



DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION FALL PROGRAM

OCTOBER 26 – 29, 2008
GREAT WOLF LODGE
GRAND MOUND, WASHINGTON

The District and Municipal Court Management Association (DMCMA) cordially invite you to attend this year's DMCMA Fall Program. This program is geared toward providing staff with resources for the effective administration of court business and an opportunity to network with peers.

Back by popular demand, Dr. Donna M. Beegle, opens the conference on Sunday with **Improving Court Services to People in Poverty**. The session provides specific skills and tools to enhance the communication and interaction of court staff with persons in poverty.

On Monday morning, Dr. Stuart Robertshaw, aka Dr. Humor, helps cure the humor-impaired workplace with his session, **The Healing Power of Humor and Increasing the Joy, Laughter, and Fun at Work: Developing a Plan of Action**.

Mr. Jim Webber's **Ethics With a Twist** is designed to create enjoyable learning experiences that help employers remain in compliance with applicable laws and foster the best possible work environments. This session is sponsored by the Washington Cities Insurance Authorities.

On Tuesday, program participants have a unique opportunity to break into small groups and attend three of the four choice sessions offered: **Human Resources/Evaluations; Tips and Tools for Managers; BOXI** training; and a **Technology Round Table**, which focuses on scanning court documents, eTicketing, and data exchanges.

The Annual Business Meeting with Legislative and Department of Licensing Updates is held during lunch on Tuesday from 12:30 to 2:30 p.m.

The program concludes with a fun-filled, high-energy session with Mr. Brian Blasko cooking up some fantastic strategies and tools for effective leadership and motivation. **The Recipe for Success: Five Key Ingredients for Well-Balanced Leadership** served during this program has been marinated, baked, and is ready to be gobbled up.

Please register early as space is limited to 125 individuals.

SPONSORED BY:
BOARD FOR COURT EDUCATION

**DISTRICT AND MUNICIPAL COURT
MANAGEMENT ASSOCIATION
FALL PROGRAM
OCTOBER 26 – 29, 2008**



**WASHINGTON
COURTS**

GREAT WOLF LODGE
20500 OLD HIGHWAY 99 SW
GRAND MOUND, WA 98531
RESERVATIONS: 800-640-WOLF (9653)
360-273-7718
[GREAT WOLF LODGE](#)

HOUSING

A block of rooms has been reserved at the Great Wolf Lodge for program participants. Attendees are responsible for making their own housing arrangements. A credit card will be required to guarantee the reservation. Housing is available on a first-come, first-served basis with all rooms being released after **SEPTEMBER 25**. Participants are encouraged to share a room as it is cost-effective for their court.

Use the Group Code 0810WASHIN to request the rate under the Administrative Office of the Courts' (AOC) room block. Please contact the Great Wolf Lodge by **SEPTEMBER 25** to guarantee the reservation.

Cancellation Policy: Each individual has up to 72 hours prior to arrival date to cancel the reservation. A \$25 cancellation fee applies per room.

Enrollment is limited to 125 attendees with a wait list. Those on the wait list will be notified of their status prior to the program.

INCIDENTAL FEE AND REGISTRATION FEE

The program *Incidental* fee (payable to Judicial Conference Registrar) is \$62 per person (this fee is non-refundable and covers incidentals and all hosted meal and break costs over the state per diem allowance). The *Registration* fee (payable to DMCMA) is \$198 and covers all additional costs.

To register for the program, **please return the TWO enclosed registration forms:**

1. AOC Registration and Incidental Fee Form, **NO LATER THAN OCTOBER 3**. The \$62 fee should be made payable to "Judicial Conference Registrar."
2. DMCMA Registration Fee Form, along with \$198 payable to "DMCMA," **NO LATER THAN OCTOBER 3**.

REIMBURSEMENT

Each claimant must be a judicial branch employee. Reimbursement for programs funded by the BCE may be less than the maximum allowed in order to meet budget constraints.

Lodging: Reimbursement will be provided for three nights' lodging (up to \$60 per night). No reimbursement will be given for housing expenses incurred at a lodging facility located within 50 road/nautical miles of either an employee's official residence or official work station (whichever is closer). For those sharing a room, each claimant will be reimbursed half of the actual cost of the room, not to exceed \$60 per night.

Meals Provided: Sunday's dinner; Monday's breakfast and dinner; Tuesday's breakfast; and Wednesday's breakfast will be direct-billed to the AOC as part of the BCE reimbursement. The DMCMA will cover the costs of Tuesday's lunch. If you choose to eat elsewhere during hosted meals, you will not be reimbursed for the cost. Meals that are not provided must be paid for at your expense: Monday's lunch, Tuesday's dinner, and Wednesday's lunch.

Travel: Due to limited funding, **no** transportation costs of any kind are reimbursed.

| | Breakfast | Lunch | Dinner |
|----------------|--------------|----------------|--------------|
| Sun., Oct. 26 | | | BCE provided |
| Mon., Oct. 27 | BCE provided | *On your own | BCE provided |
| Tues., Oct. 28 | BCE provided | DMCMA provided | *On your own |
| Wed., Oct. 29 | BCE provided | *On your own | |

*On your own - your financial responsibility.

INDOOR WATERPARK

Waterpark passes are **not** included with lodging but may be purchased for \$30 per person, per day. Purchase of additional passes for outside guests is based on room occupancy (e.g., each person in the room is entitled to purchase one additional waterpark pass per day plus a pass for themselves; ALL passes are priced at \$30 per person, per day).

QUESTIONS

For questions regarding **registration**, please contact Ms. Missy Goodell at 360-705-5308 or missy.goodell@courts.wa.gov.

For questions regarding **education**, please contact Ms. PhuongChi Nguyen at 360-704-4318 or phuongchi.nguyen@courts.wa.gov.

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OCTOBER 26 – 29, 2008
TENTATIVE AGENDA

| SUNDAY, OCTOBER 26 | |
|------------------------------|--|
| 12:00 p.m. – 1:30 p.m. | Registration |
| 1:30 p.m. – 2:00 p.m. | Conference Welcome Brief Overview of Education Curriculum Certificate and Staff Conference Update |
| 2:00 p.m. – 5:00 p.m. | <i>Improving Court Services to People in Poverty</i> |
| 5:30 p.m. | Group Dinner |
| MONDAY, OCTOBER 27 | |
| 7:00 a.m. – 8:15 a.m. | Breakfast |
| 8:30 a.m. – 12:00 p.m. | <i>The Healing Power of Humor and Increasing the Joy, Laughter, and Fun at Work: Developing a Plan of Action</i> |
| 12:00 p.m. – 1:30 p.m. | Lunch (on your own) |
| 1:30 p.m. – 4:30 p.m. | <i>Ethics With a Twist (sponsored by the Washington Cities Insurance Authorities)</i> |
| 4:30 p.m. – 5:30 p.m. | Yoga |
| 6:00 p.m. | Group Dinner |
| TUESDAY, OCTOBER 28 | |
| 7:00 a.m. – 8:15 a.m. | Breakfast |
| 8:30 a.m. – 10:15 a.m. | Choice Sessions I: <ul style="list-style-type: none"> • <i>Human Resources/Evaluations (sponsored by the Washington Cities Insurance Authorities)</i> • <i>Tips and Tools for Managers</i> • <i>BOXI (limited to 25 participants, pre-registration required)</i> • <i>Technology Round Table</i> |
| 10:30 a.m. – 12:15 p.m. | Choice Sessions II (repeat of Choice Session I offerings) |
| 12:30 p.m. – 2:30 p.m. | Annual Business Meeting Lunch With Legislative and DOL Updates |
| 3:00 p.m. – 4:45 p.m. | Choice Sessions III (repeat of Choice Session I offerings) |
| 4:45 p.m. – 6:30 p.m. | Dinner (on your own) |
| 6:30 p.m. | Bunco and Silent Auction |
| WEDNESDAY, OCTOBER 29 | |
| 7:00 a.m. – 8:15 a.m. | Breakfast |
| 8:30 a.m. – 12:00 p.m. | <i>The Recipe for Success: Five Key Ingredients for Well-Balanced Leadership</i> |
| 12:00 p.m. | Conference Concludes |

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AOC REGISTRATION AND INCIDENTAL FEE FORM

Please complete the registration form and fax to (360) 586-1405. Payment of the Incidental fee is due by **OCTOBER 3** and should be mailed to:

Financial Services
Administrative Office of the Courts
PO Box 41172
Olympia, Washington 98504-1172

Participant Name: _____

(please print)

Title: _____ Court: _____

Phone: _____ Fax: _____

Emergency Contact Name and Phone Number: _____

E-mail Address: _____

Dietary restrictions or any other accommodations needed: _____

Please indicate which meals you and your guest(s) plan to attend:

| Meal | Participant | Guest (Name: _____) | Total |
|---------------------|--------------------------|----------------------------------|-----------------|
| Sunday Dinner | <input type="checkbox"/> | <input type="checkbox"/> \$23.20 | _____ |
| Monday Breakfast | <input type="checkbox"/> | <input type="checkbox"/> \$12.00 | _____ |
| Monday Dinner | <input type="checkbox"/> | <input type="checkbox"/> \$23.20 | _____ |
| Tuesday Breakfast | <input type="checkbox"/> | <input type="checkbox"/> \$12.00 | _____ |
| Tuesday Lunch | <input type="checkbox"/> | <input type="checkbox"/> \$15.00 | _____ |
| Wednesday Breakfast | <input type="checkbox"/> | <input type="checkbox"/> \$12.00 | _____ |
| TOTAL: | | | \$ _____ |

INCIDENTAL FEE = \$62.00 (non-refundable)

- Check or warrant is enclosed.
- County/city will issue warrant.

**PLEASE MAKE YOUR CHECK OR WARRANT PAYABLE TO:
JUDICIAL CONFERENCE REGISTRAR**

AOC FISCAL USE ONLY

Warrant Personal

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DMCMA REGISTRATION FEE FORM

Please complete the registration fee form below. Payment of this fee is due by **OCTOBER 3** and should be mailed to:

Ms. Aimee Vance
Kirkland Municipal Court
PO Box 678
Kirkland, Washington 98083

Participant Name: _____

(please print)

Title: _____ Court: _____

Phone: _____ Fax: _____

Emergency Contact Name and Phone Number: _____

E-mail Address: _____

Registration for BOXI Session
Limited to 25 participants

- | | |
|---|---|
| 1. I am signing up for BOXI ___Yes ___No | 2. If YES, choose from one of the following choices: ___I am familiar with one of the following: BRIO, Hyperion, BOXI ___I have no query experience |
|---|---|

An assigned session and time will be e-mailed to you.

REGISTRATION FEE = \$198.00 (non-refundable)

- Check or warrant is enclosed.
 County/city will issue warrant.

**PLEASE MAKE YOUR CHECK OR WARRANT PAYABLE TO:
DMCMA**

HOSPITALITY SUITE



- Music Great Conversation Refreshments
 And Much, Much More!!

\$15 DONATION REQUESTED

- \$15 donation enclosed. I can work a two-hour shift:
 Sunday Monday Tuesday

NAME: _____

COURT: _____

E-MAIL: _____ **PHONE:** _____

Mail completed form and check made payable to Yvonne Pettus by **October 3:**

Yvonne Pettus
Tacoma Municipal Court
930 Tacoma Ave S, Room 841
Tacoma, WA 98402-2181
253-591-2019
yvonne.pettus@ci.tacoma.wa.us



Let's play Bunco!

Tuesday, October 28 at 6:30 p.m.



SILENT AUCTION

Tuesday, October 28

Please contact Lynne Jacobs at Issaquah Municipal Court
to make a donation:
425-837-3175

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