

JUSTICE COURT CLERK 2010 SPRING CONFERENCE
April 29 - 30, 2010 Davis Conference Center, Layton

WEDNESDAY
April 28, 2010

4:45pm – 6:15pm
Twilight Room
3 & 4

CORIS: BEYOND THE BASICS
*Mary Barrientez, Business Application Technician,
Administrative Office of the Courts*

THURSDAY
April 29, 2010

7:45am – 8:30am
Lobby

Registration

8:30am – 9:00am

Welcome and Conference Greetings
*Polly Schnaper, Judicial Educator, Administrative
Office of the Courts*

9:00am – 9:15am
Room BCG

Color Guard Presentation
Layton Police Department

Patriotic Medley of Songs

Angela Winston, Recording Artist

9:15am – 9:30am
Room BCG

Judicial Performance Evaluation Commission
Overview of the Commission's responsibilities and
how it will affect justice courts and clerks.

*Joanne Slotnik, Executive Director, Judicial
Performance Evaluation Commission
Facilitator: Polly Schnaper, Administrative Office of
the Courts*

9:30am – 9:35am

Transition

9:35am – 10:35am

CORIS has either arrived or is coming soon to your court. Please attend the appropriate session for your court site.

Room BCG

TRACK I - Current CORIS Users

Room AEF

TRACK II - Future CORIS Users

9:35am – 10:35am

Room BCG

***Track I - Current CORIS Users
CORIS Tips, Hints and Tricks for Case
Management and Collection***

CORIS reports can be great tools in managing cases and managing collections. Knowing how a few reports work and how the information you enter in CORIS appears in them will put you a step ahead. Kim Allard and Mary Barrientez will guide you through a few reports commonly used in case management and collections.

*Kim Allard, Court Services Director
Mary Barrientez, Business Application Technician,
both Administrative Office of the Courts
Facilitator: Jodi Fielding, North Salt Lake Justice
Court*

9:35am – 10:35am

Room AEF

***Track II - Future CORIS Users
In the Beginning....***

Peggy Johnson will take you through various CORIS screens in “slo mo” speed to help you understand the CORIS format. Included are the case, party, and maintenance screens. Diane Williams will introduce you to CORIS screens important to accounting, such as menus, cashiering, accounting, and information.

*Peggy Johnson, Field Specialist, Court Services;
Diane Williams, Internal Auditor, both Administrative
Office of the Courts
Facilitator: Rose Martinez, Roy Justice Court*

10:35am – 10:50am

Lobby

Beverage Break

10:50am – 12:25pm

ROUND ROBIN

**Driver License Division
Self-Represented Litigants**

(Each session is 20 minutes in length with a 5 minute transition period.)

All four sessions start and end at the same times. They are each 20 minutes in length. A 5 minute transition time is scheduled between sessions. You may attend in any order you wish. The times are as follows:

10:50am – 11:10am

Session I (attend any session you desire)

11:15am – 11:35am

Session II (attend any session you desire)

11:40am – 12:00am

Session III (attend any session you desire)

12:05pm – 12:25pm

Session IV (attend any session you desire)

Room A

Minor in Possession Alcohol and Drug Sanctions

Kim Gibb, Driver License Division

Room E

CDL Sanctions and Abeyances

Ronnie Miller, Driver License Division

Room F

FTA/FTC Clearances

Kerry Corona, Driver License Division

Room Twilight 1 & 2

Resources for Self-Represented Litigants

The Self-Help Center of the Utah State Courts is a virtual center providing legal information and forms to both the public and court staff. This session discusses how the Center works, the type of resources and help it provides to self-represented parties, and how court staff can utilize its resources.

*Mary Jane Ciccarello, Director, Self-Help Center,
Utah State Courts*

12:25pm – 1:20pm

Lunch

Room BCG

1:15pm – 4:30pm

Twilight Room 3 & 4

CORIS Crib Sheets

The following CORIS topics will be discussed at the designated times. Just drop in, no registration required.

1:15pm – 1:45pm

Finders and Bail/Bond Dispositions

1:45pm – 2:15pm

Trust Check Processing

2:30pm – 3:00pm

Appeals (Criminal, Traffic, and Small Claims)

3:00pm – 3:30pm

CORIS Monthly Reconciling

*Mary Barrientez, Business Application Technician,
Administrative Office of the Courts*

1:20pm – 2:20pm

Room BCG

JOY at WORK

Join Amanda Dickson, morning KSL radio personality, as she shares with you her personal philosophy on how to find joy and life balance in every day, regardless of your circumstances.

Facilitator: Sandee Hosfelt, Salt Lake City Justice Court

2:20pm- 2:35pm

Lobby

Beverage Break

2:35pm – 4:45pm

Back-to-Back Sessions

- **Audit Jeopardy**
- **Counter Questions: Information vs. Advice**

These two sessions are being repeated. Please attend the session of your choice at 2:35pm and then attend the other session at 3:35pm.

2:35pm – 3:35pm

Room AEF

Audit Jeopardy

Root for your Jeopardy team while learning how to tell if your court has the “internal controls” in place to help make certain monies collected and disbursed are accounted for and safeguarded. Learn who does what with the daily accounting reports. Understand recent general counsel opinions and how these apply to your work. Learn the answers to common court questions received. Answer the question: “What does Alex Trebek have that Heather Mackenzie-Campbell does not?”

Heather Mackenzie-Campbell, Audit Director; Diane Williams, Internal Auditor, both Administrative Office of the Courts

Facilitator: Beth Munson, Providence Justice Court

2:35pm – 3:35pm

Room BCG

Counter Questions: Information vs. Advice

Each year thousands of people represent themselves in Utah’s courts. It is crucial that you understand how to help the self-represented without giving legal advice. This session will help you understand where the line is between legal information and legal advice.

Brent Johnson, General Counsel, Administrative Office of the Courts

Facilitator: Tammy Hulseley, Smithfield City Justice Court

3:35pm – 3:45pm

Transition Break

3:45pm – 4:45pm

Room AEF

Audit Jeopardy

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*Heather Mackenzie-Campbell, Audit Director; Diane Williams, Internal Auditor, both Administrative Office of the Courts
Facilitator: Janeyl Breinholt, Carbon County Justice Court*

3:45pm – 4:45pm

Room BCG

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*Brent Johnson, General Counsel, Administrative Office of the Courts
Facilitator: Kim Gallegos, Midvale Justice Court*

4:45pm

Adjourn for the day

Educational Hours: 6.5

FRIDAY
APRIL 30, 2010

8:30am – 12:30pm

Twilight Room 3 & 4

Individual CORIS Tutoring

Half hour sessions, sign up at registration desk. You are welcome to bring your own laptop and any paperwork with which you want help.

Mary Barrientez, Business Application Technician, Administrative Office of the Courts

8:15am – 8:30am

Room BCG

Welcome

Polly Schnaper, Judicial Educator, Administrative Office of the Courts

8:30am – 9:45am

Room BCG

Case Management: The Musical

Yes, you read this right! Learn the standard steps and documents needed for proper case management and maintenance in the form of a musical extravaganza. Former Salt Lake City Justice Court Clerk, Cory Rivers has developed and produced this information to be presented in an audience-engaging song and dance format.

*Cory Rivers, former Salt Lake City Justice Court Clerk and Company; Court Information Consultants: Judge Marsha Thomas, Jodi Fielding, Kim Gallegos, Tammy Hulse, Sandra Hosfelt
Facilitator: Polly Schnaper, Judicial Educator, Administrative Office of the Courts*

9:45am – 10:00am

Lobby

Beverage Break

10:00am – 11:15am

Room BCG

Dynamic Duos: Communication Tips for Judges and Clerks

Learn how to help your judge in the courtroom without creating embarrassing moments. Discover what sort of assistance judges really want from clerks, learn some basics that help the clerk and judge communicate, and check out some do's and don'ts from a justice court judge.

*Judge Reed Parkin, Bluffdale Justice Court
Facilitator: Kim Gallegos, Midvale Justice Court*

11:15am – 12:30pm

Room BCG

Legislative Update

*Rick Schwermer, Assistant Court Administrator, Administrative Office of the Courts
Facilitator: Janeyl Breinholt, Carbon County Justice Court*

12:30pm – 12:45pm

Evaluations and Evaluation Prize

Turn in your evaluations to the front desk and receive a prize!

12:45pm

Conference Adjourns

Education Hours

Thursday 6.50

Friday 4.25

Total 10.75
