



### CAMCA Annual Meeting

December 2, 2005

The December CAMCA meeting was hosted by the Westminster Municipal Court at the Westminster City Park Recreation Center, which has an incredible view of the mountains. Many thanks to Westminster's Court staff, who did a wonderful job of providing a lovely continental breakfast, delicious catered sandwiches from Valente's Deli for lunch, drinks and afternoon snacks.

#### Morning Session

The meeting began with a speech by Jo Donaldson, PR Committee. The PR Committee gave out door prizes, provided by the Courts attending. A special prize was given for the person who had traveled to the CAMCA meeting from the farthest location. The winner was from Wray, 160 miles away! The CAMCA PR Committee was introduced and a request

for volunteers to join the PR Committee was made by Jo Donaldson.

#### "The Magic of a Mighty Memory,"

Do you have trouble remembering someone's name when you have just been introduced to him/her? Have you forgotten what's next on your to do list? "The Magic of a Mighty Memory," presented by Marguerite Ham was on the Agenda next.

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#### CAMCA Scholarships

Always wanted to attend that exciting CAMCA training you've heard so much about, but budget dollars just didn't stretch that far? CAMCA scholarships are available for all active CAMCA members. Scholarships will cover the cost of tuition and registration only. The scholarship application is on our website [www.camcacolorado.com](http://www.camcacolorado.com) or from the CAMCA Vice President. Applications are reviewed by the Education Committee. So, don't delay....Apply today!

Since I can barely remember how to open my car door at times, I knew this class was for me! Ms. Ham gave a very lively performance and provided some very unique solutions to memory problems.

She asked the group to come up with a 20-item grocery list, and then try and remember the whole list, this sounded hopeless for many of us. Then Ms. Ham recited it back from memory in perfect order, backwards!

Her method involves associating each item with a numbered body part, and then checking her body for the answers. To teach us this, she had us rubbing imaginary cheese on our rears; smashing an imaginary watermelon on our toes, pretending a telephone cord was tied to our wrists; you get the idea. It was hysterical to see us all going through these gyrations, but the method works!

Her method of remembering names was also quite unusual. First, we had to notice some outstanding characteristic of a person, hopefully something good. In many cases it was a facial feature or something they were wearing, such as the brown poncho top Sally Rendon had on. Then we find an object name which sounds like the person's name, like salad for Sally. Then we imagine; you have to have a good imagination in this class, salad spread out all over Sally's brown poncho. Hopefully there will be a ridiculous connection

made, so that the next time you see that brown poncho, you will see salad spilled all over it and remember Sally's name!



She also had us meeting each other and repeating names back several times by asking, did you say Michelle? What a beautiful name, Michelle. Do you spell Michelle with two L's? We experimented using these and other questions to lock that name into memory.

By Debbie Clayton

### **Afternoon Session**

Sally Rendon, Thornton Municipal Court, encouraged everyone to participate in nominating candidates for the Member of the Year and explained the process. It should be someone who has been an active member of CAMCA and has contributed to the Colorado Courts. They can be an officer, board member or CAMCA member. You will need to use the nomination form available on the CAMCA website which requires basic information; who they are, where they work, and how long they have worked in the court. You will also need to list your nomi-

nee's accomplishments that furthered the goals of CAMCA and their Court, services they perform in their community, and any additional comments you feel are pertinent to the award. You can call the City or Court they work at and the nominee's relatives to gather information on them. Normally, the maximum number of nominations sent each year are from one to three. We would like to see more participation in this process.

Sally then announced our 2005 Member of the Year Award, John Miller; Court Administrator of Lakewood. John retired in July 2005 but he will be remembered for a long time to come for his contributions to CAMCA.

Our CAMCA Annual Business Meeting was called to order by Sally Cannady, President.

Kersten Armstrong, Vice President, presented the CAMCA Support Team 2005. Karla McCrimmon read minutes. Michael Milner gave the Treasurer's Report. Sue Stover gave the Audit Report. The Officer's committee Report was given.

Election of Officers and Directors was presented by Val Marino. The Oaths of Office for the 2006 Officers for CAMCA were given by Judge Paul Basso, Westminster Municipal Court.

Sally Cannady presented 2006 Goals and Committees. Sally thanked all of the Officers for all of the time they take to work on

## CAMCA Annual Meeting

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CAMCA and the effort they put forward to make CAMCA a success. The Officers did an excellent job in 2005.

Val Marino talked about a new Certification for Court Clerks that she has been working on for CAMCA. CAMCA will be working with MSU to provide on-line classes for a certification program. This is a Legal Administration Education Program. You can earn a Court Clerk Certification, which can be transferred to a Bachelor's and Master's Degree in Legal Administration. Val has worked hard and long on this project and

CAMCA thanks her for her hard work.

Sally Rendon, Weekenders Consultant, gave a poncho away and announced a fundraiser she is having for a Katrina Hurricane displaced High School teacher named Charlotte. Please contact her if you are interested in participating.

Betty Forbis and Dee Davidson, Department of Motor Vehicle, presented information on all of the 2005 legislation that affects the Court and Department of Motor Vehicle. They relayed new phone contacts at DMV and asked that we be consistent with information sent to DMV. They

took part in a question and answer session and gave useful information to all who attended.

Our wonderful PR Committee gave out many prizes during the afternoon session, many of which were donated by the Courts in attendance. The day was a big success and many went home with a little something extra special.

By Jo Donaldson



## Court Recording System, Lakewood Municipal Court

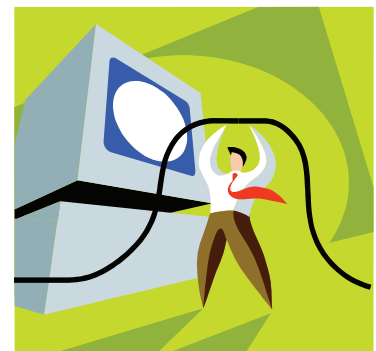
In September 2005, the Lakewood Municipal Court began using the Liberty Digital Recording System. The Liberty Court Recorder is a PC-based audio recording program, designed to run on a standard PC using the Windows operating system. Liberty system's website: [www.libertyrecording.com](http://www.libertyrecording.com)

One of the benefits of the system is that it has the ability to add comments, both public and private, to the official court record. This allows the clerk to date/time stamp the location of hearings or cases on the record. When a transcript is requested

the transcriber can quickly retrieve the requested records. Another benefit of the Liberty system is the files are smaller than conventional digital files. A year's worth of recordings can be saved to the recorder's hard drive. The smaller size also makes it possible to save or mirror the recording to a back-up network drive. If you have questions regarding the system, please feel free to contact the City of Lakewood Information Technology Department at 303-987-7676.

Our thanks to Caryn Quinkert, Division A Judicial Specialist,

and Rich Snelling, Telecommunications Engineer, from our IT Department, for all their hard work in implementing this new system and continuing to trouble shoot any issues that may arise.



**UPCOMING CAMCA EVENTS FOR 2006**

**February 24, 2006**

Court Basics I  
Evans Municipal Court

**May 5, 2006**

Tri-Annual Meeting — Hosted by Wheat Ridge Municipal Court

**June 9, 2006**

Management Tools  
Louisville Municipal Court

**July 9 – 13, 2006**

NACM Annual Conference  
Ft. Lauderdale, Florida

**July 28, 2006**

Tri-Annual Meeting — Hosted by Black Hawk Municipal Court

**August 25, 2006**

Court Basics III  
Delta Municipal Court

**August 25, 2006**

Court Basics I  
Woodland Park Municipal Court

**September 22, 2006**

Court Basics II  
Brighton Municipal Court

**December 1, 2006**

Annual Meeting — Hosted by Golden Municipal Court

Check out the new CAMCA web-site @ [CAMCACOLO.COM](http://CAMCACOLO.COM) for updated information

## 2006 CAMCA TRAINING REGISTRATION

Please complete one registration form for your court when possible.

Name(s):	_____	Municipality:	_____
	_____	Address:	_____
	_____	City, State:	_____
	_____	Zip:	_____
	_____	FAX #:	_____
E-Mail:	_____	Phone #:	_____

**FAX REGISTRATION TO KERSTEN ARMSTRONG @ 303-235-2829**

**MAKE CHECKS PAYABLE TO CAMCA. TOTAL ENCLOSED \$ \_\_\_\_\_**

**MAIL CHECKS & REGISTRATION FORM TO CAMCA TREASURER MICHAEL MILNER  
SUPERIOR MUNICIPAL COURT 124 E COAL CREEK DRIVE SUPERIOR CO 80027**

Registration Deadline: 14 days prior to the class

Light snacks will be provided by host Court. Lunch is on your own.

### COURT BASICS I:

Where do I fit in?, DMV, Records Act, Customer Service, Court Lingo

___ February 24, 2006	Evans Municipal Court	\$40.00/CAMCA Member, \$50.00/non-member*
___ August 25, 2006	Woodland Park Municipal Court	\$40.00/CAMCA Member, \$50.00/non-member*

### COURT BASICS II:

Bonds, Court Appointed Counsel, Interpreters, Collections, Rules

___ September 22, 2006	Brighton Municipal Court	\$40.00/CAMCA Member, \$50.00/non-member*
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### COURT BASICS III:

Appeals, Jury Management, Caseflow Management, Records Management

___ August 25, 2006	Delta Municipal Court	\$40.00/CAMCA Member, \$50.00/non-member*
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### MANAGEMENT TOOLS:

Conflict Management, Court Security, Ethics, Hiring, and Problem Analysis

___ June 9, 2006	Louisville Municipal Court	\$40.00/CAMCA Member, \$50.00/non-member*
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\*\$40.00 will be applied to the cost of the class. \$10.00 will pay your CAMCA membership fee for one year (if active but not the only member from your court, if you are the **only** member the cost is \$70.00)

**CHECK OUT THE CAMCA WEB-SITE @ CAMCACOLO.COM FOR UPDATED INFORMATION**

## 2006 Administrative Professional Conference

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Administrative Professional Conference (APC) is scheduled for Wednesday, April 26, 2006, at the Colorado Convention Center. Not only has this been one of the greatest events by and for City employees, it has also attracted Administrative Professionals from other municipalities, organizations and companies. In fact, several of last year's conference attendees are also members of the International Association of Administrative Professionals (IAAP). Because they were so impressed with our conference, they have since contacted CSA Training and asked to become involved.

IAAP is the world's largest association for administrative support staff, with 600 chapters and 40,000 members and affili-

ates world-wide. For more than 60 years, IAAP has provided current research on office trends, cutting-edge publications, outstanding seminars and conferences, and top-notch resources to help administrative professionals enhance their skills and become more effective contributors to their employers.

As such, it is with great pleasure and anticipation that we announce that IAAP and Career Service Authority/Training and OD have formed a collaborative partnership focused on sharing ideas, expertise and resources in the planning and implementation of next year's APC. In fact, IAAP will make it possible to bring, via live satellite link, STEPHEN COVEY, author of "Seven Habits of Highly Effec-

tive People" as the 2006 APC keynote speaker!

In addition, the APC program will feature Jackie Frieberg, co-author of "GUTS! Companies that Blow the Doors Off Business-as-Usual" and the award-winning, national best-seller, "NUTS! Southwest Airlines' Crazy Recipe for Business and Personal Success." IAAP's International President, Kay E. Enlow, CPS/CAP will also present on the State of the Profession.

**This promises to be a very exciting day, so mark your calendars now!**

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## Time for your next memory refresher!

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Review the BODY LIST!

Think about the Formula:

- PLACE - The Body List
- OBJECT - Something tangible and creates a vivid picture
- SMASH - With lots of Action + Emotion = Recall

Use your BODY LIST today to recall groceries or your daily to-do's or actions at work.



## Court Happenings

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### **Greenwood Village**

Kristine Mathiasen went from being a Biology Teacher to a Legal Assistant to a Court Clerk. Her background in Biology and her interest in the law persuaded her to pursue a career in Environmental Law in the next few years. She enjoys working in the court system and especially the emphasis on customer service in her work environment.

Lori Parmley is new to the court system but she has many years of experience in the legal field. She is a native to Colorado and lives with her husband and one teenage daughter. She enjoys spending time in the outdoors and her experience in the courts thus far has been positive.

### **Arvada**

Arvada would like to welcome and introduce our new court staff members Angela Bettencourt-Daniel, Jamie Clements & Anita Marcussen, Administrative Court Clerks and Danielle Trujillo, Teen Court Coordina-

tor/Administrative Court Clerk.

We would also like to recognize our veteran staff members Kathy Brown and Cristal Clark, Administrative Court Clerks who are supporting and training new staff.

### **Thornton**

Judge Charles Rose joined us full-time in January 2006. Prior to that, he had been with several Municipal Courts, including Thornton, in a part-time capacity. In January 2006, the Court went from a part-time to a full time Court.

We hit our one-year milestone in our new building at the end of 2005, proving the saying, "If you build it, they will come!"

### **Colorado Springs**

On August 31, 2005, Rick Lewis was appointed as Court Administrator for the City of Colorado Springs Municipal Court. Rick assumes the position previously held by Steve Wheeler. Rick has 20+ years of

experience working in court systems in Colorado, Montana, Arizona, Florida, Michigan and California. Before coming to Colorado Springs, he served as District Administrator of the 18th Judicial District in Centennial, Colorado. Rick has a MPA from the University of Southern California and a BA in Criminal Justice from Anderson University, Indiana. Rick has been married for 18 years to Cheryl and has a five year-old son named Carson.

### **Woodland Park**

Pat Mancini is the back-up Clerk for Janell Rice in Woodland Park.

### **Avon**

Debbie Padilla is the new court clerk for the town of Avon.

# WELCOME



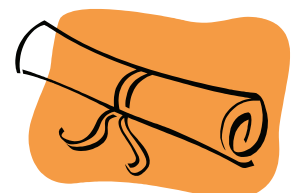
## CAMCA Certification of Training Program

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Your CAMCA Officers and Board of Directors had an opportunity to meet with a representative from Michigan State University to discuss the possibility of joining their Partner-Provider Network. This program would join our Court Basics training with online training from Michi-

gan State University, to develop a Judicial Administration Certification Program for Court Staff in Colorado. Val Marino, has worked on this project and it appears that we may see the program in 2006. This is a program that allows you many options in the Certification or Credit bear-

ing Degree program. We hope to have more information for you at the Tri-Annual Meeting in May 2006.



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Visit our Website  
[www.camcacolo.com](http://www.camcacolo.com)

### **Read Behind the Bench on our new website!**

This will be the last edition that everyone will receive Behind the Bench in hard copy. In the future we will send one copy to every Court that is a Member of CAMCA and to all of our Honorary Members.

In the future, you can expect Behind the Bench on May 30, 2006, and September 30, 2006. There will be a message sent on the list serve alerting you when we have posted a new edition.



### **Behind the Bench Tip**

**Whenever writing a check for CAMCA -sponsored training and activities, always remember:**

- *The check must be made out to CAMCA!*
- *Mail all check and class registrations to the CAMCA treasurer, Mike Milner, Superior Municipal Court at 124E. Coal Creek Drive, Superior, CO 80027. Please verify with your Finance Department that Mike's information is what they have on record.*