



CAMCA MEMBERSHIP

Membership Reminder

Memberships are valid January through December of each year. If someone from your court leaves and a new employee has taken their place, let the membership Chair Lisa Hettinger know, so she can update your Court information.

If you're not sure if your membership dues are current, contact: Lisa Hettinger, Evans Municipal Court, 1100 37th St., Evans, CO 80620; Tel: 970-475-1123; Fax: 970-330-3472; email lhettinger@ci.evans.co.us. Lisa can also send you a membership dues invoice if you do not have an invoice.

Make checks payable to CAMCA.

Membership notices went out by mail in December of 2006.

Mail membership dues to:

Terrie Cooke, CAMCA Treasurer
City and County of Denver Court
1437 Bannock St., Rm . 108
Denver, CO 80202



Membership includes receiving one copy of *Behind the Bench* for your Court. If you have not renewed your membership by next issue, this will be your last copy of *Behind the Bench*.

If you didn't receive a membership invoice for some reason, please give Lisa a call. If you just forgot to turn it in to your finance department, this is a reminder. Please make sure that you update the information, having your finance department send payment to Terrie Cooke, our new treasurer this year.

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Special points of interest:

- *Membership*
- *Annual Meeting*
- *Training*

CAMCA 2006 Annual Meeting—Dec. 1, 2006

The CAMCA Annual Meeting was hosted by the Golden Municipal Court.

The Business meeting started with a welcome by Sally Canady.

Committee Reports

Bylaws

- No changes for 2006

Budget

- Treasury Report

Training

- Court Basics training will start in April 2007. Training materials are being updated.
- New laptop computer was purchased.
- Sign up for the listserve and use the CAMCA website.
- MSU Certification Program
CAMCA has researched the certificate program and recommends the program if you are looking for a certificate in Criminal Justice. This program covers NACM's 10 Core Competencies. You have 5 years to complete the program online and the cost is approximately \$665.

Several people who are already in the program are looking to start study groups for the MSU online program. Contact Val Marino at Arvada Municipal Court.

Talk to your HR department about possible tuition reimbursement.

Website:

<http://judicial/administration.msu.edu>

Behind the Bench

- 3 Issues of Behind the Bench were sent out to the membership in 2006.
- In 2007, it is planned that 3 issues will be prepared and sent out to active Courts, Judges and Honorary members.

Outstanding Member of the Year Award

- Sally Rendon presented the Outstanding Member of the Year Award to Sally Canady.
- Sally Rendon encouraged everyone to start planning their nominations for the 2007 award.

Officers and Directors for 2007 were sworn in by Judge Robert Wilson

Open Forum

DMV

- Purge of OJW files were done in 2005, anything from 1999 back, DMV does not have an OJW record. Prior to 2000, DMV did not send out

a notice of revocation to the licensed driver, this is why they purged these OJW records.

- Retention for cases with an OJW attached is 7 years plus current.
- Courtesy notice to defendant regarding a Default is based on your city charter/citation verbiage. A notice from the Court is not required by DMV, they send out a letter informing the defendant of the lien against their license.

FTA Reduction

- Several Courts are placing a courtesy call to everyone on their docket a few days before Court to try to reduce their FTA rate. Wheat Ridge reported that when they were consistently calling they only had a 11% FTA rate.

Restorative Justice

- Pilot programs regarding restorative justice were discussed briefly. Longmont has a pilot program and Denver has an area/need specific program.

Afternoon Session

Presentation by K.J. McCorry Office Efficiency Consultant

KJ started her presentation with techniques and strategies to manage stress in our jobs. She presented ideas to better manage

CAMCA 2006 Annual Meeting (cont)

our time and go home at the end of the day feeling good about our jobs.

Tips on Managing:

- Paper files
- Electronic files
- Email files

Managing the Deluge of Information

KJ offered ideas on data flow management, a work file system

to manage the many different sources of incoming information.

Finding a Balance in Our Priorities

How to differentiate between what is urgent vs. important. Strategies such as setting dates to finish tasks, doing important jobs in the morning and learning when to open email; were some of the topics presented by KJ.

Throughout the day, the Public Relations Committee gave away gifts donated by various Courts and purchased by the committee. Many thanks to the PR committee for its hard work throughout the year.

Thank you to the two volunteers who took notes on the meeting and training.

DMV— Defacing Public or Private Property a/k/a Graffiti

Effective date is 7-1-97

Statute: **18-4-509(2) C.R.S.** or any counterpart municipal charter or ordinance offense to such sections.

Common Code: 961

Reporting to MVD

- A. You can send a copy of the citation with a guilty plea of the above statutes on the back of the citation or you can send a computerized guilty plea that reflects the above statutes. (Please be sure to include the statutes and the paragraphs.)

If you use a municipal charter or ordinance, please do two things:

1. Send a copy to us for our records so we can make sure it meets state statutes.
2. On your citation, you need to make sure the wording is compatible to state statute—defaced property.

- B. The effective date of the revocation will be 3 days from the date the citation is entered into our system. The revocation is done pursuant to 42-2-125 (1)(n).

You do not need to take the license since we will send a letter to the person telling them to send the license to us.

Actions resulting from a guilty plea:

The revocation period is for 6 months for each conviction. It cannot run at the same time as other restraints. Reinstatement requirements are a \$60.00 reinstatement fee.

(Cont on page 6 & 7)

Your 2007 CAMCA Officers and Support Team

Officers

President	Sally Cannady, Black Hawk Municipal Court
Vice President	Kersten Armstrong, Wheat Ridge Municipal Court
CO-VP	Karla McKrimmon, Castle Rock Municipal Court
Secretary	Sharon Dunlap, Thornton Municipal Court
Treasurer	Terrie Cooke, Denver City & County Court

Board Members

Past President	Val Marino, Arvada Municipal Court
	Candace Atkinson, Greeley Municipal Court
	Sue Ratcliff, Parker Municipal Court
	Philippa Stephens, Greenwood Village Municipal Court
	Sandra Trujillo, Golden Municipal Court

Committee Chair Persons:

Audit	Carol Barnhardt, Westminster Municipal Court
	Penny Verhoeff, Centennial Municipal Court
By-Laws	Lynne Reynolds, Boulder Municipal Court
Education	Kersten Armstrong, Wheat Ridge Municipal Court
	Val Marino, Arvada Municipal Court
	Sharon Dunlap, Thornton Municipal Court
	Sally Cannady, Black Hawk Municipal Court
	Kersten Armstrong, Wheat Ridge Municipal Court
	Carol Barnhardt, Westminster Municipal Court
	Karla McCrimmon, Castle Rock Municipal Court
	Candace Atkinson, Greeley Municipal Court
	Sue Ratcliff, Parker Municipal Court
Historian	Jo Donaldson, Lakewood Municipal Court
Legislative	Tamara Wolfe, Englewood Municipal Court
Membership	Lisa Hettinger, Evans Municipal Court
Member of the Year	Regina Dennehy, Lone Tree Municipal Court
Nominations	Val Marino, Arvada Municipal Court

Your 2007 CAMCA Officers and Support Team (cont)

Public Relations	Joyce Gonzales, Thornton Municipal Court Tammy Smith, Lakewood Municipal Court Jo Donaldson, Lakewood Municipal Court Patti Humphrey, Wheat Ridge Municipal Court Margy Lentsch-Richter, Littleton Municipal Court
Listserve	Pat Spindler, Littleton Municipal Court
Behind the Bench	Sandra Trujillo, Golden Municipal Court
Nominations Chair	Val Marino, Arvada Municipal Court
Website Maintenance	Staff at Lakewood Municipal Court

In addition to the members mentioned above, there are many others who volunteer. Without all of the dedicated Courts and members, we would not be able to hold the Court Basics trainings, as well as the additional trainings held throughout the year.



**CAMCA members
working together to
achieve their Goals**

DMV— Underage Alcohol Consumption/Possession

Statutes: **12-47-901 (1) (b) or (1) (c) or 18-13-122(2)** or any counterpart municipal charter or ordinance offense to such sections.

Common Code: **117**

Reporting to MVD

A. You can send a copy of the citation with a guilty plea of the above statutes on the back of the citation or you can send a computerized guilty plea that reflects the above statutes. (Please be sure to include the statutes and the paragraphs.)

If you use a municipal charter or ordinance, please do two things:

1. Send a copy to us for our records so we can make sure it meets state statutes.
2. On your citation you need to make sure the wording is compatible to state statute – minor in possession of alcohol.

B. You do not need to take the license since we will send a letter to the person telling them to send the license to us. The effective date of the revocation will be 3 days from the date the citation is entered into our system. The revocation is done pursuant to 42-2-125 (1) (m).

C. You do not need to send in dismissals or deferments since we do not put them on our system.

Please note: If you send a guilty plea to our office, revocation is taken even if the community service (useful public service) is done prior to us receiving the conviction.

Actions resulting from a guilty plea:

1st time guilty plea:

- The revocation period is for 3 months or until 24 hours of community service is performed if ordered by the Court.
- Reinstatement requirements are a \$60.00 reinstatement fee. If the person does the community service and reinstates early, the person needs to bring proof of completion for the 24 hours of community service.

2nd time guilty plea:

- The revocation period is for 6 months.
- Reinstatement requirements are a \$60.00 reinstatement fee.

3rd or more guilty plea:

- The revocation period is for 1 year.
- Reinstatement requirements are a \$60.00 reinstatement fee.

Once the person is reinstated, they will have to re-test for a license.

DMV— Drug Offenses

Drug Offenses - Certain Misdemeanors: Violation date on or after 7-1-2002

The effective date of the law was 7-1-2002. House Bill 02-1237

This new law requires the Department of Revenue, Motor Vehicle Division, to suspend a minor driver or provisional driver if they receive a deferment or are convicted of 18-18-404 (1) (b), 18-18-405 (2) (d) (I), or 18-18-406 (1), (3) (a) (I), or (4) (a) (I), CRS, or any comparable municipal charter or ordinance offense. The common code for this conviction is 811.

Reporting to MVD

- A. You can send a copy of the citation with a guilty plea or a deferment of the above statutes on the back of the citation or you can send a computerized guilty plea or deferment that reflects the above statutes. (Please be sure to include the statutes and the paragraphs.)

If you use a municipal charter or ordinance, please do two things:

1. Send a copy to us for our records so we can make sure it meets state statutes.
2. On your citation you need to make sure the wording is compatible to state statute.

B. The effective date of the suspension will be the date of conviction. The suspension is done pursuant to 42-2-127.3

C. By statute the court is required to take the license at the time of conviction. Just staple the license to the citation. 42-2-130

Actions resulting from a guilty plea or deferment:

First conviction/deferment:

- Length of restraint: 3 months
- Reinstatement requirements: \$60.00

Second conviction/deferment and subsequent:

- Length of restraint: 1 year
- Reinstatement requirements: \$60.00

PLEASE NOTE: WE CAN NOT ALLOW A PERSON TO REINSTATE EARLY IF THEY DO COMMUNITY SERVICE, HOWEVER, THEY CAN REQUEST A PROBATIONARY LICENSE

The person will have to get a new license but not retest since this is a suspension.

UPCOMING CAMCA EVENTS FOR 2007

February 11-13, 2007

NACM Mid-year Conference

New York

April 20, 2007

CMJA/CAMCA Conference

Breckenridge

May 4, 2007

Court Basics I—Hosted by Littleton

June 1, 2007

Court Basics II—Hosted by Northglenn

July 8-12, 2007

NACM Annual Conference

Chicago

July 27, 2007

Court Basics I—Hosted by Alamosa

August 31, 2007

Court Basics III—Hosted by Parker

Sept 16-18, 2007

CACE/CAMCA Conference—Estes Park Conference Center

October 12, 2007

Management Tools—Hosted by Wheat Ridge

December 7, 2007

CAMCA Annual Meeting—Hosted by Lakewood

2007 CAMCA TRAINING REGISTRATION

Please complete one registration form per Court when possible

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

TOTAL ENCLOSED \$ _____

FAX REGISTRATION TO KARLA MCCRIMMON at 303-663-6137

MAKE CHECKS PAYABLE TO CAMCA. MAIL CHECKS & REGISTRATION FORM TO:

Terrie Cooke, CAMCA Treasurer

City & County of Denver Court

1437 Bannock St., Room 108, Denver, CO 80202

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

_____ May 4, 2007 Hosted by Littleton \$40.00/CAMCA Member \$50.00/non-member*

_____ July 27, 2007 Hosted by Alamosa \$40.00/CAMCA Member \$50.00/non-member*

COURT BASICS II:

Bonds, Court Appointed Counsel, Interpreters, Collections, Rules

_____ June 1, 2007 Hosted by Northglenn \$40.00/CAMCA Member \$50.00/non-member*

COURT BASICS III:

Appeals, Jury Management, Caseflow Management, Records Management

_____ August 31, 2007 Hosted by Parker \$40.00/CAMCA Member \$50.00/non-member*

MANAGEMENT TOOLS:

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

_____ October 12, 2007 Hosted by Wheat Ridge \$40.00/CAMCA Member \$50.00/non-member*

*\$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 THE CAMCA WEB-SITE @ CAMCACOLO.COM FOR UPDATED INFORMATION

MSU Noncredit Certificate Program

Many of you have requested more information about the MSU Noncredit Certificate Program, you can go to the MSU website or contact them at MSU for more information.

Judicial Administration Program Judicial Administration Website:

www.judicialadministration@msu.edu

Judicial Administration Program

School of Criminal Justice

Michigan State University

1407 South Harrison

Suite 330 Nisbet Building

East Lansing , MI 48823-5239

Telephone: 517.432.1716

Fax: 517.432.396

Noncredit Certificate

The following courses have been prepared for this program and are based on the NACM Core Competencies:

Required Core Courses

Caseflow Management: 8 contact hours

Human Resources Management: 7 contact hours

Information Technology Management: 6 contact hours

Leadership: 6 contact hours

Purposes and Responsibilities of Courts: 6 contact hours

Resources, Budget and Finance: 7 contact hours

Required Elective Courses

Court and Community Communication: 5 contact hours

Essential Components of Courts: 5 contact hours

Education, Training and Development: 5 contact hours

Visioning and Strategic Planning: 5 contact hours

At NACM conference, you can complete one of the areas listed above by attending all the required classes presented during conference and completing the paperwork, available at the conference. In 2006, many CAMCA members completed the Leadership Core Course and applied to the program. If you have questions contact a CAMCA Officer, they should be able to answer general questions.

Court Happenings

Centennial Municipal Court City of Centennial

Ford Wheatley IV was appointed as the Presiding Judge for Centennial Municipal Court beginning January 1, 2007. Judge Wheatley has served as an Associate Judge for the City of Centennial since the development of its Municipal Court in 2003. He has contributed many hours to the development and initial growth of the Centennial Municipal Court. He will be a great asset to the Court as we move further along in the development of the Court. The Municipal Court staff is excited to welcome Judge Wheatley to their office.

Judge Wheatley also presides in the Glendale Municipal Court and the Idaho Springs Municipal Court.

Lakewood Municipal Court

Lakewood wants to extend a thumbs up and congratulations to Tammy Smith, Violations Bureau Manager, George Proffitt, Probation Manager, and Caryn Quinkert, Judicial Supervisor, on their new positions.

Lakewood also has a new full time Probation Officer, Jennifer Dunn. Lakewood's City Attorney's office welcomed three new employees, Nannette, Libby and Caroline. Also, there are wedding bells set to ring

and new babies to arrive after Spring. Lakewood has many exciting things happening this year.

CAMCA Website

Please go on the CAMCA Website and review your Court information. If it is not correct, please email your corrections to Jo Donaldson at:

jodon@lakewoodco.org

Share what is going on in your Court, email me anytime with your Court happenings at strujillo@cityofgolden.net.

I will put them in the next addition after receiving them.

Information from Sally Cannady—CAMCA President

I would like to take this opportunity to thank the CAMCA Membership for electing me as your CAMCA President for 2007. I have a wonderful group of Officers, Board of Directors, Committee Chairpersons and Committee members to work with. The CAMCA organization would not be what it is today without each and every member. If my team or I can be of any assistance to you, please contact us and let us know what we can do to help.

I would like to tell all of you how proud I am to have been named the CAMCA Outstanding Member of the Year. I can't begin to tell you what an honor it

is. Thank you to everyone and especially to Jo Donaldson for nominating me.

The education committee is revising all of our training manual this year. We hope to make the training as valuable and enjoyable as possible for everyone. I would like to thank our education committee and the instructors for their hard work and time they spent working on the training materials. This is not an easy process; it involves a lot of time and hard work on their part. Sandra Trujillo and her staff have taken on the task of proofing and updating the Power Point Presentation. Please take advantage of this great and af-

fordable training.

I have mailed, to each Court, the agenda and registration for the Spring Conference in Breckenridge on April 20, 2007. The registration form should be returned to Linda Moore in Vail, and the checks should be made out to CMJA. Linda has put together a great conference for us. The keynote speaker is Brian Blasko. A few of us had the opportunity to hear Brian at the 2006 NACM Conference and he is a great speaker, who is dynamic and entertaining.

Sally Cannady,
CAMCA President

Sandra Trujillo, Editor
911 10th St
Golden, CO 80401
Phone: 303-384-8005
Fax: 303-384-8001
Email: strujillo@cityofgolden.net

Visit our Website
www.camcacolo.co

Winter Will Soon Be a Memory and Spring will Shine Upon You

Read *Behind the Bench* on the CAMCA website!

Every Member Court and all of our Honorary Members will receive an issue of *Behind the Bench* in hard copy. There will be a message sent on the list serve alerting you when we have posted a new edition on the CAMCA website at www.camcacolo.com

In 2007, we will mail out Winter, Spring, and Fall issue: in March, June, and October.

Remember to check your Court information on the CAMCA website and email your corrections to Jo Donaldson at: jodon@lakewoodco.org



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, Terrie Cooke, City and County Denver Court, 1437 Bannock St., Rm. 108, Denver, CO 80202. Please verify with your Finance Department that Terrie's information is what they have on record.*