

# Magistrates' Spring Conference

October 10-11, 2011

Judicial Center, Raleigh, NC

## Agenda

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### Monday, October 10, 2011

<b>9:15AM</b>	<b>Welcome/Announcements</b> Eric Van Vleet, President of the NCMA Dona Lewandowski, UNC School of Government	<b>Maple/Oak</b>
<b>9:20AM</b>	<b>Update From the AOC (40min)</b> The Honorable John Smith, Director, Administrative Office of the Courts (AOC)	<b>Maple/Oak</b>
<b>10:00AM</b>	<b>What Does It Mean to be an "Independent Judicial Official?" (45min)</b> Dona Lewandowski, UNC School of Government	<b>Maple/Oak</b>
<b>10:45AM</b>	<b>Break</b>	
<b>11:00AM</b>	<b>Introducing the Learning Management System (30min)</b> Cindy Bizzell, Judicial Branch Education Manager, AOC Jim Gray, HR Web Design/Training Coordinator, AOC	<b>Maple/Oak</b>
<b>11:30AM</b>	<b>Lunch</b>	
<b>1:00PM</b>	<b>Break Out Sessions (55min)</b>	
<b>Session A:</b>	<b>Magistrates with Special Responsibilities</b> Mildred Spearman, Communications Specialist, AOC	<b>Oak</b>
<b>Session B:</b>	<b>Responding to Citizen Questions About Civil Disputes</b> Dona Lewandowski, UNC School of Government	<b>Maple</b>
<b>Session C:</b>	<b>Dealing With Conflict</b> Cindy Bizzell, Judicial Branch Education Manager, AOC	<b>DA's Room</b>
<b>Session D:</b>	<b>Life Cycle of the Fingerprinting Process</b> Joe Privette, Business Systems Analyst, Court Services Division(CSD)	<b>Computer Rm 1</b>
<b>Session E:</b>	<b>Open</b>	

## 2:00PM Break Out Sessions (55min)

<b>Session A:</b>	<b>Motor Vehicle Law Update</b> Shea Denning, UNC School of Government	<b>Oak</b>
<b>Session B:</b>	<b>Small Claims Procedure I</b> Dona Lewandowski, UNC School of Government	<b>Maple</b>
<b>Session C:</b>	<b>Dealing With Conflict</b> Cindy Bizzell, Judicial Branch Education Manager, AOC	<b>DA's Room</b>
<b>Session D:</b>	<b>Outlook 2003 Calendars Abbreviated</b> Bruce Saburn, Business Systems Analyst, CSD Susan Gralla, Business Systems Analyst, CSD	<b>Computer Rm 1</b>
<b>Session E:</b>	<b>Using the Intranet Effectively</b> Kim Whitfield, Business Systems Analyst, CSD Sherry Rackley, Business Systems Analyst, CSD	<b>Computer Rm 2</b>

## 3:00PM Break Out Sessions (55min)

<b>Session A:</b>	<b>Motor Vehicle Law Update</b> Shea Denning, UNC School of Government	<b>Oak</b>
<b>Session B:</b>	<b>Small Claims Procedure I</b> Dona Lewandowski, UNC School of Government	<b>Maple</b>
<b>Session C:</b>	<b>Open</b>	
<b>Session D:</b>	<b>Outlook 2003 Questions &amp; Answers</b> Bruce Saburn, Business Systems Analyst, CSD Susan Gralla, Business Systems Analyst, CSD	<b>Computer Rm 1</b>
<b>Session E:</b>	<b>VCAP Inquiry</b> Sherry Rackley, Business Systems Analyst, CSD Kim Whitfield, Business Systems Analyst, CSD	<b>Computer Rm 2</b>

4:00PM NC Magistrates' Association Business Meeting Maple/Oak

**Tuesday, October 11, 2011**

**9:00AM Break Out Sessions (50min)**

<b>Session A:</b>	<b>Selected Issues in Involuntary Commitment</b> Mark Botts, UNC School of Government	<b>Maple</b>
<b>Session B:</b>	<b>Open</b>	
<b>Session C:</b>	<b>Responding to Citizen Questions About Civil Disputes</b> Dona Lewandowski, UNC School of Government	<b>DA's Room</b>
<b>Session D:</b>	<b>NCAWARE Question &amp; Answers</b> Alex Johnston, Business Systems Analyst, CSD Bruce Saburn, Business Systems Analyst, CSD	<b>Computer Rm 1</b>
<b>Session E:</b>	<b>Handling Money</b> Joe Plemmons, Financial Management Analyst, CSD	<b>Computer Rm 2</b>

**9:55AM Break Out Sessions (50min)**

<b>Session A:</b>	<b>Selected Issues in Involuntary Commitment</b> Mark Botts, UNC School of Government	<b>Maple</b>
<b>Session B:</b>	<b>Determining Probable Cause</b> Jeff Welty, UNC School of Government	<b>Oak</b>
<b>Session C:</b>	<b>Open</b>	
<b>Session D:</b>	<b>NCAWARE Question &amp; Answers, Continued</b> Alex Johnston, Business Systems Analyst, CSD Bruce Saburn, Business Systems Analyst, CSD	<b>Computer Rm 1</b>
<b>Session E:</b>	<b>Using the Intranet Effectively</b> Kim Whitfield, Business Systems Analyst, CSD Sherry Rackley, Business Systems Analyst, CSD	<b>Computer Rm 2</b>

## 10:55AM Break Out Sessions (50min)

<b>Session A:</b>	<b>What Should The Resource Manual Look Like</b> Mark Botts, UNC School of Government Dona Lewandowski, UNC School of Government	<b>Maple</b>
<b>Session B:</b>	<b>Determining Probable Cause</b> Jeff Welty, UNC School of Government	<b>Oak</b>
<b>Session C:</b>	<b>Open</b>	
<b>Session D:</b>	<b>VCAP Inquiry</b> Sherry Rackley, Business Systems Analyst, CSD Kim Whitfield, Business Systems Analyst, CSD	<b>Computer Rm 1</b>
<b>Session E:</b>	<b>Handling Money</b> Joe Plemmons, Financial Management Analyst, CSD	<b>Computer Rm 2</b>

11:45AM Lunch

## 1:00PM Break Out Sessions (55min)

<b>Session A:</b>	<b>DWI Vehicle Seizure</b> Matt Osborne, Assistant Legal Counsel, AOC	<b>Maple</b>
<b>Session B:</b>	<b>Small Claims Procedure II</b> Dona Lewandowski, UNC School of Government	<b>Oak</b>
<b>Session C:</b>	<b>Open</b>	
<b>Session D:</b>	<b>Outlook 2003 Calendars Abbreviated</b> Bruce Saburn, Business Systems Analyst, CSD Susan Gralla, Business Systems Analyst, CSD	<b>Computer Rm 1</b>
<b>Session E:</b>	<b>Life Cycle of the Fingerprinting Process</b> Joe Privette, Business Systems Analyst, CSD	<b>Computer Rm 2</b>

**2:00PM Break Out Sessions (55min)**

<b>Session A:</b>	<b>DWI Vehicle Seizure</b> Matt Osborne, Assistant Legal Counsel, AOC	<b>Maple</b>
<b>Session B:</b>	<b>Small Claims Procedure II</b> Dona Lewandowski, UNC School of Government	<b>Oak</b>
<b>Session C:</b>	<b>Open</b>	
<b>Session D:</b>	<b>Outlook 2003 Questions &amp; Answers</b> Bruce Saburn, Business Systems Analyst, CSD Susan Gralla, Business Systems Analyst, CSD	<b>Computer Rm 1</b>
<b>Session E:</b>	<b>Handling Money</b> Joe Plemmons, Financial Management Analyst, CSD	<b>Computer Rm 2</b>