

To: All Justice Court Clerks
From: Polly Schnaper, Administrative Office of the Courts
Date: Fall 2009
Subject: Fall 2009 Justice Court Clerk Conference

This fall, our conference is focusing on **CORIS and Best Practices for Case Management**. Court Services personnel from the Administrative Office of the Courts and fellow justice court clerks have collaborated with us to provide a timely and useful agenda. We have sessions both for CORIS users and for those not yet on CORIS.

If you have any question about CORIS, **please fill out the attached CORIS Question Sheet and return with your registration**. This will allow time for our presenters to research the answer for the conference.

We are also returning to the **Round Robin** format, short sessions covering common technical questions.

ECONOMIC TIMES

Because funding has been cut from all budgets in the court system, including ours, please note the accommodations we have had to make to the conference. Thank you for understanding and for your support.

- Breakfast is not included. However, overnight guests have breakfast provided with their room fee. If you are *not* staying at the Holiday Inn, you are responsible for your own breakfast meal.
- We can only serve beverages at the breaks. If we cannot purchase canned sodas at the per diem price, beverages will be limited to pitchers of lemonade, iced tea, etc.

NOTE ON REGISTRATION FEE

- Twenty dollars of your registration fee is put into the Justice Courts Local Education Fund to provide local training for clerks and judges in your district or court site.
- The remainder of the fee is used to pay for conference meeting rooms, AV hook-ups and help, conference site fees, speakers and speakers' travel, food, gratuity, and any other expenses associated with the conference.

Take a look at the attached **Draft Agenda** and you will note that the Justice Court Clerk Education Committee has worked hard to design a conference that gives you as much

information as possible to complete your daily responsibilities as a justice court clerk. And regardless of economics, our conference is filled with timely information you can immediately take back to your work, and is an opportunity to network and exchange information with your colleagues. I look forward to seeing all of you again. Please be sure to say "Hi" to me.