



NCBC IMPACT

Dedicated to the professional development of its members

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January 06, 2012

Volume 12, Issue 1

President's Message by Ken Hirz

Happy New Year! This edition of the Impact begins a new year, which is always time to consider what we've accomplished in the prior year and what we wish to accomplish in the upcoming year. FY 2012 has begun in the most difficult of positions with a 13.4% across-the-board cut and Congress struggling to pass the appropriation bills before the end of the calendar year. The good news is that our FY 2012 budget has been blessed with an almost 1% increase which will reduce the deleterious impact on our budget this year. Nevertheless, as we struggle financially as a system and a country, a question has been raised as to the future autonomy of the bankruptcy system. This brought about significant responses from the National Conference of Bankruptcy Judges, the Bankruptcy Clerks Advisory Group, and the National Conference of Bankruptcy Clerks. These responses were among a number of perspectives sent to both the Court Administration and Case Management Committee and the Committee on the Administration of the Bankruptcy System. The Judicial Conference Committees were scheduled to begin meeting in December to address the issue of consolidation and shared services.

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2012 IMPACT Publication Dates

January 6

March 2

May 4

July 6

August 3

September 7

November 2

President's Message

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The National Conference of Bankruptcy Clerks Board wrote a four-page letter pointing out the many accomplishments of the bankruptcy system that have been the result of innovation and working collectively to introduce successful cost-saving initiatives over the past couple of decades. The letter highlighted the efficiency of case processing in addition to the many programs introduced – from saving over \$100 million via the BNC, to E-Orders, CHAP, Easy Fixes, and more. One of the most significant cost-savings measure brought about by the increased efficiencies in how we process cases is the anticipated new Work Measurement Formula, which is expected to be put in place for FY 2013. The bankruptcy community agreed to push up the study to develop the new formula by one year [via the Bankruptcy Clerks Advisory Group] to recognize the efficiencies developed in the system by the bankruptcy courts since the post BAPCPA 2007 formula, with which the bankruptcy courts are currently operating. It is expected that the new formula will reduce Authorized Work Units to the bankruptcy courts between 18% and 25%. Even at a 20% reduction, the savings to the judiciary will be \$46.5 million (assuming 3 months funding for lost AWUs, total savings is \$62.1 million), and the savings grow for FY 2014 recognizing that the “lost” positions will not be annualized. These were just some of the arguments forwarded by NCBC to maintain the autonomy of the bankruptcy court system. There were many other compelling arguments from a variety of sources that support the status quo. Of course, given the history of consolidation in the courts, having seven courts consolidate and three later deconsolidate would suggest that it is a solution for the very few and requires careful consideration.

Finally, I want to remind everyone it's that time of year again to renew your NCBC membership. The membership campaign is scheduled to launch January 15th and our membership chair, John Horner, has prepared the enclosed article in this month's Impact newsletter. If you have not taken the opportunity to once again be a part of your trade organization, please sign up as a new member or renew your ongoing membership today!

Board Corner

The annual conference this year is scheduled for August 7-10, 2012. The host hotel approached the NCBC Board for consideration in relocating to another section of space within the hotel. The Board agreed with specific consideration for increasing the discounts on food & beverage, audio visual expenses, and a 5% discount to the master account. We were also excited to be able to offer complimentary wireless internet access in all guest rooms. The Board is hopeful that this will lead to a reduced registration cost to encourage participants to attend. Just as last year, the hotel and conference registration will be announced simultaneously at a date to be determined. Planning for the conference has been ongoing and coordinated with our host court including Gloria Franklin, Clerk, and Eddy Emmons, Chief Deputy Clerk, with energetic support from the clerk's office.

Those members looking forward to the NCBC Annual Conference in Baltimore, Maryland, will be happy to learn that the contract with the host hotel has been signed for the event to take place August 12-15, 2013. Many thanks to Mark Sammons, Clerk, Dave Smith, Chief Deputy Clerk, and Ken Ridgeway, Divisional Manager, for making the site selection, contracting, and early conference planning run so smoothly.

The two staff positions have been filled based on member solicitation that closed November 18, 2011. The Board appointed Laura Whitehead as the new Impact editor. Laura succeeds Yvonne Cherokee who did a wonderful job over the last 3 years. Laura was a member of the Impact Editorial Committee, which weighed heavily in her selection. Ken Gardner has been appointed as the first Website Administrator. Ken has been functioning to some degree in such capacity due to his involvement in the Board's Website Redesign Committee and his authorship of the MemberClicks program that was introduced to the Board several years earlier. Both staff positions carry a 3-year term. Congratulations to Laura and Ken.

A Message From Yvonne Cherokee Impact Editor 2008—2011



Hi, as you may be aware, I was the Editor for NCBC for the last three years. After being selected as Editor, I quickly found out how much work is involved in putting a newsletter together. It has also been an eye opening experience to observe the work the board does behind the scenes. Although challenging at times, I enjoyed those challenges and I enjoyed being Editor. We have many talented members and some of you have found that the Impact is a way to showcase your ideas, resources, and ongoing projects.

Due to the many topics of interests that you, as NCBC Members, would like to see researched and published in the Impact, the new Editor and Editorial Review Committee will need your help. I urge each of you to get more involved. How, you ask ?? Well, there are numerous ways you can get involved -- apply to be a correspondent on the Editorial Review Committee, submit articles, submit subjects of interest for future articles that you would like researched, or you can team up with another member/coworker and submit articles as a team. There are too many ways to list here that you can help NCBC!! If writing is not your area of interest and you want to more involved as a member, then email Ken Hirz (or any board member) and ask how you can help! Since it is not expressed enough to you, this NCBC member wanted to let you know that each of you are very much appreciated!! *Thank you* to the board and the members for making my job as Editor so enjoyable! Hope to see you at the conference in San Francisco.



**IMPACT Editorial Committee
Members Needed
By: Laura Whitehead**

As the newly appointed editor, I need a team of NCBC members who would like to serve on the IMPACT editorial committee. If you have dreamed of being a journalist or you like research or networking with other courts, this is the job for you.

The committee will meet monthly via telephone conference to discuss the contents of the upcoming issue.

If you are interested joining the editorial team, please email me by **February 15, 2012** at:

laura_whitehead@nceb.uscourts.gov

The email should include a statement as to why you feel you should be selected for this committee. Please include any prior experience in this area.

Current members of the editorial committee are welcome to apply.

If you would like to talk with me before making a decision, you can call me at:

(252)206-5164

**HELP The Awards Committee Needs You!!!
By Eileen Garrity and Kris Botts**

We are currently seeking individuals who are interested in being members of the Awards Committee. The Awards Committee's task is to determine with the assistance of the NCBC membership, who in the bankruptcy system, as well as in NCBC, has made contributions that should be recognized.

This is your opportunity to help us recognize those individuals or groups. If possible, it would be ideal to have as many circuits (as possible) represented on the committee.

If you are interested in serving and being part of the Awards Committee, please contact Eileen Garrity or Kris Botts (Co-Chairs – Awards Committee) by email at:

eileen_garrity@mab.uscourts.gov

kris_botts@iasb.uscourts.gov



Benefits Committee Report

By: Lee Ann Bennett

The Benefits Committee was formed in 2007 and since its inception has strived to provide education and benefit program information to the NCBC membership. From 2007 to 2011, Kathy Grzybowski provided excellent leadership as the Committee Chair. Over the past years, the Committee has provided articles in IMPACT that focused on answering benefit questions. The current committee hopes to continue these articles.

For this month's article, I would like to introduce the current members of your Benefits Committee:

Annette Fischer has served as the HR Specialist for the Arizona Bankruptcy Court since 1997. She began her court career as an Intake Clerk, and previously served as Relief ECR Operator and Assistant Human Resources Specialist. Annette has 21 years of court service and actively supports the HRSAG Mentor Program and serves as the 9th Circuit HUP Representative.

Lisa Garrison has served as the HR Specialist for the Southern District of Mississippi Bankruptcy Court since 2008. She began her court career as the Administrative Secretary to the Clerk. Lisa has 15 years of court service.

Ann Iannarelli has served as the Benefits Coordinator and Training Specialist for the Middle District of Florida Bankruptcy Court since 2001. She began her court career as a Case Manager in 1999 and has 12 years of court service.

Kathy Popejoy has served as the HR Specialist for the Western District of Missouri (a fully consolidated court) for the past 11.5 years. She has served on several local, circuit-wide, and national committees over the years which include: District Court Work Measurement Subject Matter Expert; Human Resources Specialist Advisory Group; HR Mentoring Program; Court Compensation Study Subject Matter Expert; and FCCA Personnel Committee. Kathy has been a member of the NCBC Benefits Committee since its inception.

Jeanne Tuell is the HR Manager for the Western District of Kentucky. She started with the Court in 2002 as a HR Specialist and was promoted to her current position in 2006. She has been a member of the NCBC Benefits Committee since its inception and is also her Court's NCBC Local Representative.

Sharon Zurowski is the Manager of Human Resources and Training for the North District of Illinois Bankruptcy Court since 2006. Sharon has over 20 years of human resources experience in the public sector and holds a Master's Degree in Human Resources Management from Keller Graduate School of Management. She has been a member of the NCBC Benefits Committee since 2010 and has assisted the FJC as a trainer for various programs. She also is a member of the Human Resources Specialist Advisory Group.

Lee Ann Bennett is the Clerk for the Middle District of Florida Bankruptcy Court. She was named Clerk in 2006 after serving as Acting Clerk for the court. Lee Ann has 23 years of court service and began her court career with the Middle District of North Carolina. She currently serves on the Human Resources Advisory Council and is the Chair of the NCBC Benefits Committee.

Please contact any Committee member with benefits questions or suggestions. We look forward to serving you in the coming years.



GOT QUESTIONS?

Email your benefits questions to any benefits committee member listed above.

Questions and answers will be published in the next edition of the IMPACT.

NCBC 2012 Membership Campaign

By: John Horner

The NCBC Membership Campaign begins on January 15, 2012. Renew your membership by accessing MemberClicks on the NCBC website at <http://ncbc.memberclicks.net/>, and following the on-line instructions. Membership dues can be paid electronically through PayPal using Visa or MasterCard, or by mailing a membership application and check or money order to Celia Strickler, Business Manager at the address provided.

Membership is vital to the success of any organization, and the NCBC prides itself on member participation. Deputy Clerks have the option of paying an annual membership fee of \$15, or obtaining a lifetime membership for \$150.

- The NCBC serves as an advocate for bankruptcy courts by highlighting nationally recognized contributions made by deputy clerks that have increased efficiency in the Judiciary.
- The NCBC provides educational and networking opportunities for members at its annual conference.
- Through Federal First, the NCBC offers long term disability, life, home, auto, dental, and vision insurance to its members.

Renew your membership today!

New Circuit Liaisons and Local Representative

Appointed

The NCBC Board is pleased to announce that new Circuit Liaisons and Local Representatives have been appointed for terms extending through 2013. They will join other members whose terms did not expire or were extended. We thank all of those who will be serving as Circuit Liaisons and Local Representatives during 2012.

The Circuit Liaisons and Local Representatives are an integral part of the NCBC. We extend our gratitude to those whose terms ended in 2011 for their efforts in making the NCBC a great organization for its members.

Please see pages 7 through 9 to view the table of Circuit Liaisons and Local Representatives.



Join or renew today!

**NATIONAL CONFERENCE OF BANKRUPTCY CLERKS
CIRCUIT LIAISON AND LOCAL REPRESENTATIVES
2012 Roster**

Circuit	District	Local Representative	Phone	e-mail	Term Expires 12/31/yr
	District of Columbia	Michael Wint	202-354-3188	michael_wint@dcb.uscourts.gov	2012
1st Circuit (RI)- Kristen Batty (RI)		Kristen Batty	401-626-3133	kristen_batty@rib.uscourts.gov	2012
	Maine	Sheila Dilios	207-780-3482 x242	sheila_dilios@meb.uscourts.gov	2013
	Massachusetts	Joanne Ryan	508-770-8921	ioanne_ryan@mab.uscourts.gov	2012
	New Hampshire	Kerri Mikolaities	603-222-2618	kerri_mikolaities@nhb.uscourts.gov	2013
	Rhode Island	Carolyn Sweeney	401-626-3134	carolyn_sweeney@rib.uscourts.gov	2012
	Puerto Rico	Lizette Torres	787-977-6013	lizette_torres@prb.uscourts.gov	2013
2nd Circuit - Becky Collette [VT]		Becky Collette	802-776-2014	becky_collette@vtb.uscourts.gov	2012
	Connecticut	Lou DiLella	860-240-3675 x133	louis_a_dilella@ctb.uscourts.gov	2012
	New York Eastern	Dwayne Cox [co-rep]	631-712-6289	dwayne_cox@nyeb.uscourts.gov	2013
	New York Eastern	Donna Tenga [co-rep]	631-712-6265	donna_tenga@nyeb.uscourts.gov	2012
	New York Western				
	New York Northern	Jeffrey Dingman	315-266-1106	jeffrey_dingman@nynb.uscourts.gov	2012
	New York Southern	Laura Brundage	914-390-4071	laura_brundage@nysb.uscourts.gov	2013
	Vermont	Becky Collette	802-776-2014	becky_collette@vtb.uscourts.gov	2012
3rd Circuit - David Bird [DE]		David Bird	302-252-2943	david_bird@deb.uscourts.gov	2012
	Delaware	Nancy Hunt (co-rep)	302-252-2883	nancy_hunt@deb.uscourts.gov	2013
	Delaware	Lora Johnson [co-rep]	302-252-2925 x3	lora_johnson@deb.uscourts.gov	2012
	New Jersey	Jeffrey Peirce	856-757-5485 x334	jeffrey_peirce@njb.uscourts.gov	2013
	Pennsylvania Eastern	Tim McGrath	215-408-4411	timothy_mcgrath@paeb.uscourts.gov	2012
	Pennsylvania Middle	Jackie Cherrybon	717-901-2821	jackie_cherrybon@pamb.uscourts.gov	2013
	Pennsylvania Western	Jan Hunger	412-644-4060	janet_hunger@pawb.uscourts.gov	2012
4th Circuit - Laura Whitehead [NC-E]		Laura Whitehead	252-237-0248 x124	laura_whitehead@nceb.uscourts.gov	2012
	Maryland	Tracey Matthews [co-rep]	410-962-3602	tracey_matthews@mdb.uscourts.gov	2013
	Maryland	Cherita Martin [co-rep]	410-962-3252	cherita_martin@mdb.uscourts.gov	2012
	North Carolina Eastern	Anne Moell	919-856-4752 x103	anne_moell@nceb.uscourts.gov	2013
	North Carolina Middle	Debbie Payne	336-358-4008	debbie_payne@ncmb.uscourts.gov	2012
	North Carolina Western	Tonya Ashcraft	704-350-7550	tonya_ashcraft@ncwb.uscourts.gov	2013
	South Carolina	Renee Surette	803-765-5048	renee_surette@scb.uscourts.gov	2012
	Virginia Eastern	Renee Paxton (co-rep)	703-258-1246	renee_mitchell-paxton@vaeb.uscourts.gov	2013
	Virginia Eastern	Val Valentine [co-rep]	804-916-2496	val_valentine@vaeb.uscourts.gov	2012
	Virginia Western	Carol Rickerson	540-857-2391 x133	carol_rickerson@vawb.uscourts.gov	2012
	West Virginia Northern	Chris Warsinsky	304-347-3042	chris_warsinsky@wnb.uscourts.gov	2013
	West Virginia Southern	Sheila Huffman	304-347-3042	sheila_huffman@wvsb.uscourts.gov	2012
5th Circuit - Debbie Duke [TX-E]		Debbie Duke	903-590-3232	debbie_duke@txeb.uscourts.gov	2012
	Louisiana Eastern	Gaynell Donelan	504-589-7839	gaynell_donelon@laeb.uscourts.gov	2013
	Louisiana Middle	Monica Menier	225-346-3316	monica_menier@lamb.uscourts.gov	2012
	Louisiana Western	Katherine Carpenter	337-262-6800	katherine_carpenter@lawb.uscourts.gov	2013
	Mississippi Northern	Sandra Peoples	662-319-3550	sandra_peoples@msnb.uscourts.gov	2012
	Mississippi Southern	Collette Derouen	228-563-1793	collette_derouen@mssb.uscourts.gov	2013

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2012 Roster**

Circuit	District	Local Representative	Phone	e-mail	Term Expires 12/31/yr
	Texas Eastern	Maria Sheppard	972-633-4730	maria_sheppard@txeb.uscourts.gov	2012
	Texas Western	Daniel Paez	210-472-6720 x248	daniel_paez@txwb.uscourts.gov	2013
	Texas Northern	Katherine Floyd	214-753-2004	katherine_floyd@txnb.uscourts.gov	2012
	Texas Southern				
6th Circuit - Michelle Pierce [KY-W]		Michelle Pierce	502-627-5793	michelle_pierce@kywb.uscourts.gov	2012
	Kentucky Eastern	Amy Smith	859-233-2608 x146	amy_smith@kyeb.uscourts.gov	2012
	Kentucky Western	Jeanne Tuell	502-627-5774	jeanne_tuell@kywb.uscourts.gov	2013
	Michigan Eastern	Natalie King	313-234-0059	natalie_king@mieb.uscourts.gov	2012
	Michigan Western	Kim Davis	616-456-2917	kim_davis@miwb.uscourts.gov	2013
	Ohio Northern	Lynn Baldwin Bergmeyer [c]	216-615-4332	lynn_baldwin_bergmeyer@ohnb.uscourts.gov	2012
	Ohio Northern	Katherine Shivak (co-rep)	216-615-4348	katherine_shivak@ohnb.uscourts.gov	2013
	Ohio Northern	Brenda Heminger [co-rep]	330-252-6129	brenda_heminger@ohnb.uscourts.gov	2012
	Ohio Southern	Deborah Roberts	614-469-6638 x216	deborah_roberts@ohsb.uscourts.gov	2013
	Tennessee Eastern	Karen Gwinn	423-752-5163	karen_gwinn@tneb.uscourts.gov	2012
	Tennessee Middle	Sharon Wingler	615-736-5590 x119	sharon_wingler@tnmb.uscourts.gov	2013
	Tennessee Western	Cindy Coady	901-328-3510 x149	cindy_coady@tnwb.uscourts.gov	2012
7th Circuit	Sharon Gardner (IL-C)		217-492-4256	sharon_gardner@ilcb.uscourts.gov	2013
	Illinois Northern	Patricia Reed (co-rep)	312-435-6021	pat_reed@ilnb.uscourts.gov	2013
	Illinois Northern	Margie Rahmoun [co-rep]	312-435-6017	margie_maldonado-rahmoun@ilnb.uscourts.gov	2012
	Illinois Central	Mary Kilgore	217-431-4820	mary_kilgore@ilcb.uscourts.gov	2013
	Illinois Southern	Cathy Hart	618-482-9403	cathy_hart@ilsb.uscourts.gov	2012
	Indiana Northern				
	Indiana Southern	Robin Stanley	317-229-3834	robin_stanley@insb.uscourts.gov	2012
	Wisconsin Eastern	Jill Lass	414-297-3291 x3045	jill_lass@wiwb.uscourts.gov	2013
	Wisconsin Western	Pam Creydt	715-839-2980 x121	pamela_creydt@wiwb.uscourts.gov	2012
8th Circuit - Megan Weiss [IA-S]		Megan Weiss	515-323-2851	megan_weiss@iasb.uscourts.gov	2013
	Arkansas	Tammi Pennington	501-918-5504	tammi_pennington@areb.uscourts.gov	2013
	Iowa Northern	Rebecca Hoefler	319-286-2214	rebecca_hoefler@ianb.uscourts.gov	2012
	Iowa Southern	Mary Eisenhower		mary_isenhower@iasb.uscourts.gov	2013
	Minnesota	Grace Goede (Minn.)	612-664-5223	grace_goede@mnb.uscourts.gov	2013
	Minnesota	Sam Runck (St. Paul)	651-848-1020	sam_runck@mnb.uscourts.gov	2012
	Missouri Eastern				
	Missouri Western	Cecelia Parle	816-512-1838	cecilia_parle@mow.uscourts.gov	2012
	Nebraska	Lisa Marie Smith	402-661-7471	lisamarie_smith@neb.uscourts.gov	2013
	North Dakota	Ginger Elless	701-297-7103	ginger_elless@ndb.uscourts.gov	2012
	South Dakota				
9th Circuit - Maggie Bondi [AK]		Maggie Bondi	907-271-3923	maggie_bondi@akb.uscourts.gov	2013
9th Circuit [WA-W] - Theola Ross [WA-W]		Theola Ross	206-370-5217	theola_ross@wawb.uscourts.gov	2012
	Alaska	Maggie Bondi	907-271-3923	maggie_bondi@akb.uscourts.gov	2012
	Arizona	Cindy Ribar	602-682-4124	cindy_ribar@azb.uscourts.gov	2013
	California Northern	Sharon Hurt	415-268-2342	sharon_hurt@canb.uscourts.gov	2012

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	California Eastern				
	California Central	Beryl Dixon	213-894-1155	beryl_dixon@cacb.uscourts.gov	2012
	California Central	Sabrina Palacio-Garcia	951-774-1101	sabrina_palacio-garcia@cacb.uscourts.gov	2012
	California Southern	Shawna Dahl	619-557-7399	shawna_dahl@casb.uscourts.gov	2013
	Guam	Charles White	671-473-9125	charles_white@gud.uscourts.gov	2012
	Hawaii	Amy Young	808-522-8100	amy_young@hib.uscourts.gov	2013
	Idaho	Debbie Jenson	208-334-9019	deborah_jenson@id.uscourts.gov	2012
	Montana	Colleen Grady	406-497-1260	colleen_grady@mtb.uscourts.gov	2013
	Northern Mariana Islands				
	Nevada	Melissa Brearey	702-527-7133	melissa_brearey@nvb.uscourts.gov	2013
	Oregon	Jonni Paulsen	541-431-4034	jonni_paulsen@orb.uscourts.gov	2012
	Washington Eastern	Erin Coppin	509-576-6104	erin_coppin@waeb.uscourts.gov	2013
	Washington Western	Theola Ross	206-370-5217	theola_ross@wawb.uscourts.gov	2012
10th Circuit -	Kelly Callicot		918-549-7241	kelly_callicot@okeb.uscourts.gov	2013
	Colorado	Diane Hunter	720-904-7450	diane_hunter@cob.uscourts.gov	2013
	Kansas	Donna Urbom-McClure	785-338-5912	donn_urbom-mcclure@ksb.uscourts.gov	2012
	New Mexico	April Colling	505-348-2542	april_colling@nmcourt.fed.us	2013
	Oklahoma Northern	Sharon Washburn	918-699-4017	sharon_washburn@oknb.uscourts.gov	2012
	Oklahoma Eastern	Sherry Arnold	918-549-7234	sherry_arnold@okeb.uscourts.gov	2013
	Oklahoma Western	Angie Martin	405-609-5734	angie_martin@okwb.uscourts.gov	2012
	Utah	Kyle Crockett	801-524-6634	kyle_crockett@utb.uscourts.gov	2013
	Wyoming	James Baumhover	307-433-2200	james_baumhover@wyb.uscourts.gov	2012
11th Circuit - Chris Callies (ALMB)	Chris Callies		205-714-3851	Chris_Callies@alnb.uscourts.gov	2013
	Alabama Northern	Doug Wedge	205-714-4006	douglas_wedge@alnb.uscourts.gov	2012
	Alabama Middle	Henrietta Foster	334-954-3850	henrietta_foster@almb.uscourts.gov	2013
	Alabama Southern	Tracey Couling	251-436-5426	tracey_couling@alsb.uscourts.gov	2012
	Florida Northern	Latonia Isom	850-521-5012	latonia_isom@flnb.uscourts.gov	2013
	Florida Middle	Alyson Johnson	407-648-6562	alyson_johnson@flmb.uscourts.gov	2012
	Florida Southern	Katrinka Covington	305-714-1847	katrinka_covington@flsb.uscourts.gov	2013
	Georgia Northern	Regina Thomas	404-215-1141	regina_thomas@ganb.uscourts.gov	2012
	Georgia Middle	William Tanner	478-749-6849	bill_tanner@gamb.uscourts.gov	2013
	Georgia Southern	Sam Kay	912-650-4106	samuel_kay@gas.uscourts.gov	2012

Circuit & Local Reps Roster 2010.xlsx

Latest update:

19-Dec-11



Spotlight on Court Developed Programs

CourtSpeak

By: Stephanie Edmondson, Clerk of Court, North Carolina Eastern

CourtSpeak is a Judicial Conference-approved program developed by NCEB to allow district and bankruptcy judges who use digital audio recording as the official means of taking the record to provide access to digital audio recordings of court proceedings to the public via PACER. The process begins in the courtroom with the official record being taken with existing commercial software. The program has been configured to work with FTR, DCR-Liberty, CourtSmart and VoicelQ. The ECRO or Courtroom Deputy operates the recording software using the same processes they currently use. At the end of the court session, all matters heard are converted to mp3 files and displayed via the CourtSpeak software. Selected files are queued to be docketed to CM/ECF. The files selected are entirely at the discretion of the presiding judge.

Some of the benefits seen by courts who have already implemented the program and to the public we serve include:

- ◆ instant access to the record for judges, court staff, parties, and the public without waiting for written transcripts
- ◆ providing transparency to the work of the court and an additional service to the bar and public
- ◆ law professors using audio recordings as a teaching tool
- ◆ journalists using recordings to report accurate and complete stories

For more information on how to obtain the CourtSpeak program for your court, please contact Linda Melchor at (202)502-1461 or Linda_Melchor@ao.uscourts.gov.

**Has your court developed a program that could be of help
to other courts?**

**If yes, please submit information on the program and it will
be spotlighted in the next issue of the IMPACT.**





NCBC Mentorship Pilot Program

Mentor Program Overview

The NCBC Mentor program is designed to connect new and existing members of NCBC so that they can promote its mission of developing leadership, education and advocacy by creating mutually beneficial relationships. The program aims to enhance the participants' professional and personal development while increasing their overall knowledge and understanding of the judicial system and court operations through a one-to-one relationship.

What is Mentoring?

Mentoring is a partnership between a seasoned and experienced NCBC member (the Mentor) and a NCBC member in good standing (the Mentee) who desires additional professional knowledge, expertise or guidance. The partnership is based on trust, respect and confidentiality. Through mentoring, the Mentor will guide, support, answer questions, provide referrals, and share experiences and known opportunities with the Mentee.

Benefits of Mentoring

The program offers many benefits to the Mentor, Mentee and NCBC organization including, but not limited to

For the Mentor

- Shapes the future of court management professionals
- Increases personal satisfaction
- Identifies own strengths and weaknesses
- Learns from the Mentee
- Enhances reputation and professional identity
- Provides a window to staff views and ideas
- Increases networking opportunities across all court functions
- Builds long-term relationships
- Enhances skills in coaching, counseling, listening, and modeling

For the Mentee

- Receives guidance from a seasoned court professional
- Learns more about the NCBC organization
- Learns more about the judicial system and court operations
- Receives objective feedback on skills to improve job performance and professional development
- Increases career satisfaction
- Enhances reputation and professionalism
- Increases professional network opportunities and interpersonal relationships
- Complements ongoing formal study and/or training and development activities

For the Organization

- Assists member interaction and relationship development
- Communicates the values, vision and mission of the organization
- Supports involvement and progression within the organization
- Enhances member satisfaction and retention
- Adjusts views of staff goals
- Provides for succession planning

Continued on page 12

Role of the Mentor

- Sharing information about the NCBC Organization
- Providing confidential assistance to Mentees outside of their chain of command, allowing the Mentee to discuss work-related issues and other issues or concerns
- Facilitating the Mentee's growth by sharing resources and networks
- Challenging the Mentee to move beyond his or her comfort zone
- Coaching the Mentee on a particular skill
- Encouraging the Mentee to create and implement strategic goals
Focusing on the Mentee's professional development

Role of the Mentee

- Committing to take the initiative to foster a positive and honest relationship with your Mentor
 - Being open to learning about new ideas
 - Following through with your Mentor
 - Actively participating in the experience
 - Being ready to make a serious effort to set career goals and achieve them
 - Listening to your mentor's suggestions, evaluating them, and taking action
 - Performing a self-assessment: What skills do you need to acquire? Where do you want to go?
- Being prepared to commit your time to working toward your goals, in addition to the official time for the mentoring relationship

Mentor Qualifications

- An active member of NCBC
 - A reputation for competence and ethical and professional conduct. Sample qualities include:
 - Commitment to meeting regularly using the most appropriate method (physically or via telephone or video conference)
 - Considered a "go to" person
 - Integrity
 - Dependable
 - Reliable
 - Quick to listen
 - Slow to speak
 - Slow to anger (even tempered)
 - A good teacher
 - Respectful
 - Consistently demonstrates patience
 - A sincere desire to mentor
 - Willing to commit to a mentoring relationship
 - An experienced problem solver and mediator
 - Previous training and/or coaching experience
- Commitment to NCBC and its core values and mission

Mentee Qualifications

- An active member of NCBC
As acknowledged by immediate supervisor, displays potential for professional growth; consistently displays integrity; demonstrates high ethical standards; consistently exhibits professional demeanor
- Note: See also "Role of the Mentee"

Mentor and Mentee Participation Requirements

Mentor and Mentee will both compete and sign a Memo of Understanding which details their expectations and approximate time frame of this pairing.

Willingness to commit to mentorship for up to one year [exception for pilot program which is a three to six month commitment]

Mentor must complete the JOU course: [Mentoring Effectively](#)

Mentee must complete the JOU course: [Achieving Success with the Help of a Mentor](#)

Recommended for participation but not required

FJC PEI reading: [Mentoring in the Courts](#)

JOU course: [Successfully Coaching Relationships](#)

Books 24 x 7 (can be accessed via JOU portal): *The Mentor's Guide: Facilitating Effective Learning Relationships* by Lois J. Zachary

Books online: [The Mentee's Guide: Making Mentoring Work for You](#) by Lois J. Zachary

Pairing of Mentor and Mentee

Pilot Program

Mentors and Mentees are paired by the NCBC Mentoring Advisory Committee (MAC) based on common career background, experience, goals and special interests. Every attempt is made to pair Mentees with an appropriate Mentor based on the application process and statement of need. A system has been incorporated in the program in the event that an initial match or ongoing relationship is not satisfactory. The Mentor and Mentee may turn to the Program Chair for guidance and assistance. Unsatisfactory mentoring relationships may be terminated at any time during the one year period (three to six months for the Pilot Program) by contacting the Program Chair. An attempt will be made to rematch the Mentor with another Mentee, although normally rematching will only be undertaken during the first six months of the program.

During the NCBC Mentorship Pilot Program there will be a minimum of three matches, for a total of six participants, which will be chosen by the Mentoring Advisory Committee Members from the NCBC membership. All volunteer participants will be asked to go through the application and matching process and to complete the agreed upon prep work.

Time Commitment for Pilot Program

The structured portion of the mentoring relationship is intended to last from three to six months, but it is hoped that the informal relationship will last a lifetime. The Mentor is required to make a minimum of two contacts per month with their assigned Mentee within this six-month period.

All Pilot Program participants will be asked to check in with the Mentoring Advisory Committee on a monthly basis and upon completion of the program to provide a detailed evaluation of their experience.

Confidentiality

The information provided by the Mentee on their application is considered confidential and will only be reviewed by the Mentor and the Mentoring Advisory Committee. The information provided by the Mentor on their application is considered confidential and will only be reviewed by the Mentoring Advisory Committee and forwarded to the assigned Mentee. All written and oral communication between Mentors, Mentees, and Mentoring Advisory Committee is confidential and will not be disclosed without mutual consent. Concerns regarding confidentiality should be referred to the Mentoring Advisory Committee immediately.

For information in participating in the "pilot program" or would like an application, please contact:

Eddy Emmons

NCBC Mentorship Program Chair

Edward_Emmons@canb.uscourts.gov

415-268-2395

Editorial Committee

Editor's Note: Thank you for reading this edition of the IMPACT. This publication is designed to keep NCBC members informed with the latest information that impacts the courts and its employees. We want to hear from you. Please call or email me your comments, questions or suggestions for future publications at:

Laura Whitehead (252) 206-5164 or laura_whitehead@nceb.uscourts.gov



Correspondents:



**Correspondent positions are vacant. Application deadline is:
February 15, 2012**



Articles should be submitted to the editor by the 25th day of the month in which the IMPACT is to be published.

When submitting material for publication, please include your name, work telephone number, and email address. All publication material is based on the decision of the Editorial Committee. All accepted material may undergo editorial revision to conform to the standards of the newsletter and/or to improve clarity.