



NCBC IMPACT

Dedicated to the professional development of its members

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2012 Publication Dates

- January 6
- March 9
- May 4
- July 6
- August 3
- September 7
- November 2

Articles due to the editor by the 25th of the month preceding publication.

Issue # 4

July/2012



**Conference
Dates
August 7—10, 2012**

A Message From the President

Ken Hirz

Registration for the 2012 Annual Conference opened strong and maintained itself through the last day of registration, which was June 8th. Those wishing to still register can do so, but a \$25 late penalty will apply. We are expecting more than 600 attendees at this year's conference and we're happy to say that, despite larger-than-expected numbers, everyone has a hotel reservation. This has been a great feat due in no small way to the efforts of Eddy Emmons, Chief Deputy Clerk, CA-N, whom has proved instrumental in facilitating the hotel registrations and communicating with countless members to assure their accommodation needs were met. The program this year features two outstanding plenary speakers, 35 separate breakout topics, and 18 court representatives featuring their locally grown innovations to share at the information sharing session. This annual education program has been made available due to the support of the many AO, FJC, Education Committee members and Court Trainers that have been working on the training elements that will once again make this program a success. There are a variety of innovative sessions featuring up-to-date issues and skills development that directly impact the work of the courts. For more information on the program and specific agenda topics visit the local host court website at www.canb.uscourts.gov/NCBC2012/index.html.



Look forward to seeing you in San Francisco!



Board Corner

The Board is working feverishly on the upcoming 2012 Annual Conference and Education Meeting in San Francisco. A number of contracts needed to be executed to support the various social events. The Thursday evening event at Treasure Island was made possible due to the generosity of our sponsors who have underwritten this event for our members. Thank you sponsors.

The election of Officers and Board of Governors closed June 30th. Election results will be announced during the NCBC Luncheon on Thursday at the annual conference. Meanwhile, having had no candidate come forward for the position of Treasurer, the Board voted to waive the by-laws and appoint John Ginocchetti to another two-year term. The election results revealed the passage of the by-law change to allow a stipend to be paid to the Business Manager. This remuneration will assist in maintaining the functional structure of a Business Manager for now and into the future. The position is critical to the ongoing financial operation of NCBC. Thanks go to the members for supporting this action.

NCBC has entered into a Partnership Agreement for Dual Membership that includes a 20% discount on membership with the National Association of Court Management (NACM). NACM membership is reduced for NCBC members from \$125 to \$100 annually. Those interested in applying for membership can simply click on the link at the bottom of NCBC's website to go to NACM's website at nacmnet.org. At the top of the NACM webpage, click on Join Us. For new members to NACM, complete the online membership as a Regular Member and the cost is \$100. For those NCBC members that are renewing their NACM membership, the manual membership application will need to be printed, and completed. Attach the email you received upon renewing your NCBC membership, and submit with the \$100 fee.

The Board approved a new scholarship program that will allow for up to \$500 for members to attend the annual conference with an overall budget amount of \$4,000 annually. This program has been under discussion in recent months and will be available beginning with the 2013 annual conference. The Board thanks the Circuit Liaisons for suggesting this program and to Mark Hatcher, Trisha Harrington & Kathy Gryzbowski for putting together the elements to make this a viable program for future conferences.

The Impact newsletter will begin to allow advertisements according to recent action by the Board. This move will allow vendors an opportunity to publish information about their program and services that may be of interest to the membership. Look for advertising beginning with the August 2012 publication.

The hotel contract for the 2014 NCBC Annual Conference in St. Louis was signed last month. The conference will be held July 14-17. Many thanks to our Host Court Clerks Dana McWay, MO-E, and Donna Beyersdorfer, IL-S who helped guide the survey of available properties and recommend our final venue. The location of this hotel will support a wonderful experience to those traveling to St. Louis which is an easy access point from anywhere in the country.

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Board Corner

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The Board approved a letter dated May 11, 2012, directed to Judge Julie A. Robinson, Chair, JCUS Committee on Court Administration and Case Management (CACM), asking for Shared Administrative Services (SAS) to be deferred from FY 2013 implementation pending further study and validation involving all court units. A unilateral SAS reduction would be devastating to the bankruptcy courts and hinder our ability to meet statutory and mission-critical activities. Copies of the letter were sent to Judge Joy Flowers Conti, Chair, Committee on the Administration of the Bankruptcy System, Judge Timothy Tymkovich, Chair, Committee on Judicial Resources, Judge Thomas F. Hogan, Director; Jill Sayenga, Deputy Director, and Mary Louise Mitterhoff, Acting Chief, BCAD. We are happy to report that the JCUS Judicial Resources Committee (JRC) voted in June to defer SAS from implementation in FY 2013.



JOB ANNOUNCEMENT

United States Bankruptcy Court,
District of Colorado
721 19th Street
Denver, CO 80202

Position Title:

Clerk of Court

Preferred start date December 3, 2012 (to support the orderly transition of responsibilities from outgoing to incoming unit executive); however, no later than January 7, 2013.

Opening Date: June 21, 2012

Closing Date: July 27, 2012 (close of business)

For detailed information, go to:

<http://www.cod.uscourts.gov/>

Note From the Editor:

This is the final edition of IMPACT before the conference. The August 3rd publication date won't be used unless there is last minute conference information to share.

The following IMPACT Editorial Staff will be attending the conference:

Yvonne Cherokee

Kyle Crockett

Laura Whitehead

We each look forward to seeing you in San Francisco and talking with you about the IMPACT.

See you in San Francisco!

NCBC Financial Report

John Ginocchetti
NCBC Treasurer



The following is a summary of the financial status of the National Conference of Bankruptcy Clerks organization as of May 31, 2012.

As you will see, we are doing very well financially. However, a more clearer picture of our financial status will be revealed after all the revenues are received and all the expenses are paid for the 2012 conference. After which I will submit to you another update financial report.

Our total assets were \$197,371.30 which includes \$109,880.96 in our checking account and \$87,490.34 in our savings account. This is an increase of \$69,755.67 from the amount of \$127,615.63 which I previously reported to you as of September 30, 2011.

We need to maintain enough money in our checking account to meet the upcoming 2012 conference expenses. Later in the year, we may be able to transfer more funds to the savings account or even purchase a Certificate of Deposit.

Our total assets increased \$68,281.80 compared to the period ending May 31, 2011. Our net income for the year to date (Jan. - May, 2012) is \$48,410.12 compared to \$40,985.20 net income for the same period in 2011. The increase of funds is a result of cost control efforts by the Board and increase of revenues.

We are committed to the improvement of services to our members by appointing committees for Education, Benefits, Mentoring, Scholarship and Awards. We are also diligently seeking ways to improve our financial status by appointing committees to increase our membership and revenues.





Teleworking in the Six Circuit

Sharon Wingler—Tennessee Middle

With the conference around the corner, I have noticed a few classes on topics such as "Working In Your Bunny Slippers" and "Teleworking, Flex Time and Compressed Work Schedule". Our telework schedule has progressed from 1 day a week a few years ago to currently a 4 day telework week (for case managers – others in the office telework but less often depending on area).

As I sit in my bunny slippers this morning and brainstorm ideas on this subject, I have consulted with a few of my co-workers to get their perspective on the pros and cons.

Pros:

- Concentrate without interruptions
- Better management of work and personal life
- No travel time to and from work
- Don't have to venture out in bad weather
- Save tons of money on gasoline, parking fees and eating out
- Saves wear and tear on your car
- Don't have to deal with road rage or wanna be NASCAR drivers on a daily basis
- Don't have to use public bathrooms - YES!!!!!!
- Can throw a load of laundry in during a break or at lunchtime
- Can still work if you're feeling a little under the weather and don't have to venture into the office (or spread your germs to your co-workers)
- Can get a jump start on dinner since there's no travel time from the office to home
- Can take walks or exercise at lunchtime
- Eat healthier

.....and the list goes on and on....

Cons:

- Miss interaction with co-workers on a daily basis

I do hope other courts follow suit. I think it's a huge benefit from not only the employee's perspective, but that of management as well, in that the costs to the court are lowered and costs to the employee (gas, parking, etc.) are lowered. Also, it helps more now since the freeze on pay increases has been implemented as well. We are all grateful to our Clerk of Court, Matt Loughney, for being tuned in to our needs as employees and for offering us this program, which has been great for productivity, reducing unscheduled leave, and employee morale.





In the last issue of Impact, we looked at some great no cost training programs the Federal Judicial Center will deliver right to your court. In this issue, we're going to look at some great FJC sponsored no cost/low cost training opportunities for managers and court executives.

FOUNDATIONS OF MANAGEMENT (FOM)

Overview

This FJC sponsored program is run by the Graduate School. FJC pays for materials.

Recommended for supervisors at all levels and individuals interested in assuming a supervisory role, this self-study course includes sessions on making the transition to supervisor, motivating employees, and managing employee performance.

The course, which takes 40 hours to complete, is offered in two versions: one for probation and pretrial services staff and one for appellate, district, and bankruptcy clerk's court staff, library personnel, and staff attorney's personnel.

FJC Education Specialist Phyllis Drum says, "This is the perfect program if you have a small group of employees who want to work on it together. They could do a 'lunch-and-learn' or just spend a few hours together going over the materials."

Requirements

You are allowed one year to finish this course.

Your supervisor and the Court Executive must give approval for your participation in this course.

To learn more: Visit <http://tinyurl.com/cu36gp2>

For application: Angie Stewart, 202.502.4126, astewart@fjc.gov

FEDERAL COURT LEADERSHIP PROGRAM (FCLP)

Overview

The Federal Judicial Center's two year Federal Court Leadership Program combines online computer instruction, face-to-face workshops, and self-directed projects at the court unit level to teach and develop management and leadership skills.

The FJC assumes all expenses for workshop and materials.

Fran Toler, FCLP Program Manager, says, "This is a great opportunity for people to network and it's the kind of program where you can learn leadership skills that will either help you in your present position or take you to the next level if you want to advance your career."

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The Federal Court Leadership Program consists of five phases:

Phase One: Participants complete basic research and writing skills online instructor-led courses.

Phase Two: Participants complete their court based project, including submitting a final project paper.

Phase Three: Consists of two online courses, one in project management and the other in presentation development, in preparation for presentation of the project paper to their court unit executive. Participants attend a face-to-face seminar where they prepare and practice their presentations and receive feedback on key leadership skills.

Phase Four: Completion of action plans to develop key leadership skills. In addition, participants read Center-approved leadership literature, and complete an independent study.

Phase Five: Participants submit a long-term development plan. The program concludes with a final seminar and recognition program in Washington D.C.

Prerequisites: Foundations of Management must be completed before beginning this course.

Requirements:

Course is only offered every two years.

Supervisor and Court Executive approval needed.

Must be CL-25 or above and meet one of the following criteria:

Possess an undergraduate degree with two years of federal court experience

Possess a graduate degree with one year of federal court experience

Five years of federal court experience in lieu of an undergraduate degree

OR an undergraduate degree and three years of state court, non-profit, or private-sector experience

To learn more: Visit <http://tinyurl.com/d6s438x>

For application: Fran Toler, FCLP Program Manager, 202-502-4128, ftoler@fjc.gov
Or Corrin Gee, FCLP Assistant Program Manager, 202-502-4137 cgee@fjc.gov

Next issue, we'll look at courses geared specifically for court executives.

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San Francisco Trivia

San Francisco's Painted Ladies were featured in a sitcom television series. Do you know the name of the series?

Answer is one page 8





Got an iPad? Could you use a little help setting up your home screen, importing photos, or emailing an order? Are you going through WordPerfect withdrawal and trying to figure out how to track changes in MS Word? Or, maybe you're pulling your hair out over how to set up conditional formatting in Excel or trying to master the latest release of CM/ECF.

If you're wondering how to do these or any of a number of other function-centric tasks, visit <http://training.aotx.ao.dcn/Default.aspx> to check out the AO's Office of Information Technology website where you can find a full complement of WebEx application training, electronic learning modules, and pdf instructions on how to do almost any task related to national deployed applications and systems.

Tips for surfing the site:

- ◆ In the left hand sidebar, click on the "Bankruptcy" link at <http://training.aotx.ao.dcn/Section.aspx?id=2> to view training in San Antonio; online instructor led training as well as online training resources specifically geared towards bankruptcy courts.

Don't miss the links for the Video Clip Library and the Reference Guide Library in the Online Training Resources column. The AO purchases the right to use these professionally produced training videos and you can download them or link them directly to your court's website.

- ◆ Go back to the left hand sidebar and click on the "Course List" link at <http://training.aotx.ao.dcn/CourseList.aspx>. Then, in the right hand sidebar, check the radio button for "Judges/Chambers." A new screen will open featuring a number of online resources, particularly related to CM/ECF. Clicking the CM/ECF link and then selecting the "Materials" tab will bring you to a wide range of e-learning modules and pdf transcripts covering topics from "Barred Debtors" to "Sealed and Restricted Functionality."

Having products like these tutorials readily available, at no cost to the courts, makes it easy for court employees to quickly get the help they need with any court related application or system. I hope you'll check them out.

The answer is:
Full House



Spotlight on Court Developed Programs



Transformed Appeals Processing (TAP)

**Monteze Curry, Case Management Supervisor,
Western District of Washington**

The Western District of Washington decided recently that it was time to tap our resources and transform the appeals processes! It seemed like the last decade of technological change and the priorities that accompanied those changes had caused us to overlook the need to automate these cumbersome processes. We knew that our time wasn't being well spent when we produced transmittal forms outside of CM/ECF and used Lotus Notes e-mail to transmit an appeal. So, we proposed looking at the appeals processes to our Chief Deputy. The results of TAP save us huge amounts of time. The project began by the TAP team looking at how other courts were processing appeals in the 9th circuit. We then brainstormed as to how to make the CM/ECF entries and our current technology work better for us. TAP entirely eliminated three out of four transmittal forms. Transmitting an appeal to the United States District Court (although not a new process) is totally in our control because we actually open the case in Western Washington's district court database! A slick entry was developed which combines the Bankruptcy Appellate Panel's (BAP) informational cover sheet with the transmittal entry. That particular entry reduces the processing time by about an hour. The internal appeal entries send all information to BAP via the Notice of Electronic Filing (NEF). Another brilliant, time-saving component of the new process is the Record on Appeal (ROA) option which is part of the CM/ECF Docket Report criteria selection screen. The ROA function allows us to compile the record into one file and save the PDF with a few clicks of the mouse! The success of TAP is attributed to a collective effort by our managers, supervisors, specialists, deputy clerks, IT, transcribers, and clerks from BAP and USDC! TAP it! Come see us at the 2012 Ops Forum for more information.

Has your court developed a program that you would like to share with other courts? If so, please submit an article to the Impact editor at laura_whitehead@nceb.uscourts.gov.



Next Generation of CM/ECF—Phase II Begins

Bankruptcy Court Administration Division

Bankruptcy Functional Requirements Group

On to Phase III!! The Release 1.0 Proposal was presented to the NextGen Project Steering Group (PSG) for its review and endorsement. The next phase of the project is design and development. The proposal contains the content list and schedule for Release 1.0 and Release 2.0 of the Next Generation of CM/ECF System and is now posted to the J-Net. To view the development plan, see

[http://jnet.ao.dcn/Information Technology/National Systems Supported/CMECF Next Generation/Bankruptcy.html](http://jnet.ao.dcn/Information%20Technology/National%20Systems%20Supported/CMECF%20Next%20Generation/Bankruptcy.html)

We are pleased to note that functionality endorsed for the first release includes full functionality for Bankruptcy Case Opening, Calendar, and Central Sign-On. It includes partial functionality for Workspace, Judges Review Packet and Reports, with the remaining functionality in those areas coming in Release 2.0. The PSG also discussed how the project would continue to keep the stakeholders—particularly the court community - actively involved. All agreed that the AO will continue to fully and actively engage the court community in a much more agile way through the use of expert panels and subject matter experts throughout design and testing.

For court staff information, a full listing of the final bankruptcy requirements documents (FRDs) has been posted to the Next Generation J-Net page:

http://cmecf.td.oca.ao.dcn/bz/issues_by_component.cgi?product=Bankruptcy&component=summary

Design work has begun on the Central Sign On and Workspace tasks and each of the Expert Panel design teams consists of members from each of the court types (Bankruptcy, District and Appellate), as well as Technology Division (TD) and other AO staff. The members of the bankruptcy expert panel for Central Sign On are: Christine Baker (FL-M), Joe Falzone (FL-S), Stacey Manley (DE), John Stephens (OH-S) and Michael Wint (DC). The members of the bankruptcy expert panel for Workspace are: Lori McLaughlin-Nelson (OH-N), Carlos Mergal (PR), Andrea Redmon (OK-N) and Rick Thompson (MD). These volunteers will work diligently over the next couple years to maintain the integrity of the bankruptcy requirements while integrating them into the larger, cross-court tasks. We thank them for volunteering their time and effort.

If you have questions regarding the Next Generation CM/ECF Project, they should be directed to Robby Robinson, Bankruptcy Court Administration Division, ([Robby Robinson/DCA/AO/USCOURTS](#)); Dana McWay, Co-Chair, Bankruptcy Clerk of the Eastern District of Missouri ([Dana McWay/MOEB/08/USCOURTS](#)); Richard Goodier, Bankruptcy Judges Division ([Richard Goodier/DCA/AO/USCOURTS](#)); or the Hon. Tamara Mitchell, Co-Chair, Northern District of Alabama ([Tamara O Mitchell/ALNB/11/USCOURTS](#)). You can also check for updates on the Next Generation of CM/ECF J-Net page.

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