

# THE ECHO



May 2016

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 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.

### 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.

Greeting, members!

I hope all who attended the spring conference had as rewarding of an experience as I did! Between the education and networking I thoroughly enjoyed this conference. It was great to see so many of you, one of the highest attended spring conferences ever! Thank you to all who attended and help support OACA. Your board truly appreciates it.

As always, welcome to our new members! It was nice meeting many of you at the new member breakfast and it was great getting to know you all. I appreciated your willingness to share information about yourselves and your participation in classes. I hope you enjoyed your experience and I look forward to seeing you again.

The Past Presidents Reception was one of the best yet! It was nice and relaxing to visit with everyone while jazz music played in the background. If you have any suggestions regarding entertainment for the fall conference in Ashland Hills, please email me at [wattsc@ci.mcminnville.or.us](mailto:wattsc@ci.mcminnville.or.us). I would appreciate it!

Don't forget to mark your calendars for our Fall Conference at The Ashland Hills Hotel and Suites from October 16th - 18th, 2016. We already have some great speakers and topics lined up. The board is working diligently to ensure we have a packed full conference for you all to enjoy, so please join us.

The annual business meeting will be held on Sunday, October 16<sup>th</sup>, which means it'll be elections time! If you have any questions regarding any of the positions up for election, feel free to email me and I would be happy to discuss duties with you! Please consider joining the board. It has been one of the most rewarding experiences for me professionally and even more so personally. We would love your help in navigating OACA through our ever changing profession.

*Continued on next page...*

As I mentioned at conference, we are continuing to upgrade our website. We recently activated a PayPal option for conference registration fees and membership renewals! If you have any suggestions on what you'd like to see on our website let us know and we will make it happen.

I also briefly touched on the board deciding to raise our conference registration and membership fees. This is not a decision we are taking lightly and will be discussing this topic in detail at our next board meeting. With the rise in costs for venues and speakers we have no choice but to make some tough decisions. We want to be able to provide you with the very best conferences we can and in order to do so we have to take a hard look at the overall big picture. I will share more details in the next issue of The Echo.

If you are currently doing business with a vendor you think might be interested in joining our organization, please have them contact me so we can look at getting them involved with the fall conference.

With warm regards,  
Christine

**Better Science. Better People. Better Results. Better World.**

**Increase your revenue with  
the industry leader that gets results**

 **PROFESSIONAL  
CREDITSERVICE**  
A HAWES FINANCIAL GROUP COMPANY

**Government Collection Services**  
*for states, cities, counties, and special districts*  
**for over 80 years**

**ROB NESTELL**  
Account Executive  
**(541) 335-2204**  
robnestell@professionalcredit.com

**(888) 888-1992 | [www.professionalcredit.com/oaca](http://www.professionalcredit.com/oaca)**

INTEGRITY ❖ UNDERSTANDING ❖ RESPECT ❖ COURTESY

# Membership

## Spring Conference New Member Breakfast

We had a great conference at Agate Beach!! On Sunday morning, we had our new member breakfast, where the board had an opportunity to meet and welcome all of our new members who attended this conference.

A big Thank You and Welcome to all our new members!

Holly Fenton, Membership Vice President

The 2016 Fall Conference will be here before you know it! If you have not yet renewed your 2016 membership, please do so right away. Don't miss out on the great opportunities OACA offers. Your membership provides you with great training and education opportunities. We have also added a Members Only section to our website at [www.OACA.org](http://www.OACA.org) which is only accessible with current membership. Content is being added to this page regularly. Renew your membership now so this valuable resource can be available to you!! OACA also offers two conferences per year, giving each of us a chance to network, learn and obtain valuable information to take back to our organization.

The JWorks logo features the word "JWorks" in a bold, sans-serif font. The "J" is black, and "Works" is black with an orange swoosh underline. The background of the advertisement shows a dynamic splash of blue water.

## Your caseflow is dynamic... JWorks™ keeps it flowing

JWorks is the first intelligent case and person tracking system with a truly dynamic caseflow management engine that knows:

- what to schedule
- who to notify
- which documents to produce
- what information to request
- when to set task and event deadlines

Customizable dashboards, individual work queues, and instant notifications and alerts keep your court on time and on top of all cases, people, activities, and supporting documents and media.

**CourtVIEW**  
JUSTICE SOLUTIONS

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

My First OACA Conference  
By: Elizabeth Bordeaux – Baker County Justice Court - Clerk

Traveling is one of my favorite things to do, which is good, because Baker City is a fair distance from Newport. I was thrilled to be invited by my Court Administrator after six years in the position. Regardless of the distance, the opportunity to say hello to the Pacific Ocean – well, I'm already out the door!

Over the years, and after working in a few different arenas, I am no stranger to conferences, workshops, and seminars. I have helped organize a few, too. It is a lot of work and things can go wrong at any point, including at the last minute. If there were any bumps in this one, I certainly did not detect them.

Let me say from the start, to hold my attention beyond 30 minutes, the speaker must be pretty darned dynamic, especially first thing in the morning after a long drive the day before. Three things set my first day for a positive experience (and it just got better from there): Number one – a good night's sleep. The bed in the room was as comfortable as my rather high-end bed at home; Number two – the first-time attendee breakfast drew me in so that I felt like more than just a face in the crowd; Number three – a speaker who was so engaging and humorous (but also very informative on a serious topic), that I would not have left that conference if somebody had tried to pay me. Colin Benson, Senior Assistant Attorney General from the Oregon Department of Justice, who spoke about recent marijuana legalization (Measure 91 and HB 3400), definitely set the stage for those who followed him. To schedule Mr. Benson as the first speaker was a brilliant idea.

The second speaker, Mr. Ross Schultz offered some interesting insight on budgeting. While this information did not speak directly to my duties, I now have new respect for my Court Administrator because it does speak directly to his – which, all things considered, actually does impact whether or not I have any duties at all. Fortunately, my Court Administrator is a very good fiscal manager.

I could probably write several pages about the wonderful speakers, which they were, in my opinion. The food at this conference was delicious (far and away better than most), the breaks were just the right length of time, and the people were truly friendly. I don't think I sat at the same table twice – yet I felt as though I knew everyone at the table within just a couple of minutes. Now, the Rap Sessions were an absolute bonus in that they provided heart-to-heart information. I didn't want these sessions to end.

Each speaker – Kendra Matthews who spoke about expunction; Mia McClure, Laurie Riesterer, and Danelle Hiebsenthal who shared information about disposition reporting; and then the team from the Department of Motor Vehicles (Brent Steele, Monica Phelps, Gary Muller, and Becky Ortiz) who gave us an update on Operational Systems Management/eConviction Program, left me feeling as though I was in the loop, as it were. They all did. I felt as though I really was part of this process we call court administration.

Finally, I must say a few words about Yolanda Lewis, District Court Administrator for Fulton County, Georgia. This individual is a motivational speaker! She could probably motivate me to do just about anything that the law allows. Her credits are far too numerous to mention here, but for all of the conference attendees – you know what I am talking about. Ms. Lewis should go down in the history books as one of the most influential and ground-breaking individuals ever...period. I did get her autograph! This was a fantastic conference, and I am a harsh critic, believe me.

Thank you OACA!



# Oregon Association for Court Administration

## 2016 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:

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



# Conference Update

Hello everybody!

Spring Conference was so much fun! Thank you to everyone who attended! Everyone loves to visit the coast and Newport is a favorite. The staff at Agate Beach Inn is one of the main reasons I love to go there. They consistently go above and beyond to help us make the conference run smoothly. We had many first time attendees at this conference and it was great to see them engaging in the sessions, making connections with other court people and enjoying the conference.

The education was incredible and the sessions were about issues every court is going through right now. We kicked off the conference with the impact of the new marijuana laws, budgeting, expunctions and ended the day with rap sessions. All of Monday was Visioning and Strategic Planning (MSU) with Yolanda Lewis. We ended the conference with OSP disposition reporting and the DMV eConviction program. We, as an organization, are so fortunate to have this caliber of education offered to our members. This conference was seriously off the charts with the education!

A huge “thank you” to all who completed the conference evaluations on the OACA website. As was discussed at the conference, OACA is focusing on becoming paperless and utilizing our website fully. We received a ton of great feedback. The conference evaluations are an invaluable tool to the OACA board. We review each and every comment and suggestion and it helps us so much in the here and now and for OACA in the future.

This Past President’s reception was well attended (in fact it had the most attendees of any conference to date). I think that everyone who attended had a great time. The local jazz band Past Forward set the tone for the night and the food was really good. It’s always nice to chat and mingle with everyone after a full day of classes.

Thanks again to everyone who attended. We could not do any of this without you! Fall conference is at Ashland Hills Hotel & Suites from October 16<sup>th</sup>-18<sup>th</sup>, 2016. Quite a bit of our members have told me how excited they are to go to Ashland again. So, remember to SAVE THE DATE! Until then, have a safe and fun-filled spring and summer and I will see you in October.

Shawn Branson, Conference Vice President



## Education

It was great to have so many people join us for the Spring Conference! People really seemed to get involved. We had excellent classes and great discussions. Now it's time to look forward to Fall Conference. We will be having two tracks again. Our MSU classes will be on the topic of Human Resources Management.

One of our discussions was about Court Security. We have so many people interested in this topic; we will make an effort to have something in the Fall Conference agenda to promote awareness for security measures in our courts. We will have a presentation about contempt, warrants, show cause, and amnesty. We also have an inspirational speaker lined up. The folks from DMV will be there, and they will be ready for our questions. And much more!

Oh! We can't forget the OACA website [oaca.org](http://oaca.org)! We will endeavor to keep the website updated and full of information for OACA members. It's come a long way already this year. You can look forward to being able to register and pay for conferences online, as well as access to a member page that will take the place of the Yahoo chat group.

Good things are coming to OACA!

Mary Shroll, Co-Education Vice President  
Cortney Kammerer, Co-Education Vice President



800-452-0317 or 503-585-5651

[www.valley-creditservice.com](http://www.valley-creditservice.com)

626 Appleblossom Ave NE • Keizer, OR 97303

*Alice Ray-Graham, Chief Marketing Officer*



## 2016 SPRING CONFERENCE SESSION REVIEWS

### Municipal Court Rap Session - Traffic Only

Failure to Appear Suspensions for MIP Alcohol and Marijuana were discussed however most traffic only courts either do not process these violations or suspend for Failure to Comply.

We discussed higher fines in school zones, ORS 153.020. Some Judges only enforce if conditions under 811.235 1 (a) and (3) are met and signs giving notice of consequences in 810.245 are posted.

Also discussed how courts are attempting to get defendants to pay older cases where license may no longer be suspended. Newer legislation has now made the length of suspension for failure to comply 20 years to coincide with the length of the judgment (suspension is from date of violation). Amnesty programs were discussed, most courts have limited success. The Consumer Data Industry Association announced new rules effective 06/15/16 - consumer debts that did not arise from a contract or agreement to pay such as traffic fines with no signed payment plan are not reportable to credit agencies such as Trans Union.

We discussed elements required on a citation per ORS 153.051. If there is an error, some courts allow officers to file an amendment for a citation once it has been filed with the court.

We discussed various fees courts charge such as the fee for payment plans, failure to appear and license suspension/reinstatement.

There were questions about what courts do when they receive a bankruptcy notice. Some courts use the U.S. Bankruptcy Court online system called PACER to look up and track bankruptcies.

We briefly discussed if any court has had a party request to record a proceeding as now allowed by ORS 221.358. Some courts have developed policies requiring written notice sent before the hearing. Some courts have become a court of record so all hearings are recorded.

We discussed if courts were suspending vehicle registrations for a Driving While Suspended conviction per ORS 809.010.

Reviewed by: Sue Hudson-Rau  
Forest Grove/Cornelius Municipal Court

**CREDITS**  
INCORPORATED  
COLLECTION SPECIALISTS

888-553-4968 [www.CREDITSINC.com](http://www.CREDITSINC.com)

ACA INTERNATIONAL  
The Association of Credit and Collection Professionals

TransUnion

CHIVES CONSULTING INC.



## **Justice Court Rap Session Review**

This year's Spring OACA Conference is perhaps the best I've attended, so it's saying a lot when you say the Rap Session was once again the highlight of the conference. There is no other forum where you can learn so much, and connect with so many knowledgeable folks in just a short period of time. Becky Robertson and Angie Debban from the Linn County Justice Court did a terrific job in leading the discussion on a myriad of topics including:

- 1.) Expanding on the "Expungement" session earlier in the afternoon, folks interested in more information should refer to ORS 137.225 for guidance.
- 2.) The group discussed the impact of the new Marijuana Laws and the various court representatives discussed how MIPs and related suspensions were handled. Some courts were mirroring the MIP alcohol process to a new MIP marijuana process. A handout summarizing the new laws was provided to the participants.
- 3.) A handout was also provided on ORS 809.210 which the Richardson case was predicated upon. Courts should pay particular attention to (4)(a), which requires the court to reinstate if a person begins remaking payments on defaulted agreements with the court.
- 4) There was quite a bit of discussion amongst Justice Court attendees about the gremlins that abound with online payment systems and how various courts work around them.
- 5.) Touching back on the Richardson case, there was further discussion about the whole suspension timeline. Basically, the analysis was, from date of offense, prior to 2008, the length of suspension was 5 years, and from 2009-2014, it was ten years. From 2014 and onward a suspension is good for 20 years.
- 6.) The group discussed the difficulty in collecting on parking tickets and trying to get valid information for collection as a court cannot use LEDS to gather information for the purpose of collecting fines.
- 7.) Angie Debban provided a good overview of the e-conviction program and highly recommends getting on board with this.
- 8.) Becky and Angie also talked about looking at the changes in the cellphone law regarding the challenges to actually using the cellphone vs. just viewing it for something like GPS/ driving direction apps.
- 9.) There was also several questions regarding the handling and collecting of FTAs. Once approach might be to schedule show cause hearings and perhaps impose no drive probations. If someone fails to appear on a show cause, then the court can perhaps use CCH and obtain social security numbers for collections purposes through DOR.

Clearly much was covered and the collective experience and genius of the group, even after a long day, was truly amazing. Kudos to Becky, Angie and all the participants. If you are going to attend only one session at conference, make sure it's the Rap Session.

Reviewed by Stella Clyne  
Tillamook Justice Court

## Traffic and Misdemeanors Rap Session

The session was lead by Wendy Looney. She started it by having items on an agenda that she already prepared so it helped to get communication going.



Collection agency representatives attending the conference notified us of a new law that is becoming effective in June of this year. It will change the way outstanding debt is reported. It was suggested to have defendants sign judgments; some courts are already doing it. Payment plans should be signed and social security numbers need attached to the case to make collections easier.

Questions came up on the ways used to collect outstanding fines and fees. Different courts use different ways, some just collection agency, some DOR and some use both.

As a way to collect more money an amnesty program is done by some courts (e.g. Newberg). Wendy gave a good example on how to set it up and notify local newspapers and radio stations and how to do it together with neighboring courts. She suggested setting it up close to tax season. Amnesty programs need to have a judicial or administrative order supporting the actions taken.

Diversion programs are available in a lot of courts throughout the State and they all differ from the fees and the ways cases are handled if there is a failure to comply. It was mentioned that some courts impose maximum fines. There was also a question on how one would know if a person already took the class and doesn't qualify but lies and signs up for it. Some agencies that provide a class (such as U-turn 180) have a way of recording and notifying the court if a person already took the class and will refer the defendant back to the court.

We also found out that some of the courts issue warrants on traffic infractions. They go through extensive amount of work to get the warrant issued so for a lot of courts that are either small or just short –staffed this is not an option at this time.

Notifying defendants of payments due or upcoming court dates is challenging for most of the courts as it takes a lot of man power. Salem is launching a pilot program that will allow them to send their notifications by text message and robot-calling. They will give us more info at the next conference on how program is working.

New marijuana law changed how courts deal with the charges filed. It was also said that most courts noticed the number cases filed have decreased.

Reviewed by: Emira Vejo  
Beaverton Municipal Court

## **The Impact of Marijuana Legalization**

Marijuana, a very controversial subject when it comes to law enforcement and the court system. To this day, we still find it very hard to interpret the current law and all of its criteria when it comes to enforcement and justice around Ballot Measure 91.

I know that many came into this session hoping for more defined answers to their questions around marijuana, but really it isn't that simple. Colin Benson did an amazing job going through the law and all of its changes in the past 2 plus years. He stated that "this law is a law of exemptions, not prohibitions" and that the old rules are still in place, just modified throughout time.

The Oregon Marijuana Law provides for the regulation of the recreational marijuana industry by OLCC, permits personal possession and use of certain amounts of marijuana and marijuana products for those over 21 years of age and allows taxing of marijuana, which is 17% on the sales, payable to the Department of Revenue (DOR) quarterly. One interesting thing that stood out to me is that these Marijuana Dispensaries cannot use banks that are FDC approved to deposit or disperse monies from sales due to the prohibition still remaining at the federal level. They have to pay their taxes to the DOR in cash only. These taxes are then dispersed throughout the state with 40% going to schools, 20% to Mental Health organization for alcohol and drug treatment, 15% to the Oregon State Police, 10% to local law enforcement and 15% to other miscellaneous agencies to help assist with the costs associated with the marijuana law.

This presentation was not only educational but it was also fun and very interesting. With this class being filled with so much great information, it definitely gives me a guideline to follow in my day to day operations in the court, dealing with marijuana and the law.

Reviewed by: Mandy Balcom  
Coburg Municipal Court



## **Nuts & Bolts of Expunctions and Set-Asides**

I would have to say my initial thoughts about this class were, "I am on a merry-go-round and I just want to get off because I feel ill". What I mean by this, is that there can be a lot of specific circumstances and rules that effect expungements for different situations. I learned that actually it should be called a set-aside. It was explained to us that the term set-aside might be considered more accurate, because the incident did exist, it is just sealed and not as easily accessible.

It is all about a time line. Standing at the point of application and looking back over the last 10 years. This gives those people who may have messed up but learned their lesson a little extra help in being able to move forward and get their lives back on track. I definitely learned that having a good attorney to rely on is very important to this process as there are so many different rules and guidelines that apply in different cases.

Reviewed by: Helen Johnson  
Columbia City Municipal Court

## Court Budgeting 101

Budgeting 101 was presented by Mr. Ross Schultz. Mr. Schultz has worked as a corporate finance manager and budget officer for the City of Portland, as well as the city manager and finance director for Sherwood, Oregon. He is a consultant who has spent several years working for several cities throughout Oregon. Mr. Schultz's class explained the overall process of budgeting and specifics regarding court budgeting.



Know where to get your information. A reference Mr. Schultz gave the class was the Oregon Department of Revenue, Local Budgeting Manual. It is “the Bible” on obtaining information regarding the basic Who, What, When, Where and Why of budgeting. ORS 294.306 is the statutes for budgeting.

The Planning Process. The budget is a process to determine what is reasonable and what is expected. The Sources (revenue) and Users (expenses) are the detailed financial translation of the business plan and a measurement of one year's activity. When planning a budget Mr. Schultz suggested a five year plan to provide for future needs such as new computers and training. Mr. Schultz provided a typical planning process which begins with goal setting. The next step is the formal budgeting process; the preparation of the proposed budget; the approval of the budget; and the adopting of the budget. The hearings on the proposed and approved budgets are open to the public. The hearing to adopt the budget is not a public hearing.

The Who, What, When, Where and Why.

Who. The budget officer, or person responsible for the budgeting process. A Budget Committee. The committee is an equal number of members of the governing body and local citizens. State or City officials, treasurer or revenue sharing personnel

What. The estimated amount of income and expenditures

When. The ORS sets out specific steps for the budgeting process. The budget is to be adopted by June 30.

Where. Local governments must prepare and adopt an annual budget

Why. The requirement for local government budgets and the authority to spend money and incur obligations is found in ORS 294.305 to 294.565.

Budgeting 101 was an informative class with an overall view of the budget process and resource information guides.

Reviewed by: Carol Humphreys  
Linn County Justice Court



*The Right Solution for the Justice System*



## JUSTICE SYSTEMS MAKES CASE MANAGEMENT EASY

Our Experienced,  
Attentive Project Team  
Executes Your  
Conversion,  
Customization, and  
Implementation



Our Accomplished  
Court Specialists  
Provide Superior  
Hands-On Training  
And Go-Live  
Assistance



Our Friendly  
Help Desk Offers  
Readily Available  
And Responsive  
Ongoing Support



**Learn More at [JusticeSystems.com](http://JusticeSystems.com)  
Or Call 505-883-3987**

### **MAXIMIZING COURT PERFORMANCE THROUGH STRATEGIC PLANNING (First Session)**

Yolanda Lewis is a dynamic, knowledgeable, entertaining speaker. The morning session was informative instruction regarding setting up a strategic plan: all the steps required for successfully completing a plan. The information given us in the morning session was then used in the afternoon session to map out a sample plan for our court.

You need a mission, vision and a vision statement, all planned by a group of your peers and judges. Without their input, suggestions, involvement, you remain a “lone nut” struggling to accomplish the plan.

Reviewed by: Candy Ashby  
Lane County Justice Court



## **MAXIMIZING COURT PERFORMANCE THROUGH STRATEGIC PLANNING (Second Session)**

My task this conference was to write a review for the second half of Yolanda Lewis's class on strategic planning. First of all, I have to say I love Yolanda's classes. The day goes by so fast and she is an excellent speaker and engaging with her audience. My favorite words describing the definition of strategic planning were "a systemic process of envisioning a desired future and translating this vision into broadly defined goals or objectives and a sequence of steps to achieve them."



The second half of the class was started by talking about social media and trends, and the effect they have on court. Everything is instant now. They have an impact on what we do and how we use them. We live in a "fishbowl failure" era, where everyone sees our failures.

Yolanda talked about how many courts are not doing strategic plans. Many courts do not do plans, but use the "fix it" method, or "break fix" below. That method is putting out fires as you go, where "strategic planning" is finding who is setting the fires and getting rid of the problem. You should always start with a vision, then a plan. Planning improves case management, court access, use of technology, outreach and education, and better employees.

One of the important things I took note of was the two methods to use in strategic planning. I have put that into the table below:

BREAK FIX METHOD	STRATEGIC METHOD
Reaction	Proactive
Limited	Global
Undocumented decisions	Policy supported change
Independent thoughts	Collaborative thinking
Encourages separatism	Inspires community & uniformity

Yolanda also talked about the generational groups and the trends within in each group. There are more representatives of each generation working now than ever before. Towards the end of the class, we broke into our generation groups. The groups were: "The Silent Age" (69-86 year olds), "The Baby Boomers" (50-68 year olds), "The Gen X" (34-49 year olds), and "The Millennials" (18-33 year olds).

In our generational groups we did small group discussion at our tables, using the skills we went over earlier in both part 1 and part 2 of the class. One of the first things we did was to create a mission statement. Earlier Yolanda had given us what courts do to help us in our writing: *"Courts exist to do justice, to guarantee liberty, to enhance social order, maintain rule of law, to provide equal and fair protection, and to ensure due process"*. Our group mission statement should include those words. Groups were then called upon to give their mission statement. We also worked on what trends matter to our court, a SWOT exercise (Strengths, Weakness, Opportunities, Threats), and concerns of the court. Our group work was then shared with others.

Reviewed by: Sue Carlile-Hopper  
Beaverton Municipal Court

## Disposition Reporting

Danelle Hiebenthal joined us from Oregon State Police, CJIS Division to share with us the background and functionality of the Court Entry of Judicial Disposition (EJSM). This project began to help improve the completeness, automation, and transmittal of records to state and federal systems used by NICS to assist in the approval or disqualification of individuals purchasing a firearm, improve officer safety, and provide correct information to the public at large.

EJSM is easy to use, with drop down tables for ORS determination and auto-fills based on your selection. The updates are made in real time to the criminal history record. Currently, only ForSeCom users can use EJSM, but they are currently working on an EJSM mask for WebLeds and it should be available soon.

Laurie Riesterer also shared with us common issues they see when courts are sending in manual fingerprint cards. She went over the required information for reporting (FPN, Name, DOB, DOA, Court ORI, Statute, Determination Code, and Sentencing Information). She also answered some specific questions attendees of this session asked.

Check out the Members Only section at [www.OACA.org](http://www.OACA.org) for handouts and presentation materials!

Reviewed by: Holly Fenton  
Salem Municipal Court



**COURT SERVICES INSTITUTE**

- ♦ **CLASS CONTENT IS BASED ON OREGON LAW**
- ♦ **CSI WILL NOTIFY THE COURT IF A STUDENT HAS PREVIOUSLY ATTENDED A CSI CLASS.**

### CLASSES OFFERED IN OREGON

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

**Educational programs developed  
to help defendants  
“Make Better Choices”**

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

CSI's Management Team is very proud of our service to the Oregon Courts and Communities since 2002.

Use CSI's 3 Part Form . . . We will send the court compliance or non-compliance on the deadline date.

Toll Free: 1-866-268-7874. . . . [www.Courtsi.com](http://www.Courtsi.com) . . . . Email: [Register@Courtsi.com](mailto:Register@Courtsi.com)

## **DMV eCONVICTION PROJECT**

The OACA members, who were in attendance at the Spring Conference, received an excellent overview of the eConvictions Project. DMV provided a panel consisting of Brent Steele, Gary Muller, Becky Ortiz, and Mary Garcia to discuss eConvictions. Initially this was a Pilot Project pertaining to submitting citations electronically to DMV records. Due to its success, the eConvictions Pilot Project has evolved into the eConvictions System. The Pilot Project started with three counties, then five more counties were added and now there are 19 justice and municipal courts scheduled to start processing their convictions electronically.

The courts currently using or scheduled to start using are justice and municipal courts with software that is compatible to DMV software. Magic Court Software is compatible with processing eConvictions. Those courts using Magic can contact DMV to see how to use the eConvictions system.

At this time, only violations can be submitted through this process. If a citation requires any changes, the change must be submitted manually. The eConvictions is an ORS based system. Courts were reminded that parking, code violations, bicyclist and pedestrian citations cannot be filed on an driving record and do not need to be submitted to DMV.

The presentation was very informative and especially helpful for those courts that meet all the criteria for using eConvictions. If your court is interested in eConvictions, please contact DMV. Also there are excellent presentation slides available on the OACA.org website, Member's Access section.

Reviewed by: Susan Mansfield  
Milwaukie Municipal Court



P: (503) 777-7838  
TF: (800) 520-2928  
E: [jfb@Western-Collections.com](mailto:jfb@Western-Collections.com)  
W: [www.Western-Collections.com](http://www.Western-Collections.com)

We specialize in  
government collections



**FALL 2016 ELECTIONS**  
**JOB DUTIES OF OFFICERS AND DIRECTORS**

**The following are position descriptions for the 2016 Officer and Director positions that will be open for election at the OACA Fall Conference.**

**President:** The President shall:

- preside at the annual meeting of the Association, at any special meeting or conference of the Association and at all meetings of the Board of Directors;
  - except as otherwise provided in the By Laws, 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.

**Education Vice President:** The Education Vice President has primary responsibility for:

- researching and recommending to the Board, conference themes, keynote and workshop speakers, curriculum design, and organization of the educational program for all conferences;
  - conducting surveys of the Association membership 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;
- working with the Education committee and other volunteers to recommend applicants for scholarships and all levels of Certification of the Association, acquiring MCLE credits for all conferences, 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 and 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.

**Conference Vice President:** 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;
- working with the Conference Committee and other volunteers to plan banquets, fundraisers, social events, and the audio/visual set up of 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.

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

**The ECHO, Resolutions, and By Laws Vice President:** The ECHO, Resolutions, and By Laws Vice President has primary responsibility for:

- editing and managing the production of the Association's newsletter, The ECHO;
- maintaining a high level of quality and accuracy in The ECHO;

working with The ECHO, Resolutions, and By Laws Committee in developing and reviewing proposals for Resolutions and changes in the By Laws to be brought to the Board of Directors and the Association's membership.

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

**Secretary:** 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 Education Vice President for determination of funding recommendation to the Board;
  - maintaining all official records of the Association except for financial and membership records;
- assisting other Board members in the discharge of their duties

**Directors:** All Directors are elected at large from the membership of the Association and are responsible for:

- serving as members of the Education Committee
- assessing the Association's educational needs
- developing and coordinating the educational goals, plan, and programs for the Association
- conducting membership surveys
- evaluating educational presentations
- perform other duties at the direction of the President of Board of Directors in furtherance of Association purposes 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 Education Committee for Certification at a specific level.

**OREGON ASSOCIATION FOR COURT ADMINISTRATION**  
**NOTICE OF INTENT TO RUN FOR OFFICE 2016**

Please complete the following form to run for a position as OACA Officer or Director

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

Court/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Check the position for which you are interested in running:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>President</b>  | <input type="checkbox"/> <b>Education Vice President</b> | <input type="checkbox"/> <b>Conference Vice President</b> |
| <input type="checkbox"/> <b>Membership Vice President (2-year term)</b>                        | <input type="checkbox"/> <b>Secretary (2-year term)</b>  |   |
| <input type="checkbox"/> <b>The ECHO, Resolutions &amp; By Laws Vice President</b>             |  |   |
| <input type="checkbox"/> <b>Director (There are five positions on the Board of Directors.)</b> |  |   |

**SUMMARY BACKGROUND INFORMATION**

OACA member since: \_\_\_\_\_

OACA positions held: \_\_\_\_\_

OACA committees served on: \_\_\_\_\_

OACA related experience: \_\_\_\_\_

Other service/involvement: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All applicants must be current, active members of OACA (2016 dues paid).**

**Submit this form no later than September 23, 2016 to:**

Kay Renfro OACA Past President  
Beaverton Municipal Court  
PO Box 4755  
Beaverton, OR 97076-4755  
Phone: 503.526.2291  
Fax: 503.350.4031  
email: [krenfro@BeavertonOregon.gov](mailto:krenfro@BeavertonOregon.gov)

# Officers and Directors

## 2015 - 2016

### **PRESIDENT**

#### **CHRISTINE WATTS**

McMinnville Municipal Court  
230 NE 2nd Street  
McMinnville, OR 97128  
Wk.: 503.434.2348  
Fx: 503.435.5787  
[Christine.Watts@ci.mcminnville.or.us](mailto:Christine.Watts@ci.mcminnville.or.us)

### **IMMEDIATE PAST PRESIDENT**

#### **KAY RENFRO**

Beaverton Municipal Court  
PO Box 4755  
Beaverton, OR 97076  
Wk: 503.526.2291  
Fx: 503.350.4031  
[krenfro@beavertonoregon.gov](mailto:krenfro@beavertonoregon.gov)

### **CONFERENCE VICE PRESIDENT**

#### **SHAWN BRANSON**

McMinnville Municipal Court  
230 NE 2nd Street  
McMinnville, OR 97128  
Wk: 503.434.2356  
Fx: 503.435.5787  
[shawn.branson@ci.mcminnville.or.us](mailto:shawn.branson@ci.mcminnville.or.us)

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

#### **CORTNEY KAMMERER**

Tualatin Municipal Court  
8650 SW Tualatin Rd.  
Tualatin, OR 97062  
Wk: 503.691.3025  
Fx: 503.961.6884  
[ccox@ci.tualatin.or.us](mailto:ccox@ci.tualatin.or.us)

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

#### **MARY SHROLL**

Tualatin Municipal Court  
8650 SW Tualatin Rd.  
Tualatin, OR 97062  
Wk: 503.691.3025  
Fx: 503.961.6884  
[mshroll@ci.tualatin.or.us](mailto:mshroll@ci.tualatin.or.us)

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

#### **VICE PRESIDENT**

#### **AMY ANDERSON**

**Hillsboro Municipal Court**  
150 E. Main Street  
Hillsboro, OR 97123  
Wk: 503.681.6459  
Fx: 503.681.6282  
[amy.anderson@hillsboro-oregon.gov](mailto:amy.anderson@hillsboro-oregon.gov)

### **MEMBERSHIP VICE PRESIDENT**

#### **HOLLY FENTON**

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

### **SECRETARY**

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

Beaverton Municipal Court  
PO Box 4755  
Beaverton, OR 97076  
Wk: 503.526.3736  
Fx: 503.350.4031  
[scarlilehopper@beavertonoregon.gov](mailto:scarlilehopper@beavertonoregon.gov)

### **TREASURER**

#### **ALLISON SEDERLIN**

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

### **DIRECTOR**

#### **CARLA BANTZ**

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

### **DIRECTOR**

#### **WENDY LOONEY**

Newberg Municipal Court  
401 E. Third Street  
Newberg, OR 97132  
Wk: 503.537.1241  
Fx: 503.538.5393  
[wendy.looney@newbergoregon.gov](mailto:wendy.looney@newbergoregon.gov)

### **DIRECTOR**

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

Fairview Municipal Court  
PO Box 337  
Fairview, OR 97024  
Wk: 503.674.6210  
Fx: 503.666.0888  
[olvera-eichler@ci.fairview.or.us](mailto:olvera-eichler@ci.fairview.or.us)

### **DIRECTOR**

#### **JAMIE RHODES**

City of Lafayette  
PO Box 55  
Lafayette, OR 97127  
Wk: 503.864.2451  
Fx: 503.864.4501  
[jamier@ci.lafayette.or.us](mailto:jamier@ci.lafayette.or.us)

### **DIRECTOR**

#### **EMIRA VEJO**

Beaverton Municipal Court  
PO Box 4755  
Beaverton, OR 97076  
Wk: 503.526.2635  
Fx: 503.350.4031  
[evejo@beavertonoregon.gov](mailto:evejo@beavertonoregon.gov)