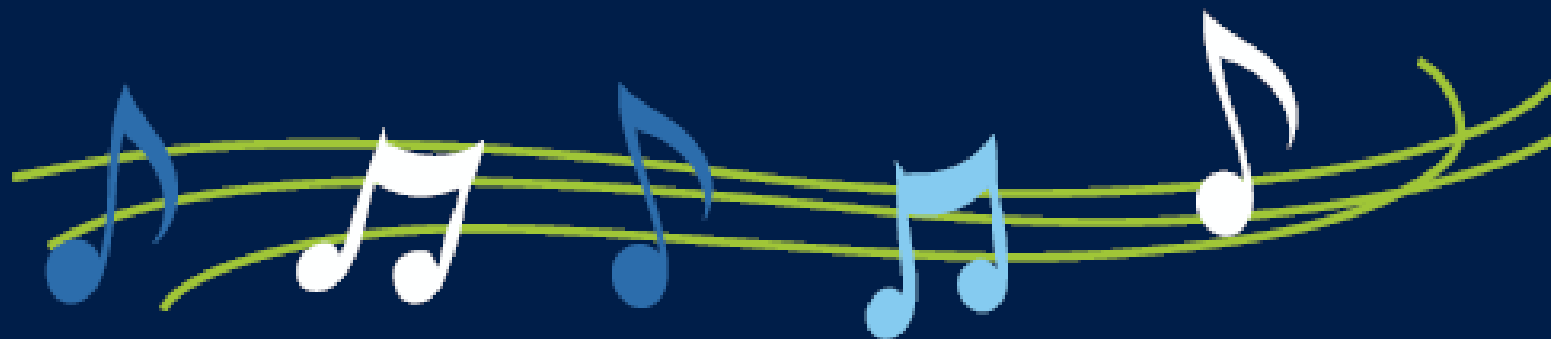




# Keys to Success



Missouri Association for Court Administration

## 2011 Annual Professional Development Conference

May 23–27, 2011

Tan-Tar-A Resort

Osage Beach, Missouri



# REGISTRATION

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

COURT: \_\_\_\_\_ REGION/COUNTY: \_\_\_\_\_

COURT ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FIRST TIME ATTENDEE? YES NO

## BREAKOUT SESSIONS: (Choose 1 per session)

### Wednesday 1:30 pm

- A1 – REJIS
- A2 – New Dawn
- A3 – InCode/Tyler Technologies
- A4 – JIS
- A5 – Data Technologies

### Thursday 8:30 am

- B1 - Warrants/Summons
- B2 - DWITS
- B3 - Fingerprinting
- B4 - Abuse & Lose and SATOP
- B5 - Non Automated Court Procedures

### Thursday 10:15 am

- B1 - Warrants/Summons
- B2 - DWITS
- B3 - Fingerprinting
- B4 - Abuse & Lose and SATOP
- B5 - Non Automated Court Procedures

## PAYMENT OPTIONS:

I will be paying by:

- Check - Made payable to MDI/MSU
- Credit Card – I will call to get information
- Please invoice me at the above address 5667

Complete and return the form via:

Mail – MDI/MSU, 901 S. National  
Springfield, MO 65897  
Fax: 417-836-7666 Phone: 417-836-

### Monday May 23

3:00pm – 6:00pm

Registration

6:00pm – 7:00pm

Regional Breakout sessions (*NO PRESIDENTIAL WELCOME, DINNER ON YOUR OWN*).

### Tuesday May 24

8:00am – 12:00pm

Registration

9:00am - 9:30am

Presidential welcome, MACA Business Meeting & Mineral Area College Presentation – Mark Protraz

*See what it takes to enroll and take part in the Advanced Certified Court Administrator Program*

9:30am - 11:30am

Defense Tactics - Thommy Halfen

*You hear about violent crimes everyday on the evening news or in the daily newspaper. You tell yourself that it wouldn't happen to you or your family and not in your neighborhood. That is exactly what most victims thought before it happened to them and it is indicative of the common level of complacency and lack of awareness into which we sometimes slip.*

11:30am – 1:00pm Lunch - Sponsored by MACA

1:00pm - 2:30pm

General Record Retention – Debra Schmidt, Court Specialist & Kelly Cramer, legal Staff Assistant-OSCA

*Would you like to hear which direction the State of Missouri is going regarding storing records in an electronic format? Do you have "stuff" that you can't exactly "fit" to the retention schedule and have no idea how or when to destroy it? Find out what forms and procedures are required before you can destroy records.*

2:45pm - 4:30pm

Clerks Gone Bad - Dan Wichmer, City Attorney, Springfield, MO

*Have you or someone you know ever been tempted to take money from your job? DON'T!! This session will discuss what has happened to clerks who have stolen from their city. It would be nice to ask them how easy they thought it was at the time...but visiting hours are just for family.*

4:45pm – 5:15 p.m.

CCA & ACCA – Robin Ausmus/Laura Ellis; Mark Protraz/Doug Ruess/Rich Flotron

*Do you have everything you need to receive your CCA and/or ACCA title? Do you need help figuring out that confusing form? Do you have questions on what qualifies as educational hours? Come talk to us; let us help you receive the title of CCA or ACCA.*

### Wednesday May 25

8:30am - 9:30am

MACA Business Meeting and Election

9:30am - 11:30am

Key Note Speaker – Josh Kezer

*Josh was arrested in Illinois at 18 years old, was convicted of murder and sentenced to 60 years in a Missouri prison. At 34 years of age, Josh was completely exonerated and released from prison. Come and meet Josh and hear his story; see how an unfair and impartial investigation affected his life.*

11:30am - 1:30pm

MACA Awards Luncheon - Judge William Shull, Cameron Municipal Court

*Swearing in Ceremony for CCA/ACCA Recipients*

1:30pm - 4:30 pm

Software user groups

*Do you have an idea for an enhancement to your current court software program? Would you like to hear what your vendor has in store for updates/upgrades/enhancements? Would you like to talk with other clerks who use the same software? See how they use the system? Maybe your court isn't automated and you can't decide which way to go? Come sit in on these sessions. See what questions users are asking, see what vendors are heading where!*

**BREAK OUT SESSIONS** (choose one)

**A1** – REJIS **A2** - New Dawn **A3** - InCode/Tyler Technologies **A4** – JIS **A5** - Data Technologies

8:00pm

SOCIAL - DUELING PIANOS

### Thursday May 26

8:30am – 10:00am

**BREAK OUT SESSIONS** (B1, B2, etc. sessions start at 8:30 am C1, C2, etc. sessions start at 10:15am)

And repeated at

**B1** - Warrants/Summons – Hugh Ryan, Municipal Judge & Prosecutor

10:15am – 11:45am

*Learn how to issue warrants the correct way. Why you should always issue a summons prior to issuing a warrant.*

(B1, B2, etc. sessions)

**B2** - DWITS - Cpt. Bradley Jones Traffic Division-MO Highway Patrol

*Come see how easy using DWITS can be. See how simple the entry is for disposition reporting.*

**B3** - Fingerprinting - Tina Ramsey - MO State Highway Patrol

*See what offenses are required for fingerprints. Do you have a fingerprint order on hand if your police department hasn't fingerprinted on a required offense? Learn the correct way to fill out the filing and disposition information.*

**B4** - Abuse & Lose and SATOP – Kelly McClanahan & Tracy Robertson – DOR, Steve Deets – Dept. of Mental Health

*Did you know Municipal Judges are required to enter an Abuse & Lose order on certain offenses? Does your court currently order SATOP on Minor in Possession cases? What exactly happens when a defendant is assigned to SATOP as part of their probation?*

**B5** - Non Automated Court Procedures – Shelley Shiflett & Tammy Rex & Tony Albus – OSCA

*If your court is still struggling with not being automated, you need this class! See what requirement differences there are between automated and non-automated courts. See what the best practices are for your type of office.*

(Continued from page 2)

12:00pm - 1:30pm

LUNCH – Vendors

*Browse and shop through the vendor booths, find something for yourself as well as your court!*

1:30pm - 4:30pm

OSCA/DOR – Shelley Shiflett & Kelly McClanahan & Tracy Robertson

*Annual legislation and Supreme Court rule changes and other annual updates. Refresher/Review of DWI requirements. General Q & A.*

#### **Friday May 27**

9:00am – 11:00am

Responder Game

See if you can answer the questions. See how your answers measure up - on the big screen!

### **ENDORSEMENT/SPONSORSHIP**

The MACA conference is an educational program endorsed by the Office of State Courts Administrator and the Missouri Municipal League. It is designed to meet education requirements for the Certified Court Administrator and the Advanced Certified Court Administrator programs in any year. The 2011 Annual Conference is being sponsored by the Management Development Institute – Missouri State University, in cooperation with the Missouri Association for Court Administration.

### **LOCATION/HOTEL ACCOMODATIONS**

All sessions will be held at the Tan-Tar-A Resort, Osage Beach, Missouri. A block of rooms is being held for the conference. The single room rate is \$109.18; one bedroom suite is \$180.25 and two bedroom suite is \$241.02. This rate does include a 3% tourism tax (not tax exempt) per night. Payment must be made with a city check or credit card as well as providing a copy of the city's tax exempt letter in order to be sales tax exempt. The number to call for room reservations is: 1-800-826-8272; be sure to mention that you are attending the MACA Conference to qualify for the special rate.

### **CONTINUING EDUCATION UNITS (CEU'S)**

CEU's are granted by The Management Development Institute – Missouri State University and will be mailed approximately 12 weeks after completion of the conference. The 2011 conference offers 25.75 contact hours. Attendance at session will earn 0.10 CEU for each contact hour. Participants may request, in writing, a copy of the contact hours earned to: Belinda Davis, Management Development Institute, Missouri State University, 901 S. National, Springfield, MO 65897. Telephone number (417) 836-5667 or email [BDavis@MissouriState.edu](mailto:BDavis@MissouriState.edu). Please include the following in your request: name, address, signature, social security number and \$10.00. CEU's will accumulate for various certificates.

### **REGISTRATION AND FUTURE INFORMATION**

Complete and return the registration form provided in this brochure. A photocopy of the form is acceptable. Complete ALL information and return by the registration deadline of May 6, 2011 to:

MACA 2011 Professional Development Program  
Management Development Institute  
Missouri State University  
901 S. National  
Springfield, MO 65897

If you prefer, you may FAX your completed registration to MDI at (417) 836-7666 or email [Bdavis@MissouriState.edu](mailto:Bdavis@MissouriState.edu). For further information on any registration details, contact Belinda Davis at the Missouri Development Institute at (417) 836-5667.

### **CONFERENCE FEES**

This includes program costs, meals, as listed, and conference 4 certificates. The registration fee is as follows:  
MACA Member \$200.00 (after 5/6/2011 - \$225.00) For one day, member \$125.00 (after 5/6/2011 - \$135.00)  
Non-Members \$250 (after 5/6/2011 - \$275.00) For one day, non-members \$135.00 (after 5/6/11 \$150.00)

Make check payable to **MANAGEMENT DEVELOPMENT INSTITUTE-MISSOURI STATE UNIVERSITY (MDI/MSU)**.

### **CANCELLATIONS/REFUNDS/SUBSTITUTIONS**

Cancellations made less than five working days prior to the conference start date are subject to a \$50.00 cancellation fee. Refunds will not be granted after the conference has begun. Substitutions may be made prior to the conference start date.