



## *Items especially of interest to Elected & Deputy Clerks . . .*

Date Posted	Topic
09-29-14	<p><b><u>2014 Idaho Institute for Court Management Scheduled:</u></b> REGISTER NOW for the Idaho Institute for Court Management (IICM), which will be held on October 20-23, 2014 at The Riverside Hotel in Boise. This program is sponsored by the Idaho Supreme Court, with support from the counties through conference registration fees. Pre-Institute workshops will be held on Monday, October 20th for court assistance officers, jury commissioners, and supervisors/managers. Please <a href="#">click here</a> to view an UPDATED tentative outline of the agenda. Please <a href="#">click here</a> for the registration form and lodging form. *** Registration &amp; lodging forms are due by September 22, 2014 *** Please contact Kim Woods or (208) 947-7417 with any questions.</p>
07-18-14	<p><b><u>ATTENTION: Guardianship and Conservatorship Judges, Court Staff, and Clerks</u></b> The National Center for State Courts, working in partnership with the Conference of State Court Administrators and the Administrative Conference of the United States (ACUS), requests your participation in an online survey on adult guardianship practices. The Social Security Administration (SSA) has asked the ACUS to collect information on state court guardianship practices, with the aim of improving information sharing and coordination between SSA and state courts. The ACUS seeks broad representation from judges/judicial officers and court managers and staff who handle adult guardianship cases. Please take a few moments to <a href="#">click here and complete the survey</a>. Time to Complete: Approximately 20 minutes (please complete in one session). Submit Before: Friday August 29, 2014. <a href="#">Click here</a> for additional information.</p>
07-18-14	<p><b><u>Save the Dates: The 2014 Idaho institute for Court Management</u></b> will be October 21 – 24<sup>th</sup> with the preconference sessions on Monday the 20<sup>th</sup>. This years conference will be in Boise. Registration will open on August 25<sup>th</sup> and close September 12<sup>th</sup>. Mark your calendars now and watch the <i>Court E-News</i> as the conference gets closer for more information.</p>
07-18-14	<p><b><u>Attention Child Protection Drug Court Judges and Teams: Webinars on CPDC STANDARDS AND GUIDELINES -Friday July 25 and Friday August 1st (1:00 pm MDT)</u></b> The Education Office, in conjunction with the Child Protection Drug Courts, have scheduled two webinars to present and discuss the CPDC Standards and Guidelines. Norma Jaeger, Scott Ronan, Ryan Porter and Deb Alsaker Burke will present on these new standards in advance of the Child Protection Drug Court Institute on August 6. This is your opportunity to learn about the new standards and guidelines and provide input. July 25 Webinar at 1:00 pm MDT / <a href="#">Click here to reserve Webinar seat</a> August 1 Webinar at 1:00 pm MDT / <a href="#">Click here to reserve Webinar seat</a> <i>After registering you will receive a confirmation email containing information about joining the Webinar.</i></p>
06-27-14	<p><b><u>Report on Uniform Business Practices to Implement Legislative &amp; Rule Changes</u></b> <a href="#">Click here</a> for the <i>Report to the Idaho Courts on Uniform Business Practices to Implement Legislative and Rule Changes</i>. This report summarizes legislative and rule changes that impact on our judges and clerks and provides guidance on the business practices necessary to implement them. If you have questions, please contact Michael Mehall at (208)334-2850 or <a href="mailto:mmehall@idcourts.net">mmehall@idcourts.net</a>.</p>
02-14-14	<p><b><u>Child Protection Clerks:</u></b> Please join us for a brief Webinar on <u>March 5th</u> at 12:30 MT 11:30 PT on the unique child identification number in child protection cases. The unique id number for each child allows us to "find" that child across multiple systems and is a very important piece of information. Julie Cottrell will demonstrate where to find the unique id number for each child and</p>

where it should be entered in ISTARs. Space is Limited – Reserve your Webinar seat now at:  
<https://www3.gotomeeting.com/register/225658046>

02-07-14

**Brannon Chosen to Serve as New Kootenai County Clerk**

The Kootenai County commissioners unanimously chose **Jim Brannon** to serve as County Clerk. Mr. Brannon will serve out the last year of former Clerk Cliff Hayes' term after his unfortunate passing in December.

**Poleki Chosen to Serve as New Bannock County Clerk**

Dale Hatch is retiring and has resigned. The Bannock County Board of Commissioners selected Robert Poleki as the new County Clerk.

01-03-14

**Year End Reminders and Best Practice Information**

Please [CLICK HERE](#) for important Year End Reminders

12-19-13

**New Case Cover Sheet Requirements**

Starting January 1, 2014 a case cover sheet will be required at the filing of a petition in all guardianship, conservatorship and involuntary commitment cases. This is a new, additional requirement in [Idaho Rule of Civil Procedures 3\(a\)](#). This amendment does not change the requirement for a family law case cover sheet in all family law cases including divorce, custody, paternity, modifications, adoption, termination of parental rights and child protection act cases. The ISC has approved two additional case cover sheets (see links below) for guardianship/conservatorship and involuntary mental health commitment cases. Please identify the appropriate case cover sheet required based on the document heading. File stamp the appropriate case information sheet and enter it in the ROA. The sheet is confidential and must be kept in a sealed envelope.

[Approved G-C Cover Sheet](#)

[Approved Mental Health Commitments & Relief from Disability Cover Sheet](#)

12-19-13

**Final Report on Uniform Business Practices to implement Legislative & Rule Changes**

[Click here](#) to access a CORRECTED copy of the Final Report to the Idaho Courts on Uniform Business Practices to Implement Legislative and Rule Changes. **\*\* the link TO CP benchcards on page 30 has been updated \*\***

12-06-13

**Conference materials available – Idaho Institute for Court Management**

The session materials from IICM, which was held October 29-31 are now available on the clerk's archived website at <http://www.isc.idaho.gov/judicial-education/clerks-archive>.

09-07-12

**Recruitment of Two Deputy Clerks to Assist with Design and Implementation of a New Web-based ISTARs**

<http://www.isc.idaho.gov/links/DeputyClerksforISTARsdesign-09-2012.pdf>

04-09-12

**Best Practice: Address Service Requested**

As you are aware, maintaining good accurate address information and address history for litigants is tricky to say the least. One way that we at the court, can ask for immediate information regarding address changes from the postal service is by putting the following statement on the envelope when we send official mailings. <http://www.isc.idaho.gov/links/BestPractice-Mailing-AddressServiceRequested.pdf>

03-09-12

**Memo from Julie Cottrell regarding hearing results and calendars.**

[http://www.isc.idaho.gov/links/Clerks-Memo\\_regarding\\_new\\_hearing\\_results\\_and\\_calendars03-09-12.pdf](http://www.isc.idaho.gov/links/Clerks-Memo_regarding_new_hearing_results_and_calendars03-09-12.pdf)

10-03-11

**More information regarding new certification process for conservators and guardians:**

Court Administrative Rule 54 was amended effective the 15<sup>th</sup> day of September 2011, to include the requirement for participation with the on-line training course, and required certification process. Also you will note that there are changes in the "1-2-3 for Certification Process" document for Deputy Court Clerks. Please note that cases involving minors where conservators and/or guardians are appointed, are no longer listed as automatically needing to be directed to the on line service. The civil case subtypes no longer listed are: MG, MC, MB, and CC. Please see:

Amended Rule for \$25 fee [http://www.isc.idaho.gov/ICAR54\\_Amendment09.15.11.pdf](http://www.isc.idaho.gov/ICAR54_Amendment09.15.11.pdf)

- 10-03-11 Follow-up information on E-Citation importing from Idaho State Police  
<http://www.isc.idaho.gov/links/SharingInformationfromISPregardingE-citations.pdf>
- 07-19-11 Best Practice Recommendations for documenting termination or adoption in ISTARs relationship tab  
[http://www.isc.idaho.gov/links/Best\\_Practice\\_Recommendations\\_for\\_documenting\\_termination\\_or\\_adoption\\_in\\_ISTARS\\_relationship\\_tab.pdf](http://www.isc.idaho.gov/links/Best_Practice_Recommendations_for_documenting_termination_or_adoption_in_ISTARS_relationship_tab.pdf)
- 07-05-11 ISTARs updated for July 1, 2011  
> July 1 update memo: [http://www.isc.idaho.gov/links/July-1-2011\\_update\\_memo.pdf](http://www.isc.idaho.gov/links/July-1-2011_update_memo.pdf)  
> 1-2-3 for certification process for conservator or guardian training:  
[http://www.isc.idaho.gov/links/1-2-3\\_for\\_Certification\\_process\\_for\\_conservator\\_or\\_guardian\\_training.pdf](http://www.isc.idaho.gov/links/1-2-3_for_Certification_process_for_conservator_or_guardian_training.pdf)  
> Best Practice: calendar and continuances-change  
[http://www.isc.idaho.gov/links/Best\\_Practice-%20calendarandcontinuances-change.pdf](http://www.isc.idaho.gov/links/Best_Practice-%20calendarandcontinuances-change.pdf)  
> Child Results list: <http://www.isc.idaho.gov/links/CHILD%20RESULTS%20LIST.PDF>
- 03-18-11 Family case law information sheet memo and samples  
[http://www.isc.idaho.gov/links/Clerks-Family\\_Law\\_Case\\_Info\\_Memo\\_and\\_Forms.pdf](http://www.isc.idaho.gov/links/Clerks-Family_Law_Case_Info_Memo_and_Forms.pdf)
- 02-18-11 Webinars scheduled for newly elected clerks of the district court  
[http://www.isc.idaho.gov/judicialedu\\_electedclerks.htm](http://www.isc.idaho.gov/judicialedu_electedclerks.htm)
- 01-07-11 Year-end Reminders 2010  
[http://www.isc.idaho.gov/links/Clerks-Year\\_end\\_reminders\\_2010.pdf](http://www.isc.idaho.gov/links/Clerks-Year_end_reminders_2010.pdf)
- 01-06-11 Best Practice: Void refund process  
[http://www.isc.idaho.gov/links/Best\\_practice\\_void\\_refund\\_process.pdf](http://www.isc.idaho.gov/links/Best_practice_void_refund_process.pdf)
- 01-07-11 ISTARs Year-end Memo 2010  
[http://www.isc.idaho.gov/links/Clerks-2010\\_Year\\_end\\_memo.pdf](http://www.isc.idaho.gov/links/Clerks-2010_Year_end_memo.pdf)
- 01-07-11 ISTARs Statutes  
[http://www.isc.idaho.gov/links/Clerks-ISTARS\\_Statutes.pdf](http://www.isc.idaho.gov/links/Clerks-ISTARS_Statutes.pdf)
- 01-07-11 Keeping your judge's calendar clear for educational opportunities  
<http://www.isc.idaho.gov/links/Clerks-SchedulingJudgesJudEd.pdf>
- 09-07-10 Best Practice: Defacto custodian cases  
[http://www.isc.idaho.gov/links/Best\\_Practice\\_Defacto\\_Custodian\\_Cases.pdf](http://www.isc.idaho.gov/links/Best_Practice_Defacto_Custodian_Cases.pdf)
- 07-01-10 Best Practice: Firearms disability cases  
[http://www.isc.idaho.gov/links/Best\\_Practice\\_Firearms\\_Disability\\_Cases.pdf](http://www.isc.idaho.gov/links/Best_Practice_Firearms_Disability_Cases.pdf)
- 07-01-10 Best Practice: SRBA cases  
[http://www.isc.idaho.gov/links/Best\\_Practice\\_SRBA\\_cases.pdf](http://www.isc.idaho.gov/links/Best_Practice_SRBA_cases.pdf)
- 08-24-09 Best Practice: Guide for withheld judgments  
[http://www.isc.idaho.gov/links/Best\\_Practice\\_Guide\\_for\\_Withheld\\_Judgments.pdf](http://www.isc.idaho.gov/links/Best_Practice_Guide_for_Withheld_Judgments.pdf)
- 07-24-09 Domestic Violence Special Judges  
[http://www.isc.idaho.gov/links/Domestic\\_Violence\\_Special\\_Judges.pdf](http://www.isc.idaho.gov/links/Domestic_Violence_Special_Judges.pdf)
- 01-16-09 Best Practice: Recommendations for cases under advisement  
[http://www.isc.idaho.gov/links/Best\\_Practice\\_Recommendations\\_for\\_cases\\_Under\\_Advisement.pdf](http://www.isc.idaho.gov/links/Best_Practice_Recommendations_for_cases_Under_Advisement.pdf)