Sessions. Some Rap Session advice: the more you put in, the more you get back! So bring your questions and topics you'd like to discuss, as this is your opportunity to take advantage of the knowledge and experience of your peers. After the Rap Sessions, Jan Carothers, Certified Personnel Consultant, will motivate us all on customer service and give us tools to make our daily work experience more pleasurable.

For Monday, we are excited to announce and welcome Yolanda Lewis as our Spring Conference speaker on the subject of Purposes and Responsibilities of Courts. Ms. Lewis is the District/Superior Court Administrator of Fulton County that oversees the Atlanta Judicial Court and the Fifth Judicial District of the State of Georgia. MSU credits are available for Ms. Lewis' courses.

On Tuesday, we'll focus on local topics. Lt. Doug Mozan, from Eugene Police Department is our presenter on Active Shooter Training. Sean O'Day, from League of Oregon Cities will end our conference by speaking on Measure 91, Recreational Marijuana, and what it means for cities.

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

There will be a lot of fun and laughter as usual for the Past Presidents' Reception on Sunday night! Yes, pictures will be taken and great food will be eaten. We will have some great hors d'oeuvres and, of course, our themed gift exchange. Please stop by and reconnect with old friends and colleagues or make some new connections. I know for me, working in the court system has been made easier by the connections I have made.

The theme for our gift exchange this conference is **"Coffee and Tea by the Sea"**. We have had just wonderful weather these past years at Agate Beach and for me sitting outside at the ocean drinking a tasty beverage with friends is what it is all about. So what would be better than sharing your favorite coffee or tea beverage with someone new? If you want to join in the fun please bring a wrapped themed item worth no more than \$20.00 aggregate value. If you plan to attend, please make sure to RSVP and check the appropriate box on page two of the registration form. We would love to see you there!

Our Fall Conference is going to be at the Red Lion Hotel on the River in Portland on October 18<sup>th</sup>, 19<sup>th</sup> & 20<sup>th</sup>. The Red Lion Hotel is close to many wonderful restaurants and great shopping.

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

### Hotel Accommodations Information

The 2015 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!

The following rooms are available:

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

Tax rate is 10.5%

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


Please make your reservations no later than **March 23, 2015**. 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.

# CREDITS





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## 2015 SPRING CONFERENCE MENU

### **Sunday Lunch: Backyard BBQ:**

*Grilled chicken, BBQ ribs, coleslaw, baked beans, potato salad, corn on the cob, fruit salad, cornbread and butter.  
(The grill chicken is without sauce)*

### **Sunday Evening Past President's Reception:**

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

### **Monday Breakfast: Sunday Morning Brunch:**

*Scrambled eggs, honey cured smoked bacon, sausage, breakfast potatoes, quiche Lorraine, house smoked salmon quiche, eggs benedict, coffee cake, mini Danish and muffins, warm cream cheese blintzes with strawberry sauce, Non-Alcoholic champagne cocktails and Mimosas.*

**Monday Lunch: Cold Deli Buffet:** *A variety of breads, sliced turkey, ham and roast beef, assorted cheeses, pasta salad, potato salad, sliced fresh fruit and all of the condiments*

### **Tuesday Breakfast: Pacific Northwest Breakfast:**

*Scrambled eggs with Tillamook cheddar cheese, Dungeness crab benedicts, house smoked salmon with mini bagels and cream cheese, honey cured smoked bacon, Lyonnaise potatoes with Walla Walla sweet onions, French toast topped with toasted hazelnuts and Marionberry compote*

\*All lunch buffets include tossed green salad with dressing, chef's choice dessert, coffee and iced tea.



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# *In Loving Memory*



## *Priscilla Klein*

*June 13, 1960 - February 1, 2015*

*Church of the Nazarene  
Lincoln City, Oregon*

It is with great sadness and heavy hearts that we inform you of the passing of Priscilla Klein. Priscilla passed away on January 30, 2015 after battling cancer. She was a member of OACA for four years when she got her dream job of working with the Lincoln City Municipal Court. She served on the Board of Directors for a year. She will be greatly missed by all. Please keep her family and friends in your thoughts during this difficult time.



# Oregon Association for Court Administration

## 2015 MEMBERSHIP APPLICATION

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

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

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

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

\_\_\_\_\_  
Title

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

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

☐ First – Time Member

☐ Renewal

☐ Active \$50.00

☐ Associate \$50.00

☐ Student \$20.00

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Referred by (Please print clearly)

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

**OACA TREASURER**

**Anna Mae Gliebe**

**PO Box 4755**

**Beaverton, OR 97076**

**Ph: 503-526-2358**

# Invitation to all OACA Members to the Past Presidents Reception



Please join us for the gift exchange this year; the theme is Coffee and Tea by the Sea. We have had just wonderful weather these past years at Agate Beach and sitting outside at the ocean drinking a tasty beverage with friends is what it is all about. So what would be better than sharing your favorite Coffee or Tea beverage with someone new?

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[pete.jensen@courtview.com](mailto:pete.jensen@courtview.com)  
Tel: 949.429.0324



Oregon Association for Court Administration  
**Spring 2015 Conference Agenda**  
**April 12, 13, & 14, 2015**  
Agate Beach Inn, Newport  
3019 N Coast Highway  
Newport, Oregon 97365

**Sunday, April 12, 2015**

- |                         |   |
|-------------------------|---|
| 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<br>Facilitator:                            |
| 8:45 a.m. – 9:00 a.m.   | Host and Reviewer Instructions – (mandatory for scholarship recipients)                       |
| 9:00 a.m. – 10:00 a.m.  | <b>Chief Justice Thomas A. Balmer</b><br>Keynote Speaker                                      |
| 10:30 a.m. – 12:00 p.m. | <b>Municipal Court Rap Session (Traffic &amp; Misd.)</b><br>Facilitator:                      |
|                         | <b>Municipal Court Rap Session (Traffic Only)</b><br>Facilitator:                             |
|                         | <b>Justice Court Rap Session</b><br>Facilitator:  |
|                         | <b>State Court Rap Session</b><br>Facilitator:  |
| 12:00 p.m. -- 1:15 p.m. | <b>Business Luncheon – Provided</b>   |
| 1:30 p.m. – 3:00 p.m.   | <b>Positively Memorable Customer Service</b><br>Speaker: <b>Jan Carothers</b>                 |
| 3:00 p.m. -- 3:30 p.m.  | <b>Break</b>  |
| 3:30 p.m. - 5:00 p.m.   | <b>Positively Memorable Customer Service</b><br>Speaker: <b>Jan Carothers</b>                 |
| 6:00 p.m. – 9:00 p.m.   | Past Presidents Reception<br><i><b>Please Join us in Honoring all our Past Presidents</b></i> |

## **Monday, April 13, 2015**

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 Presentation</b> Facilitator:
8:30 a.m. – 10:00 a.m.	<b>Purposes and Responsibilities of Courts *</b> Speaker: <b>Yolanda Lewis</b>
10:00 a.m. – 10:30 a.m.	<b>Break</b>
10:30 a.m. – 12:00 p.m.	<b>Purposes and Responsibilities of Courts *</b> Speaker: <b>Yolanda Lewis</b>
12:00 p.m. – 1:15 p.m.	<b>Lunch Provided</b>
1:30 p.m. – 3:00 p.m.	<b>Purposes and Responsibilities of Courts *</b> Speaker: <b>Yolanda Lewis</b>
3:00 p.m. - 3:30 p.m.	<b>Break</b>
3:30 p.m. - 5:00 p.m.	<b>Purposes and Responsibilities of Courts *</b> Speaker: <b>Yolanda Lewis</b>

\*MSU Credit available for this course (Must attend all four sessions to get credit).

## **Tuesday, April 14, 2015**

7:00 a.m. – 7:30 a.m.	Registration
7:00 a.m. - 8:15 a.m.	Breakfast Buffet
8:30 a.m. - 10:00 a.m.	<b>Active Shooter Training</b> Speaker: <b>Doug Mozan</b>
10:00 a.m. - 10:30 a.m.	<b>Break and Hotel Check Out</b>
10:30 a.m. – 12:00 p.m.	<b>Recreational Marijuana: What it means for Cities</b> Speaker: <b>Sean O'Day</b>
12:00 p.m.	<b>End of OACA Conference</b>

**2015 SPRING CONFERENCE  
COURSE DESCRIPTIONS**



**“The Future of Limited Jurisdiction Courts in the State of Oregon.”**

**Keynote Speaker — Chief Justice Thomas A. Balmer**

**Positively Memorable Customer Service - Jan Carrothers**

In this lively, tool-filled seminar, you'll work with other court professionals to explore and learn how to engage your citizens to cooperate in constructive communication. You'll feel more confident facing tough situations without easy answers.

Gain or refresh powerful customer service skills for satisfying customer needs and decreasing your stress. Increase your tools for serving defensive, angry upset customers. Acknowledge customer issues and refocus on solutions. Keep your own balance while serving those currently “off-balance.” Foster a caring atmosphere for customers and colleagues. Recover well from mistakes – no matter who they are. Help your city staff teams improve your systems and become known for providing exceptional service.



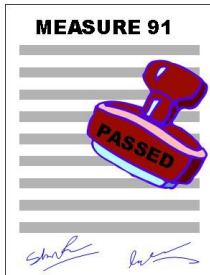
**Purpose and Responsibilities of Courts - Yolanda Lewis**

**Purpose and Responsibilities of Court** identifies and reiterates the core skill sets that court personnel are required to know and perform. The course is a tour of the values and legal concepts that have shaped the American court system including ideologies which serve as the foundational framework for the modern court. Courts will be reacquainted with the basic purposes of the third branch of government; its institutional structure and history; common terms and concepts; and trends in its evolution. The course is intended to assist court personnel to better understand the role of the courts in our society.

Court employees will learn how Court Administration as a profession began and how it has changed over time. The course aims to present historical and simple legal concepts and information in a lively, interactive format, pointing out practical applications and current controversies.

### **Active Shooter Training: - Lt. Doug Mozan**

Lt. Doug Mozan, will discuss what to do if you are ever faced with a situation where an active shooter has entered your environment. An incident can happen anywhere. Get the word out, inform your employees. Have a plan in place for your building. Organize a workshop if you can. He will help us move past hiding under tables and holding our breath.



### **Measure 91: Recreational Marijuana: - Sean O'Day**

Sean O'Day, LOC General Counsel, discusses Measure 91, Oregon's recreational marijuana measure, adopted by the voters on November 4, 2014. The purpose of this training is to provide basic familiarization with the measure. This class focuses on the provisions of Measure 91 that are particularly relevant to local governments and discusses the potential impacts.

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SPRING 2015 CONFERENCE REGISTRATION FORM  
OREGON ASSOCIATION FOR COURT ADMINISTRATION  
Agate Beach Inn Newport, OR April 12, 13, & 14, 2015

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, and Tuesday Breakfast.

**\$50.00 Late Fee (Registration after the March 25, 2015 deadline)** \$ \_\_\_\_\_

**Friendly Reminder !**

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

This is my first OACA conference ( )

I am a new OACA member ( )

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

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

Day/time	Session name	I am Attending	A la carte pricing	
			Member	Non Member
Sunday 9:00a-10:00a	Chief Justice Thomas A. Balmer	_____	\$35	\$55
Sunday 10:30a-12:00p	Rap Session-Traffic Only	_____	\$35	\$55
	Rap Session-Traffic and Misdemeanors	_____	\$35	\$55
	Rap Session-Justice Court	_____	\$35	\$55
	Customer Service	_____	\$35	\$55
Monday 8:15a-8:30a	MSU and OACA Certification Information	_____	N/A	N/A
Monday 8:30a-10:00a	Purposes and Responsibilities of Courts	_____	\$35	\$55
10:30a-12:00p	Purposes and Responsibilities of Courts	_____	\$35	\$55
1:30p-3:00p	Purposes and Responsibilities of Courts	_____	\$35	\$55
3:30p-5:00p	Purposes and Responsibilities of Courts	_____	\$35	\$55
Tuesday 8:00a-10:00a	Active Shooter Training	_____	\$35	\$55
Tuesday 10:30a-12:00p	Recreational Marijuana: What it means for Cities	_____	\$35	\$55

**Total A La Carte Fees \$ \_\_\_\_\_**

**Guest or a la carte meals:** Please mark which meals you are requesting (price includes 18% service charge)

- ☐ Sunday Luncheon \$20.00 per person \$ \_\_\_\_\_
- ☐ Monday Breakfast \$22.00 per person \$ \_\_\_\_\_
- ☐ Monday Luncheon \$20.00 per person \$ \_\_\_\_\_
- ☐ Tuesday Past Presidents Reception \$25.00 per person \$ \_\_\_\_\_

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



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

---

**Please attach any rap session topics that would be of interest to you.**

**REGISTRATION DEADLINE: March 25<sup>th</sup> 2015 (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 Best Western Plus Agate Beach Inn no later than March 23<sup>th</sup> 2015 to secure our group rate. Be sure to mention that you are with OACA. Refer to the "2015 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 mentor to help show you the ropes?

- ☐ Yes, I will be attending the new member/first time conference participant breakfast
- ☐ Yes, please assign me a mentor to learn all the ins and outs of conference!

**RSVP! For the Past Presidents Reception:** If you are planning on attending, please RSVP. That way we can make sure there is plenty of food and tables for everyone. If you have never attended the Past Presidents Reception, please come and join in our "Coffee and Tea by the Sea" themed gift exchange (limit gift to \$20 maximum please). This themed gift exchange is fun and the perfect time to network with peers, and eat some fabulous hors d'oeuvres!

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

**Please be sure to complete the entire registration form and return both pages with payment no later than March 25<sup>th</sup> 2015 to:**

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

Please make checks payable to OACA.

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

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

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

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

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

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

=====

I am interested in: (Scholarships are not transferable)

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

\_\_\_\_\_ 2 nights (under 100 miles one way) \$196.70

\_\_\_\_\_ 2 Dinners \$44.00

\_\_\_\_\_ 3 nights (over 100 miles one way) \$295.05

\_\_\_\_\_ 3 Dinners 1 Breakfast \$76.00

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

Total requested \$ \_\_\_\_\_

The identity of the applicants is confidential. On the questions below please omit any indication of what court you are associated with or any other remarks that would indicate your identity. **If your 2015 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 23, 2015.) *Please note, if you are granted a scholarship for lodging, sharing a room with another conference attendee or upgrades will not be allowed.*

Have you applied for an OACA Scholarship before? (Y) (N) If so, were you awarded a scholarship? (Y) (N) If yes, when

\_\_\_\_\_

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

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

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

2. Submit a written statement as to why you want the scholarship and why you deserve it. Include a brief narrative of your background and future career goals.

3. Is there any funding available through your court? (Y) (N)

Will your city pay for part of your expenses to attend the conference? (Y) (N) If yes, please explain. (e.g. using city car; per diem; other)

4. Are you required to take vacation time or other leave to attend the conference? (Y) (N)

Please note! If you are awarded a scholarship you will be required to write a session review 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. You may be asked to perform a different task as needed.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Applications are due March 13, 2015.** Please return application 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) or Fax 503-350-4031. Please call 503-526-3736 or email to double check that I received your application.

Applications will be reviewed at the March 20, 2015 board meeting; award letters will be mailed to the successful applicants.

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

# Our Safety Courses Can Save Lives!



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**Our Focus is Oregon:** Knowing Oregon's traffic safety laws and how to shed light on responsible driving is what we do. We know why most crashes happen and the community challenges in how to promote safer driving. We have a very strong interest in success – we live here, we work here, and our families drive the same roads as yours.

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**Engaging Traffic Safety Education:** U-Turn180™ provides some of the best and brightest traffic safety education instructors in the Oregon Highway Safety Community. Along with the company's owners, our instructors are part of a dedicated team of Oregon Highway Safety practitioners, working to save lives on **our roads**. We know how to make a difference with our real world focused approach to education.

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# Officers and Directors

## 2014-2015

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#### **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)

### **CO-CONFERENCE VICE PRESIDENT**

#### **DEBRA ARNTSEN**

Beaverton Municipal Court  
PO Box 4755  
Beaverton, OR 97076  
Wk: 503.350.4014  
Fx: 503.350.4031  
[darntsen@beavertonoregon.gov](mailto:darntsen@beavertonoregon.gov)

### **CO-CONFERENCE VICE PRESIDENT**

#### **TIN HOANG**

Beaverton Municipal Court  
PO Box 4755  
Beaverton, OR 97076  
Wk: 503.526.2357  
Fx: 503.350.4031  
[thoang@beavertonoregon.gov](mailto:thoang@beavertonoregon.gov)

### **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@tualatin.or.us](mailto:mshroll@tualatin.or.us)

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

#### **VICE PRESIDENT**

#### **AMY ANDERSON**

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 BROWN**

Salem Municipal Court  
555 Liberty Street SE, #215  
Salem, OR 97301  
Wk: 503.588.6139  
Fx: 503.588.6441  
[hbrown@cityofsalem.net](mailto:hbrown@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**

#### **ANNA MAE GLIEBE**

Beaverton Municipal Court  
PO Box 4755  
Beaverton, OR 97076  
Wk: 503.526.2358  
Fx: 503.350.4031  
[agliebe@beavertonoregon.gov](mailto:agliebe@beavertonoregon.gov)

### **DIRECTOR**

#### **CARLA BANTZ**

Milwaukie Municipal Court  
10722 SE Main Street  
Milwaukie, OR 97222  
Wk: 503.786.7531  
Fx: 503.786.7528  
[bantzcc@milwaukieoregon.gov](mailto:bantzcc@milwaukieoregon.gov)

### **DIRECTOR**

#### **SANDRA BONN**

Washington County Justice Court  
3700 SW Murray Blvd #150  
Beaverton, OR 97005  
Wk: 503.846.6603  
Fx: 503.846.6604  
[Sandi\\_Bonn@co.washington.or.us](mailto:Sandi_Bonn@co.washington.or.us)

### **DIRECTOR**

#### **SANDRA MILLS**

Junction City Municipal Court  
PO Box 250  
Junction City, OR 97448  
Wk: 541.998.1113  
Fx: 541.998.3140  
[smills@ci.junction-city.or.us](mailto:smills@ci.junction-city.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**

#### **ALLISON SEDERLIN**

Springfield Municipal Court  
230 4<sup>th</sup> Street  
Springfield, OR 97477  
Wk: 541.744.4180  
Fx: 541.744.3376  
[asederlin@springfield-or.gov](mailto:asederlin@springfield-or.gov)