



National Conference of Bankruptcy Clerks

Issue #3

August 2015

IMPACT Newsletter

Dedicated to the professional development of its members

Inside This Issue:

President's Message

New Educational Opportunities

New Clerk of ILCB

FJC Education Advisory Committee

FJC Welcomes Julie R. Linkins

FJC Interactive Orientation

NCBC Lifetime Membership

NCBC Showtime 2015

Education Committee Update

MSU Graduates

Local Court Spotlight

MSU Interactive Course Schedule

MSU Revised Live Courses

MSU Activities in Atlanta

Mutual Funds: James De La Torre

IT Security Tip

Constitution Day at FLNB

ADI Updates

Social Media @ NCBC 2015

Mentorship Program

Awards Committee Update

Editor's Note



President's Message

By: Lee Ann Bennett, NCBC President

It's hard to believe that the NCBC Conference is only a few weeks away! The Host Court and the NCBC committees are busy checking last minute details to ensure another successful conference. As the conference approaches, I also reflect on the past two years serving as President of this great organization. John Horner, our 20th President, announced his retirement from the Judiciary and resigned his position as President after the 2013 Conference in Baltimore, and I was sworn in as the 21st President.

At the end of this year's conference, I will turn the presidency over to Regina Thomas, our President-Elect. It has been an honor to serve as your President for the past two years. As I stated in my first Impact article in 2013, that although courts have experienced a tremendous reduction in staff, this organization remains strong because of each of you, its membership. That statement continues to be true today, each of you make this organization great. I wish to thank you each for your support and involvement.

I especially wish to thank each Board member, officer, staff member, and each member who has served on the Education Committee, Membership Committee, Benefits Committee, Outreach Committee, Scholarship Committee, Membership Committee, and to our Circuit Liaisons and Local Representatives. Each of you work tirelessly to ensure this organization is the best it can be.

As I transition into my new role as Past President, I plan to stay actively involved and will serve in any capacity that our new President needs. I am confident that Regina Thomas will provide the exceptional leadership this organization needs. See you in Atlanta!

The NCBC IMPACT

Is the official newsletter of the

National Conference of Bankruptcy Clerks

Lee Ann Bennett

President

Published by the IMPACT Editorial Committee. Suggestions and comments are always welcome.

Please email **Jan Zari**, Impact Editor at

Jan_Zari@cacb.uscourts.gov



New Opportunities to Continue your Education!

By: Jan Zari

The U.S. Office of Personnel Management (OPM) recently announced a new partnership with Champlain College as part of the OPM's continued efforts to "close skills gaps, increase Federal employees' access to high quality, affordable educational resources, and further develop and sustain the Federal workforce."

As part of the partnership agreement, all federal employees, their spouses, and adult family members will be eligible to enroll in Champlain's online Certificate, Bachelors' Degree, and select graduate programs with a tuition discount of up to 70% through their truED program. Individual courses are also available.

This is the OPM's second partnership with an educational institution after they initiated a successful partnership with University of Maryland University College last year, resulting in more than 1,200 Federal employees from 42 states and over 100 Federal agencies enrolling in the UMUC programs.

Now is a great time to look at investing in yourself and your education. It is never too late!

For more information please visit:

<http://www.opm.gov/blogs/Director/2015/4/20/A-New-Educational-Alliance/>

<http://www.champlain.edu/truedfed>

<http://www.umuc.edu/federal-government/>

Announcement – New Clerk of Illinois Central Bankruptcy Court



Adrienne Atkins has been appointed as the Clerk of the U.S. Bankruptcy Court for the Central District of Illinois.

Adrienne began her career in the Judiciary as supervisor of the noticing department of the bankruptcy court in the Northern District of Illinois in Chicago. She served that court for twenty-five years, most recently as the Manager of Courtroom and Public Services.

Adrienne is twice a graduate of Roosevelt University in Chicago, earning her undergraduate degree in organizational communications and a Master of Public Administration with a concentration in government management. She is currently working towards her Master of Jurisprudence in business law at Loyola University.

Adrienne was sworn in to her new post on March 23 by Chief Judge Mary Gorman. Congratulations, Adrienne, and welcome to the Central District of Illinois!

FJC Education Advisory Committees From FJC Online

The Federal Judicial Center has reorganized several of its Education Advisory Committees. These advisory committees were restructured to parallel the 2014 reorganization of the Education Division, the purpose of which is to integrate leadership, management, and common professional skills education and training across all court units. For more on the reasons for this reorganization and progress to date, see the [FJC Director's Blog](http://fjconline.fjc.dcn/blog/update-strategic-vision-judicial-branch-education) on FJCOnline. [link: <http://fjconline.fjc.dcn/blog/update-strategic-vision-judicial-branch-education>]

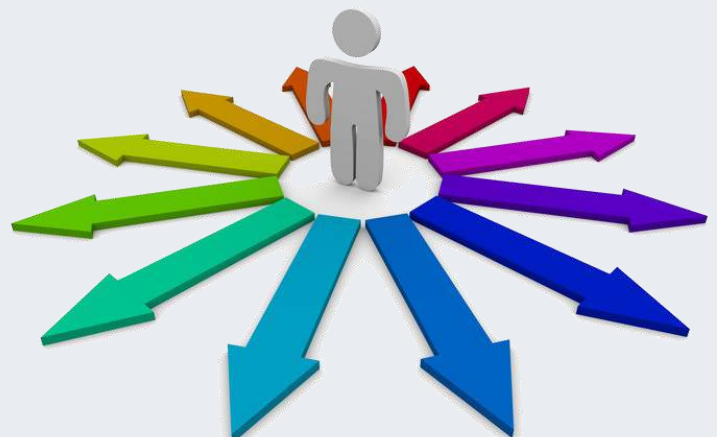
Guided by two core principles – curriculum-based planning and interactive learning – these committees will work with Center staff to identify competencies and to develop and revise curricula to address those competencies. They will also advise and assist in designing programs and resources that use interactive learning principles and methods.

The three new Education Advisory Committees are:

- **Committee on Executive Education** (leadership and management education for chief judges, court unit executives, and deputy court unit executives);
- **Committee on Management and Professional Development Education** (leadership and management education for supervisors and managers, and professional development education for line staff); and
- **Committee on Probation and Pretrial Services Education** (education specific to probation and pretrial services for chiefs, deputies, supervisors, specialists, and officers).

The new committees are comprised of judiciary executives, supervisors, managers and line staff from a cross-section of positions, court units, court types, and geographic regions.

More information about the [Education Advisory Committees](http://fjconline.fjc.dcn/content/advisory-committees) (link: <http://fjconline.fjc.dcn/content/advisory-committees>) and the members on each committee can be found on FJC Online.



FJC Welcomes Julie R. Linkins as its Deputy Director, Education Division

The Federal Judicial Center welcomes Julie R. Linkins, Esq. as the Deputy Director for Education. She joined the Center on May 4, 2015 having served most recently as the Assistant State Court Administrator for Education with the Maryland Judiciary, where she oversaw training and education for judges, court staff, and administrative personnel statewide.

Julie's experience also includes working in the conflict resolution field with the Maryland Judiciary's Mediation and Conflict Resolution Office. In this capacity, she helped the state's courts expand and improve their use of alternative dispute resolution processes, and managed development of the innovative, web-based Alternative Dispute Resolution Evaluation Support System.

Julie became a mediator, was admitted to the bar, and joined the Maryland Judiciary in 2008, transitioning from a successful career in the communication and education fields with the Federal Bureau of Investigation. There, she served for several years as an associate editor of the *FBI Law Enforcement Bulletin*, then the most widely read professional law enforcement journal in the world. She later spent a decade as a faculty member for the FBI National Academy, helping law enforcement executives from around the world achieve their professional goals through better written, oral, interpersonal, and organizational communication skills.

Julie is currently a volunteer for the District Court of Maryland's Day-of-Trial Mediation program and an adjunct professor for the Georgetown University Law Center, where she teaches seminars on negotiation.

Julie can be reached at jlinkins@fjc.gov and 202-502-4226.



FJC's Interactive Orientation for Federal Judicial Law Clerks



For judges and chambers staff looking for a way to quickly orient law clerks to their new role, the Federal Judicial Center has developed a two-phase program, called the [Interactive Orientation for Federal Judicial Law Clerks](http://agendas.fjc.dcn/mobile/iolc/index.html). (<http://agendas.fjc.dcn/mobile/iolc/index.html>)

Phase I includes access to the following content:

- Maintaining the Public Trust;
- Court Web: Ethical Concerns in the Age of Social Media
- Every Judge Would Edit Shakespeare; and
- A Resources List.

Newly selected law clerks can access Phase I through a portal that requires a password, even before they assume their official duties.

Phase II includes access to the following content:

- Advanced Legal Writing and Editing;
- Federal Jurisdiction;
- Evidence;
- Sentencing;
- Technology Use in Federal Courts;
- All Previous [Court Web](http://fjconline.fjc.dcn/videos-all?title=court+web&body_value=) (http://fjconline.fjc.dcn/videos-all?title=court+web&body_value=) Webcasts*; and
- The [Attorney Discussion Forum](http://fjconline.fjc.dcn/forums/attorney-best-practices) (<http://fjconline.fjc.dcn/forums/attorney-best-practices>) on FJC Online*.

Phase II is accessible without a password once law clerks are officially on board as court employees. Phase II will be available this fall (programming with an * is available now).

For more information about the law clerk orientation program, Court Web, and the Attorney Discussion Forum, contact Brenda Baldwin-White, Senior Judicial Education Attorney, at bbaldwin-white@fjc.gov or 202-502-4112.



Recognizing our Lifetime Members

By: Sabrina Palacio-Garcia

A big heartfelt “thank you” is extended to the 50 plus individuals who have joined the NCBC as lifetime members.

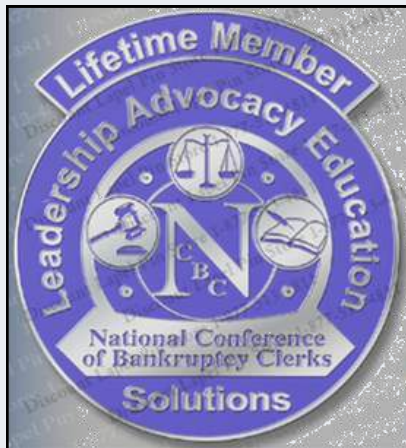
As an acknowledgment of this commitment, each of these individuals will be presented with a certificate and a lapel pin at the conference in Atlanta in August.

Lifetime Members as of May 2015

Scooter LeMay, Mary Theresa Gardner, Lisa Newman, Peter Castaneda, Kathy Holland, Gerri Lynn Brown, Deanna Berrier, Wayne W. Wolfe, Carol Y.C. Rickerson, Tammi Pennington, Richard Heltzel, Stacey Drechsler, Rutha M. Hill, Ellen Haas, Sandra Manboard, Velda Coleman, Steven P. Beckerman, Andrew Dickson, Andrea D. Redmon, Michael R. Rhodes, Glen Palman, Brenda Argoe, Renita Standberry, Louis B. Phillips, Deneen Nunn, Jose A. Rodriguez, Carmen Tardiff, Long Vu, Lisa Luciani Davis, Vickie Small, John Kohler, Lynn Chest, Jeffrey Peirce, Jason Kadzban, Laurie Ellwood, William T. Magill, Sandy Smith, Sheri Brolick, Collette Derouen, Kelly Calliccoat, Josiah Sell, Susan Gutierrez, Caryl Krone, Gull Weaver, Val Valentine, Connie Wilson, Lorenzo Rodriguez, Sheila Sutphin, David LePauloue, Carmen Gibbs and Barry Lander.

There will be a presentation table set up at registration for distribution of the certificates and pins. Anyone who is not attending the conference will receive their items at a later date.

If you want to be a part of this exclusive group, please sign up as a lifetime member during membership drive early next year. The lifetime membership is \$150.00 and is open to deputy clerks who are currently working for a United States Court. Lifetime membership includes voting membership for life.



Get Ready for Showtime 2015!

By: M. Regina Thomas

Looks like you are ready to join over 600 of your friends and colleagues in Atlanta for **NCBC 2015 – Showtime!**

We are putting the finishing touches on the conference and look forward to presenting you with top notch educational offerings – as well as a little time to see and enjoy Georgia’s capital city a/k/a Hot'lanta, the ATL, the Hollywood of the South.

Be sure to check our conference website regularly (<http://www.ncbcweb.com/2015-conference-home>) over the coming weeks to see what’s new. We also plan to send e-cards to registered attendees with useful information about the airport, hotel, things to do and the like. If there is any information you need that we happen not to send, please don’t hesitate to ask by sending an email to ncbcatl2015@gmail.com.

NCBC Education Committee Finalized Breakouts For Conference

By: Eileen Garrity and Kris Botts

The NCBC Education Committee has finalized all breakouts for this year’s conference. We hope those of you attending the conference this month are excited about your class selections. We have 34 different breakout sessions with 15 sessions being repeated. We have staff from the AO, FJC and court trainers from our bankruptcy community and beyond presenting at this year’s conference. We also have FedAdvantage our insurance broker presenting three different sessions this year. A great big thanks to all the facilitators for either volunteering or answering the call to facilitate. We appreciate all of the support. We also have two excellent plenary speakers for this year’s conference and we thank the Host court for securing these two speakers. The Education Committee hopes you enjoy the conference and shortly after you return from the conference, please look for the post-conference survey.

By: Catharine White, Course Administrator

MSU JUDICIAL ADMINISTRATION PROGRAM GRADUATES 2015 CLASS OF UKRAINE COURT ADMINISTRATORS

The USAID FAIR Justice Project and the MSU Judicial Administration Program with its partners—Ukraine State Judicial Administration Office and the National School of Judges—graduated its 2015 class of Ukraine court administrators at a ceremony in Kyiv on June 17. The graduates were honored by Justice Valentyna Symonenko, Chair, Council of Judges; Mr. Zenoviy Kholodniuk, Chair, State Judicial Administration; Mr. Anatoliy Kostenko, Vice-Rector, National School of Judges; Mr. Jeffrey Meyers, Acting Director, USAID Office of Democracy and Governance; Mr. David Vaughn, Chief of Party, the USAID FAIR Justice Project; Dr. Maureen Conner, Director and Professor of the MSU Judicial Administration Program; and Mr. Timothy Dibble and Dr. Jan Bouch, MSU Judicial Administration Program Adjunct Professors. Ms. Oksana Pidgaina and Ms. Olga Pasichnyk spoke on behalf of the Ukrainian MSU Judicial Administration instructors. The 2015 class spokesperson was Ms. Iryna Cherpak.



Local Court Spotlight:

United States Bankruptcy Court, Northern District of Georgia (GANB)

United States Bankruptcy Court, Northern District of Georgia (GANB)

Hon. C. Ray Mullins, Chief Judge

M. Regina Thomas, Clerk of Court

Divisions: 4 (Atlanta, Rome, Gainesville and Newnan)

Number of Judges: 8 authorized and 1 recall judge

Number of Employees: 116

NCBC Local Representatives: Stacey Jones and Shannon Workman

Local Innovation: Case Docs QC is integrated with our leave tracking system and allows us to distribute work over our four divisional offices each day. Our Quality Assurance team also uses this program for a second review of docket events we have coded as critical. Case administrators are then able to track their individual performance on a weekly or monthly basis. Court Cals has been in place for over ten years and features a notes system much like the judge module that will be a part of Next Gen. JASS & TASS are two local programs that automate the judge and trustee assignments for new cases, resulting in a streamlined process for the 341 notice.



Michigan State University Judicial Administration Program 2015-2016 Interactive Course Schedule

In addition to the traditional online course line-up, MSU offers an interactive online noncredit certificate program. This forum allows students to engage with each other and the instructor through online a-synchronized discussion groups. Students may take self-study or interactive courses, in addition to the MSU courses at NCBC. The schedule and associated costs for the 2015-2016 interactive online courses can be found below:

Dates of Noncredit Online Course Offering	Noncredit Online Course Offering	Contact Hours	Course Fees
September 8 th – September 27 th , 2015	Purposes and Responsibilities of Courts (Core)	6	\$72.00
September 28 th – October 11 th , 2015	Court and Community Communication (Elective)	5	\$60.00
October 12 th – November 1 st , 2015	Resources, Budget, and Finance (Core)	7	\$84.00
November 2 nd – November 15 th , 2015	Education, Training, and Development (Elective)	5	\$60.00
November 30 th – December 13 th , 2015	Visioning and Strategic Planning (Elective)	5	\$60.00
January 4 th – January 24 th , 2016	Caseflow Management (Core)	8	\$96.00
January 25 th – February 7 th , 2016	Leadership (Core)	6	\$72.00
February 8 th – February 21 st , 2016	Essential Components of Courts (Elective)	5	\$60.00
February 22 nd – March 13 th , 2016	Information Technology Management (Core)	6	\$72.00
March 14 th – March 27 th , 2016	Human Resources Management (Core)	7	\$84.00

Please contact Cathy White at gamperca@msu.edu for additional information.

2014-2018 Revised Schedule of Live Course Offerings At NCBC Conferences

NCBC
2014 Purposes & Responsibilities of Courts (6) Leadership (6)
2015 Court & Community Communication (5) Caseflow Management (8)
2016: Combined FCCA and NCBC Conference* Essential Components of Courts (5) Resources, Budget, & Finance (7)
2017 Information Technology Management (6) Human Resources Management (7)
2018 Education, Training, & Development (5) Visioning & Strategic Planning (5)
NCBC Total Hours Available: 60



The 2014-2018 MSU schedule of live course offerings has been revised. Please see below for the revised schedule. For more information, attend the MSU orientation session and/or attend the MSU courses at the 2015 conference or contact Cathy White at gamperca@msu.edu.

NCBC students who were expecting **Human Resources Management** to be offered live in 2016 have the following options to complete this required course:

- 1.) Complete the traditional online Human Resources Management course
- 2.) Complete the interactive online Human Resources Management course
- 3.) Request a one year program completion extension to take the course live in 2017

MSU Activities at the 2015 NCBC Conference

As August approaches, the Judicial Administration Program is preparing for the delivery of two noncredit certificate courses, an information and orientation session, and a student graduation ceremony at the 2015 NCBC Annual Conference in Atlanta, Georgia.

MSU Courses in Atlanta

For those students who are just joining the MSU program or continuing their studies, Caseflow Management and Court and Community Communication will be offered. For students to receive credit for one or both courses, they must attend all of the following required sessions:

Topic	Faculty	Dates/Times Offered*
Caseflow Management	Barry Lander Brian Karth	August 10 th , 2015 8:30 am – 5:00 pm
Topic	Faculty	Dates/Times Offered*
Court and Community Communication		
<i>Session 1:</i> Public Information, Media Relations and Management of Court Community Communication	Madden O'Boyle	August 11 th , 2015 1:30 pm – 3:00 pm
<i>Session 2:</i> Presenting like a Pro - How To Turn Presentations into Something Incredible and Get Your Message Heard!	Lander	August 12 th , 2015 2:30 pm – 4:00 pm
<i>Session 3:</i> The CARE Program: An example of Bankruptcy Court Outreach	Leddy	August 13 th , 2015 8:30 am – 10:00 am

**Please consult the final agenda for correct dates and times.*

MSU Orientation and Information Session in Atlanta

The MSU orientation and information session for new and returning students will be held on Monday, August 10th. We welcome everyone to this session. During the session, we discuss the credential opportunities offered through the NCBC and MSU partnership. Additionally, students will receive information on how they can get credit for seminars and programs offered by other partner organizations such as FCCA, FJC, and the Administrative Office of the U.S. Courts. For students who will be writing their capstone projects within the next year, we recommend attending the session to discuss project ideas.

MSU NCBC Student Graduation in Atlanta

During the 2015 NCBC conference in Atlanta, NCBC students' work will be recognized at the MSU/NCBC graduation. The NCBC Board and MSU look forward to honoring the students' dedication and commitment during the ceremony slated for Wednesday, August 12th.

MSU looks forward to seeing you in Atlanta!



Why Do People Prefer Mutual Funds?

By: James De La Torre, CRPC

In 1929, there were about 20 open mutual funds. By the early 1950's, that number grew to over 100. Today The Investment Company Institute, an organization which collects statistics on investments, reports that there are over 7,500 different U.S.-based mutual funds, in addition to a number of closed-end funds, exchange-traded funds, and investment trusts.

It seems the popularity of mutual funds continues to grow; but why? What makes mutual funds so attractive to investors?

What is a Mutual Fund?

We should probably start by giving you a quick definition of a mutual fund. The Securities and Exchange Commission (SEC) defines a mutual fund the following way - "A mutual fund is a company that brings together money from many people and invests it in stocks, bonds or other assets. The combined holdings of stocks, bonds or other assets the fund owns are known as its *portfolio*. Each investor in the fund owns shares, which represent a part of these holdings."

So to address the question at hand, there are primarily four reasons mutual funds are attractive to investors - Convenience, Professional Management, Flexibility, and Diversification. Let's take a closer look at each of the four.

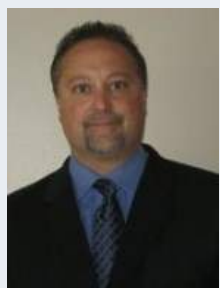
Mutual funds offer **convenience**. Periodic statements describe your transactions and details of your account. You may be able to have any dividends reinvested in additional fund shares. And if you invest in a family of funds, you may be able to shift your balances among funds quickly and easily over the telephone or through a website.

When you purchase a mutual fund you can take advantage of **professional management**. Portfolio managers supply the knowledge and technical expertise for buying, monitoring, and selling securities on a daily basis.

Mutual funds allow investors a high degree of **flexibility**. Mutual funds let you customize your investment portfolio. You can choose from a wide variety of investment styles and objectives to suit your investment profile. You can also adjust quickly to changes in your lifestyle or your market outlook.

Lastly, mutual funds offer a measure of **diversification**. They can invest over a wide range of securities, industries, or asset classes. This may help reduce investment risk and enhance long-term return potential. Of course, you should be aware that diversification does not guarantee profit or protection against loss; it's a method to help you manage investment risk.

Mutual funds are sold by prospectus. Please consider the investment objectives, risks, charges, and expenses carefully before investing. The prospectus, which contains this and other information about the investment company, can be obtained from your financial professional. Be sure to read the prospectus carefully before deciding to invest.



James De La Torre has conducted federal benefit and financial planning seminars in all of the country. He is a keynote speaker at federal conferences and works with federal professional organizations on ways to improve the communication of federal benefits to their membership. Jim has appeared as a guest on "Fed Talk" on the Federal News Radio network, discussing the gaps in federal benefits and the financial impacts employees face. Jim holds a Charter Retirement Planning Counselor's (CRPC) designation from the College of Financial Planning and is a member of the Financial Planning Association. Please direct questions or comments directly to James at jdelatorre@fedadvantage.com.

IT Security Tip: Taking Charge of Your Online Identity



In February 2015, the Federal Trade Commission reported that identity topped the list of consumer complaints for the 15th consecutive year. And, as you are aware, the recent security data breach reported by the Office of Personnel Management (OPM) affected millions of current and former government employees, including Judiciary employees, which brings this to a forefront as a major concern for many of us. Becoming a victim of identity theft can have troubling consequences. You may find your credit score downgraded, requiring you to spend time and money repairing it. You may face long hours closing compromised accounts, and opening new ones. Meanwhile, you could be denied a job or a loan, or even be charged for crimes, such as making fraudulent purchases or passing bad checks, committed by someone using your identity.

<http://jnet.ao.dcn/information-technology/security/security-training-and-awareness-resources/it-security-awareness-toolkit/tips-month/protect-against-identity-theft>

STRONG PASSWORDS REAP REWARDS

Just as a deadbolt lock provides better home protection than a simple screen hook, a well-chosen password is more effective in preventing unauthorized access to a judiciary information system than a weak one. According to a global security report by Trustwave, weak passwords were a factor in 31% of the 691 compromises analyzed as part of their research.

Taking a closer look, the compromises were effective because end users created easily guessed passwords, such as “123456” and “Password”; left default passwords intact (e.g., a wireless router’s password pre-selected by its vendor had not been changed); and used “remember my password” functions on browsers, which sometimes can be compromised by malicious software intent on stealing this information. It is especially important for passwords that protect your sensitive accounts, such as Judiciary Enterprise Network Information Exchange (JENIE2) or an online banking account, to be difficult to guess, periodically changed, and well-protected (e.g., not shared or written down where a casual observer can see them).

What makes a password strong?

Collectively, complexity, length, and expiration (also known as “aging”) contribute to a password’s strength. Understanding these characteristics positions you to create a strong password when you get a new account or when you need to change a password.

Complexity: Because there are more possible combinations, passwords constructed from a variety of character types are more difficult to guess. Password complexity requirements vary from system to system, but it is recommended that passwords include a mix of:

- Upper and lower case letters (i.e., A-Z, a-z),
- Numbers (i.e., 0-9), and
- Non-alpha-numeric characters (e.g., \$%^).

Length: In general, the longer the password, the more difficult it is to compromise because there are more possibilities that a hacker needs to try in order to successfully access a user’s account. While longer is better, too long may lead to poor password management practices, such as writing passwords down or not changing them periodically. To balance ease of use with security, a complex password that is at least eight characters long is generally considered a reasonable middle ground for the typical end user.

Password Expiration: It is important to understand that changing passwords is an important part of keeping your passwords strong and secure. In the event that a password is compromised, it can be readily used for the entire time frame in which it is valid. Periodically changing it limits this window. While some systems permit a user to change a password at the user’s discretion, e.g., Yahoo! Mail or Facebook, most corporate systems, such as JENIE, require the user to conform to a defined schedule.

It is recommended that passwords expire within 180 days.

Continued ...

IT Security Tip: Taking Charge of Your Online Identity (Continued)

Can I Check to Find Out How Safe a Password Is?

Password checkers, such as the one below, evaluate your password's strength:

<https://www.microsoft.com/protect/fraud/passwords/checker.aspx>

How Can I Remember Multiple Complex Passwords That I Frequently Change?

One way is to select a strong, easy to memorize password as a "core". Then add numbers and special characters in front, inside or at the end of the core. For each application or system add a different character, such as "E" for email or "F" for Finance.

For example: Use lines from a childhood verse or a favorite song (e.g. My country tis of thee) plus numbers and characters.

Core Password: M2ctot&

Email Password: M2ctot&E

Finance Password: M2ctot&F

What to do	Suggestion	Example
Start with a sentence or phrase.	Think of something you'll remember.	<i>Complex passwords are safest</i> (four words)
Turn your sentences into a row of letters.	Use the first letter of each word.	<i>cpas</i> (four characters)
Add complexity.	Make only the letters in the first half of the alphabet uppercase.	<i>CpAs</i> (four characters)
Add numbers, symbols, and punctuation to increase length.	Embed characters that are meaningful to you.	<i>Cp3+?As</i> (seven characters)
Add a system identifier	Put a system identifier at the beginning or end (e.g., "E" for email)	<i>ECp3+?As</i> (eight characters)

This table is based on a Microsoft Online Safety guide and offers a slightly different version of how to create passwords so they can be remembered.

How can you avoid common password mistakes?

The [link](#) to this tip of the month is on our JNet Security Awareness Resources

For additional information on selecting strong passwords and protecting them, see the brochure [Guide to Creating and Protecting Strong Passwords](#).

Constitution Day

By: Constitution Day Team, Florida Northern Bankruptcy Court

As members of the National Conference of Bankruptcy Clerks, we understand and value the importance of Constitution Day which is observed on September 17th each year. It is imperative that we take this time to honor our founding fathers and their dedication to establishing the civil rights, liberties and freedoms granted to us by the Constitution. We encourage all federal employees to pause and reflect on our country's history, the purpose, and meaning of our U.S. Constitution. What would your life be like without it?

As a refresher, the United States Constitution was written in 1787, ratified in 1789; and is considered the highest law in the land. The Constitution provides the bases for all three branches of government: the Executive Branch, Judicial Branch, and Legislative Branch. Additionally, the Constitution is comprised of the following sections:

1. The Preamble which describes the theme of the document and the government.
2. The seven Articles establish the structure and function of government including Article III that institutes the judicial branch of which we are all a member.
3. The twenty-seven Amendments; the first ten of which are referred to as the Bill of Rights.

The National Conference of Bankruptcy Clerks takes pride in knowing our founding fathers created such an insoluble foundation which provides us the opportunities we have as citizens of this great country, the United States of America.



ADI Wizard Code Generator To Be Announced at NCBC Conference

By: Karl Gerdes, Court Services Office

Would you like to automate routine and predictable docketing processes? Decrease scripting time by hundreds of line of code? The read on to learn about the ADI Wizard!

The Automated Docketing Interface (ADI) is a standard feature in CM/ECF, familiar to operations and IT staff, in most bankruptcy courts. Through the setting of prescribed case conditions, the auto-close and auto-discharge modules (as well as other functions) perform a pre-defined set of actions (e.g., closing a case, terminating deadlines), without any hands-on work by clerk's office staff. These two functions alone save case administrators countless hours of review and docketing time.

A significant number of courts have also extended the ability of the CM/ECF application to auto-docket, by writing scripts external to CM/ECF, making use of the ADI function to execute the desired actions. These scripts can markedly improve case processing efficiency, by reducing both case processing and quality control effort. Some courts have more than twenty ADI scripts operating and have reduced staff docketing by more than one-third. When the conditions used by the ADI are carefully defined and tested to ensure that the docketing will be performed as intended, then the script can be relied upon to docket correctly 100% of the time.

Joe Markley (NCMB) has worked with many courts, helping them to create their own ADI scripts. Through this process, he noted that creating and troubleshooting the scripts could be challenging. As a result, about one year ago, Joe hit upon the concept of developing an ADI Code Generator. In response to a set of prompts, court IT staff would enter a number of conditions. A program would then take this information and create the ADI script, decreasing their workload by hundreds of lines of code.

Now, after months of programming time, extensive testing and refinement (partnering with Kathy Hinds, COB), the ADI Wizard (Beta version) will be released to the bankruptcy court community at the NCBC conference in August. The projected timeline for the LIVE release would be in October 2015.

What will the ADI Wizard do for your court?

- It will create the ADI program code for the event you are developing.
- For ADI scripts with a limited number of conditions, the Wizard will create 100% of the script; court staff will then test the script, modify it as necessary, and then port it to the court's live database.
- For more complex events, the ADI Wizard aids the programmer by creating the basic script, directories and sub-directories; additional conditions are then added by the programmer, before testing and porting.
- Use of the ADI Wizard will sharply reduce script development time.
- The ADI Wizard produces a 'typical ADI model' for all ADI scripts; this standardization translates into reduced support and documentation issues.
- More information on the ADI Wizard and automated docketing in general, can be found on the ADI Page (hosted by TNWB): <http://156.125.90.228/adi/> See how automated docketing and the ADI Wizard can help your court!

New Social Media Features for this year's NCBC Conference



New for this year, Joe Markley and the Website Committee have created for the NCBC website a YouTube, Facebook, Instagram and Twitter account. They are asking anyone using these social media outlets and attending the conference to use the hashtag #ncbcatlanta and all activity will appear on the NCBC website at <http://www.ncbcweb.com/ncbc-social-hub/>

Links:

YouTube: [NCBC Web Channel](#)

Twitter: <https://twitter.com/ncbcweb/>

Facebook: <https://www.facebook.com/ncbcweb>

Instagram: [@ncbcweb](#)

Mentors and Mentees – A new kind of M&Ms

Have you heard about the NCBC Mentorship Program?

Ten of your Bankruptcy Court colleagues have just completed a six month mentorship program learning from and sharing with each other on a variety of topics. These participants who partnered together report their experience was extremely beneficial and worthwhile.

Who can be a mentor? If you have been working with the judiciary for awhile, you might consider applying to be a mentor. Your work experience could be very valuable to share with someone who is just beginning their career. Or perhaps you attained knowledge, skills and abilities from a previous vocation that you can now pass along. The NCBC Mentorship program is always looking for mentor candidates and this might be the perfect opportunity for you to give back to the bankruptcy community. Previous mentors have come from all types of positions from within the courts so don't hesitate to share your gifts by applying TODAY.

Who can be a mentee? If you have recently been hired with the courts, or you have recently been promoted into a new position with the courts, you may want to consider applying to be a mentee. Some previous mentees were looking for advice on how to better position themselves for a promotion. Some other mentees were looking to stretch their comfort zone while others were looking for suggestions on how to best tackle an upcoming project. Those who participated in the last group of mentees report they not only received constructive and useful mentoring but they also report success in securing promotions, managing projects and expanding their confidence and expectations for future opportunities. Please consider applying to the NCBC Mentorship program. We are currently looking for candidates to participate! Why don't you consider applying today?

Check out the Mentorship Program information on the NCBC website. Apply today. Or stop by our informational booth at the NCBC Conference in Atlanta to get more information. We'd be glad to talk with you and you might even be lucky enough to pick up a pack of m&m's in the process.

For more details see <http://www.ncbcweb.com/mentorship-program-overview>



Thank You from the Awards Committee

By: Mona Sparks



A big THANKS to everyone who recently submitted Awards nominations for consideration. It is always great when we pause to recognize our peers for their contributions to the bankruptcy community and the NCBC. The Awards Committee has been busy reviewing the nominations and will announce the recipients during the upcoming NCBC annual conference in Atlanta.

It is important to always watch for opportunities to identify persons around us who put forward significant and meaningful assistance. Those who distinguish themselves should always be acknowledged with our recognition and appreciation to encourage them for their efforts.

Thank you for taking the time to nominate your very deserving peers.

Editor's Note

By: Jan Zari



We are mere days away from our annual conference in Atlanta! I hope you've got your bags packed, travel arrangements made, and hotel reservation booked, and are ready for an exciting conference!

Please take the time to visit our **new and improved NCBC Blog** at <http://ncbcblog.weebly.com>.

Many thanks to our CACB Court Interns, Shreya Sheth and Sabrina Chan for their work in giving our blog a whole new look and feel! Our page now features information on the NCBC, an Editorial Committee page, photo gallery, archived issues, and links to contact us or submit an article.

Thanks again also to my hard-working and talented committee members, Dailin, Monica, Meredith, and Shawna for their work on this issue. Stop by and meet us at this year's NCBC Information Sharing Session!

If you have any questions, comments, or suggestions, would like to be a part of the Editorial Committee, or submit an article for the next issue of the IMPACT, please feel free to contact me at Jan_Zari@cacb.uscourts.gov.