

MACM MATTERS

MINNESOTA ASSOCIATION FOR COURT MANAGEMENT

Summer 2022



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Update from the MACM President

By: Jennifer Miller

Court Operations Manager, Fourth Judicial District

Greetings MACM Members,

As summer comes to Minnesota, I hope you all are planning fun activities for the months ahead. The MACM committees are working diligently on all aspects of our fall conference. We are excited to bring you new and exciting content, networking activities and charitable opportunities. Look for more information from our committees as we finalize our plans in the coming months.

The [Center for Creative Leadership](#) says that “Effective strategic leadership begins with business strategy and encompasses talent development needs and organizational culture.” By focusing court leadership on strategy, we can guarantee we are looking at our courts through a wide lens that is both change-oriented and future-oriented. We have seen this in the last few years with OneCourtMN. And now more recently with the work of OneCourtMN Hearing Initiatives and implementation of our new hearing presumptions.

Prior to the pandemic, we saw this type of strategy in the Court Clerk Classification and subsequent new clerk classifications. We will always continue to see this type of strategy locally when we are making staffing decisions, along with workflow decisions in our office.



Jennifer Miller

MACM Matters

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*Any MACM member may submit an article for the newsletter.
If interested, please contact Mary Dalbec for more information.*

There are many challenges facing our Minnesota court leaders today. We must constantly adapt our strategies and ensure we are making the best decisions for our teams, our districts, and the public we serve. Proactive strategic leadership guides our court culture and MACM members across the state are actively engaged in these efforts daily. We all face similar challenges: recruitment and onboarding, guiding operational changes, effectively creating a hybrid work model, ongoing change initiatives, and stakeholder. MACM gives us colleagues across the state to connect with and help develop and maintain that organizational culture.

I encourage you all to take a few moments to identify how you incorporate strategic leadership into addressing the challenges you face in your leadership roles every day. Are we solving problems with thoughtful solutions that encompass both the talents of our teams and our court culture? Are we looking at our challenges with a wide lens to ensure we are seeing all interconnections and possibilities? Strategic leadership will drive our teams to meet goals both short and long term.

Enjoy your summer and thanks for your dedication to the Judicial Branch and MACM!

Jennifer Miller

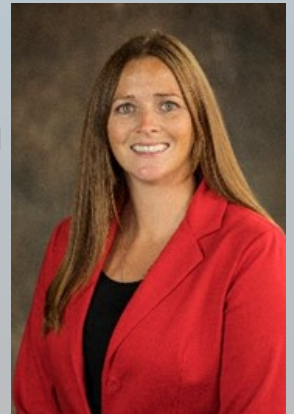
MACM President

Membership Services Committee Update

**By: Mary Dalbec, Committee Chair
Carver County Court Administrator**

Membership Services committee has been hard at work planning the networking events for our upcoming 2022 MACM Conference in Rochester! We look forward to welcoming our members during the New Members/First Time Attendee Mixer, Awards Banquet and Vendor Show. The New Member/First-Time Attendee Mixer will be held the night before the start of the conference, Tuesday, October 11th. Since our 2021 conference we've welcomed twenty new MACM members from all over the state and hope all of them will be able to attend the mixer. Soon we'll request award nominations for the 2022 MACM Awards which will be presented at the conference, please start considering nominees for the award categories:

- Distinguished Service
- Lifetime Achievement
- Coach/Mentor of the Year
- Early Career Excellence
- Champion of Change



Mary Dalbec

This year's Vendor Show will be a little different than years past, we're working on our first ever mini-golf networking activity with our vendors. We're still working out the details but are excited to incorporate this interactive event with our vendors.

We would like to also recognize the two fall scholarship recipients, congrats to Brittney Dennis and Kate Wilson. In June we will be awarding spring MACM Scholarships, if you would like to find out more about scholarships, please check out our [MACM website](#). Lastly, we continue to increase our presence on Facebook by posting exciting news, updates, promotions, job opportunities and other court related information. Please check out the [MACM Facebook](#) page and follow or like the page for the latest updates.

I hope everyone has a great summer and we hope to see all of you this fall in Rochester!

Education Committee Update

By: Kris Cunningham, Committee Chair
Chisago County Court Administrator

The Education Committee is busy planning for the upcoming fall conference in Rochester Minnesota at the Mayo Civic Center and Kahler Grand Hotel October 12-14th. Save the dates have been sent! We are very excited to try out the new venue, a group of us toured the facilities in February and were very impressed with what they had to offer. The committee has already booked some great speakers for the conference but continue to work on our content, if anyone has a speaker, internal or external to the Branch, feel free to contact myself or any of the MACM Education Committee Members. We have received some great proposals from our members already.

I hope everyone enjoys their summer now that is finally warming up. We look forward to seeing everyone next fall in Rochester.



Kris Cunningham

Legislative and Outreach Committee Update

By: Ann Basta, Committee Chair
Court Operations Supervisor, Fourth Judicial District

This spring we have been keeping an eye on the different funding and other legislative proposals as they go through the different stages of the legislative process; waiting patiently to see what the final decisions will be. But, with conference planning underway, the Legislative and Outreach Committee now turns its attention to narrowing down options for MACM's annual charitable giving drive.

The committee has its work cut out for them after last year's record donations. We hope to find the perfect group to inspire such generous giving yet again. It is especially exciting to look at charities in the Rochester and SE Minnesota area. It is our first conference to be held in the area and there are just so many great options for us to consider.

Another thing members reported loving last year was the auction baskets put together by the different committees to help raise money for the charitable campaign. We are happy to report those were a great success and they will be back again this year. We are really looking forward to seeing the continued creativity of each committee and the great heart MACM always shows to help out those in need.



Ann Basta

Interested in becoming more involved in MACM?

MACM is currently seeking a Publisher for
MACM Matters

If you are interested, please contact Mary Dalbec
Membership Services Committee Chair

Changes in the Child Support Unit at SCAO

By: Jill Prohofsky, Child Support Magistrate Manager

As many of you know, Jodie Metcalf retired in November 2021 after working as a Child Support Magistrate and Manager in the Court Services Division. She has left a lasting legacy of knowledge and experience behind and big shoes to fill. Jill Prohofsky was promoted to the Child Support Magistrate Manager position in November 2021. Jill was a Child Support Magistrate in the 4th and 10th Judicial Districts for 17 years before joining the Court Services team as the Deputy Child Support Magistrate Manager in January 2019. Before becoming a Magistrate, Jill was an attorney in private practice and managed a low bono family law clinic in St. Paul.

Melissa Rossow joined the team in February 2022 as the Deputy Child Support Magistrate Manager. Melissa's most recent prior position was Director of the Human Services Legal Division at the Ramsey County Attorney's Office. She also has been an attorney in private practice, an Assistant Ramsey County Attorney, an Assistant Carver County Attorney, worked as the supervisor of the Hennepin County Family Court Self-Help Center, and was a staff attorney at the Department of Human Services Child Support Division. Jill and Melissa look forward to working with attorneys Amanda Brown and Anya Pavlov-Shapiro to continue to lead the Child Support Magistrate Program through the changes needed to support remote hearings that involve predominantly self-represented litigants.



Jill Prohofsky
Child Support Magistrate
Manager



Melissa Rossow
Deputy Child Support
Magistrate Manager



Amanda Brown
Court Operations
Analyst II

MJB Embraces Digital Accessibility as Part of On-Going Inclusion Efforts

According to the Minnesota State Demography Center, around 200,000 Minnesotans live with a hearing disability. Another 100,000 have disabilities that affect how well or if they can see. Almost 227,000 have cognitive impairments that include difficulties with remembering, concentrating, or reading. When people who live with disability visit our website, use our online tools, or work with our printed materials, they should have the same, easy experience as everyone else.

That was the vision behind the Administrative Order Establishing Accessibility Standards signed by Jeff Shorba, State Court Administrator, in December 2021 that took effect for district courts on March 1, 2022. For decades, we've added accommodations to our courthouses like ramps, automatic doors, and courtroom audio systems. This order ensures we do the same for the services, applications, website, and tools we provide our court customers, too.

The order requires all public-facing materials comply with [WCAG 2.1 levels A and AA](#), internationally recognized guidelines on making digital content as easy to use as possible. For example, one standard is, "Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element." So, adding important information in a red box and including instructions to, "Fill out all information in the red box" would be confusing to someone who doesn't see red because of a form of colorblindness. Another standard ensures information is structured in a way that tells screen readers what to read first, second, and so on, a real help to the visually impaired. Another addresses how easy it is to get around websites using only a keyboard and not a mouse which benefits those who don't have use of their hands.

What does this mean for us in our daily work? Here's a rule of thumb to follow: if what you're working on will be posted on our local or statewide website, handed to a court customer, sent as an order, or noticed, it must be accessible. For those developing our internal, customer-facing applications and tools, their work must meet the WCAG 2.1 standards, too.

The first step to getting smart about digital accessibility is to complete the State of Minnesota Digital Accessibility/Word Curriculum in Cornerstone. This 1.5-to-2-hour training will give you a working understanding of how to craft digitally accessible content. Then, check out the [oneCourtMN Digital Accessibility eGuide](#) for resources such as a checklist for creating accessible documents, templates, and instructions on how to convert a document to a PDF in a way that maintains all the digital accessibility work you did in Word. You'll also find out who your local Digital Accessibility Content Specialists are, people with advanced training who can lend a hand when you have questions.

Making all our content digitally accessible is a tangible expression of our mission to assure access to justice to *everyone* we serve. While not the first step we've taken to do so, it is an important one to which we can all contribute.

If you have questions about the MJB Digital Accessibility Initiative, please contact [Elizabeth Wendt](#), SCAO Legal Counsel Division or [Suzanne Mateffy](#), SCAO Court Services Division.

New Policy, Order Set Long-Term Framework for Remote and In-Person Hearings

By: Beau Berentson, SCAO Organizational Communications

The Minnesota Judicial Council has adopted a new statewide policy that sets a long-term framework for the use of remote and in-person hearings in the state's district courts. The new policy - [Council Policy 525; oneCourtMN Hearings Initiative Policy](#) - will take effect June 6, 2022.

On April 19, Chief Justice Lorie S. Gildea issued a [new statewide order](#) that supports implementation of the new Council policy, and which will supersede current orders governing the Judicial Branch's pandemic operations as of June 6, 2022.

Both the new Council policy and Chief Justice order can be found on the [Court Operations Policies and Procedures page](#) on CourtNet and on the [Judicial Council Policies](#) page on the Judicial Branch website.

"The new policy adopted by the Judicial Council reflects a major step forward for our courts and our ongoing pandemic response," said Chief Justice Lorie S. Gildea. "Transitioning to this new hearing framework will both increase the number of hearings being conducted inside our courthouses, and demonstrate our commitment to making the use of remote hearings a permanent part of district court operations."

A summary of the new Judicial Council policy, which takes effect June 6, is provided below.

Non-criminal cases

All hearings in non-criminal case types shall be conducted either remotely or in person according to the table attached to [Judicial Council Policy 525](#) (see pages 3 and 4), unless the district court finds that exceptional circumstances exist that justify a departure from the presumption. The [table of presumed in-person and remote non-criminal hearings](#) is also available on the Judicial Branch website.

The Chief Justice's [April 19 order](#) provides a list of factors courts may consider when deciding whether to allow one or more parties to appear in person for a presumptively remote hearing or to allow one or more parties to appear remotely for an in-person hearing.

Criminal cases

Each Judicial District will also hear criminal cases in accordance with their local criminal hearings plans. These are localized plans that each district has been developing to detail how they will use both in-person and remote hearings to support their Major Criminal backlog reduction plan.

Each district may establish a single criminal hearings plan for all courthouses within the district, or may choose to establish individualized criminal hearings plans for each county within the district. The plans will also specify the factors district courts are to apply when considering requests to conduct a presumptively in-person hearing remotely, or to conduct a presumptively remote hearing in person.

This local flexibility is being provided to assist districts in addressing the Major Criminal case backlog as efficiently as possible. Once the Judicial Branch's backlog reduction goals have been achieved, the Judicial Council will use the lessons learned and experience gained while using the district-level plans to refine a statewide approach to using remote hearings for criminal cases.

Treatment court proceedings

Treatment court proceedings will be presumptively in person for participants. Remote access may be granted when the circumstances of a participant are such that without a remote appearance, he or she would be unable to successfully participate in treatment court.

Hearing scheduling

Under the [Chief Justice order](#), all hearings scheduled on or after June 6, 2022, shall be held remotely, in person, or in hybrid as described in Judicial Council Policy 525 and the terms of the Chief Justice order. Hearings scheduled prior to June 6 shall be held remotely or in person as initially noticed to parties, unless an exception is granted by the district chief judge.

OHI Steering Committee to oversee implementation

The Council's adoption of this new policy is just the beginning of a long-term effort to improve how the Judicial Branch conducts in-person and remote hearings.

The [oneCourtMN Hearings Initiative \(OHI\)](#) Steering Committee has already identified nearly 40 different initiatives it plans to undertake to make remote and in-person hearings as efficient and accessible as possible. The Steering Committee will also be helping each judicial district with implementation of the new Council Policy and will be gathering feedback and lessons learned as our courts gain more and more experience working in this new framework. Judges and staff should expect to hear much more from the OHI Steering Committee in the months ahead.



First Judicial District Updates

Juvenile Court Remodel in Dakota County

By: Maria King, Dakota County Court Administrator

After two years of planning, the Dakota County Juvenile Courts Area is updated with a new look! The remodel involved updates to one judge chamber, a waiting area, clerk check-in space, multiple conference rooms, and upgraded technology. The upgraded technology allows for on-deck displays in multiple areas throughout the juvenile courts area. The remodel will provide staff and parties more space to conduct court work and allow for a more efficient flow of court traffic.



Dakota Juvenile Court Check-In

New Judges Appointed in Dakota County

Judge Bryce Ehrman



Appointed November 2021

Judge Stacey Sorensen Green



Appointed February 2022

Judge Kathryn Iverson
Landrum



Appointed April 2022

New Calendar Coordinator Supervisor in Dakota County

In February 2022, Deb McCoy was promoted to the position of Calendar Coordinator Supervisor in Dakota County in the new Scheduling/Jury Division. Deb has worked for the Judicial branch since 2017 in the Probate Family Scheduling Department where she was promoted to Leadworker and Deputy Probate Registrar in 2021. We are excited to have her in this new leadership role.



Deb McCoy

Meet the Chief and Employee Recognition Event By: Maria King, Dakota County Court Administrator

The First District's Annual Meet the Chief and Employee Recognition Event was put on hold during the pandemic. We were excited to get it started again in 2022! Employees in all nine of our courthouses and our district office were able to enjoy lunch with Chief Judge Mark and receive their years of service awards. Awards ranged from 5 to 40 years! It was nice to have everyone gather in-person after too, long of not being able to do so!

The First Judicial District is on VoIP! By: Maria King, Dakota County Court Administrator

Like many others around the Branch, the First District has transitioned to VoIP. Most counties were able to keep their previous phone numbers, but Dakota County and the District Office did receive new phone numbers. All new numbers have been updated in Outlook.

Third Judicial District Updates

Lori Klein Joined Third District Leadership Team By: Shannon Asselin, Waseca County Court Administrator

Lori Klein joined the 3rd Judicial District Leadership team on March 21, 2022, as a Supervisor for the Family/CHIPS Districtwide Case Processing Team. Her new duties include managing a team of case processing specialists that process Family/CHIPS cases for the entire district. Lori began her career with the courts in the 5th District as a Senior Court Clerk in Nobles County in 2016. She was promoted to Court Operations Supervisor for Rock and Pipestone Counties in addition to becoming the CAU Supervisor in 2018. Lori has vast experience in the legal field and most recently worked in as the Nobles County Court Administrator. She has also been a member of MACM since 2018.

Welcome to the 3rd District Lori!



Lori Klein

Fourth Judicial District Updates

Diversity, Equity, and Inclusion: An Overview of the 4th Judicial District's Initiatives **By: DEI Specialists Jordan Zickermann and Xong Yang, and DEI Manager Jael McLemore**

The Diversity, Equity, and Inclusion work of the Fourth Judicial District is far reaching and spans several years. Serving the largest population in the state, Minnesota's largest judicial district embarked on a journey to systemize its Diversity, Equity, and Inclusion (DEI) work more than five years ago. The work that began with one DEI specialist and a team of dedicated administrative staff, has now evolved into a free-standing office with two DEI specialist and a manager. The judicial bench also actively participates in DEI work through its Equal Justice Committee.

Why was it important to systemize the work of inclusion and equity? It mattered because diversity does. It mattered because representation does. It mattered because to improve our services, customer service, and strengthen a diverse talent pool, inclusivity, and equity matter. The priorities then and now, continue to focus on recruitment and retention, and an inclusive and welcoming work culture and environment for staff and our court users.

To this end, the Fourth Judicial District's Diversity, Equity, and Inclusion Office has focused its work on strengthening an inclusive organizational culture and climate. To accomplish this, the DEI Office's main initiatives are Consultation and Coaching, Education and Training, Staff and Community Engagement, and Recruitment and Retention. Currently, the DEI Office supports three programs that are spearheading these efforts: Access to Diversity, Inclusion and Equity (AIDE), a newly created Inclusive Leadership Program (ILP), and Racial Equity Strategic Leadership Team (RESLT).

The Access to Inclusion, Diversity and Equity (AIDE) Program is a volunteer training program open to all Fourth Judicial District staff. The program has a 60-hour curriculum grounded in DEI theoretical framework. Available biennially, AIDE aims to invest in and develop internal talent and resources for the Hennepin County District Court in the areas of access to inclusion, equity, and diversity. Participants, and graduates of AIDE are district employees – supervisory and non-supervisory – who are committed to leading initiatives to improve access to inclusion and equity in our courts and workplace. AIDE members have supported recruitment and retention efforts by participating in interviewing panels, reviewing job posting descriptions and requirements, and procedures for recruitment and hiring. To date, two cohorts of staff have completed the AIDE training, and a new cohort is set to launch by fall of 2022.

The Inclusive Leadership Program (ILP) provides continued learning and application opportunities regarding Diversity, Equity, and Inclusion to Fourth Judicial District management. Through this program, managers and supervisors become better equipped to lead more inclusive teams and implement organizational change as outlined in the district's Racial Equity Commitment.

The program's eight session curriculum allows participating managers and supervisors to explore their current personal and professional racial diversity, equity and inclusion practices; review guidelines for demonstrating an understanding of cultural awareness, respect for differences, and coaching for positive change towards inclusive practices for all identities; and identify tools on how to make DE&I improvements interpersonally, within their teams, and throughout the broader organization. The culminating project at completion is an Inclusive Leadership Development Plan that each participant creates and presents during graduation.

The Racial Equity Strategic Leadership Team (RESLT) serves as an advisory group to the DEI Office and senior management team on issues impacting access to equity, inclusion, and diversity. RESLT envisions an organizational culture that welcomes BIPOC employees and provides equitable access to opportunities and a sense of empowerment, safety, and belonging within the Fourth Judicial District. BIPOC stands for *Black, Indigenous, and people of color*. Pronounced "bye-pock," this is a term specific to the United States, intended to center the experiences of Black and Indigenous groups and demonstrate solidarity between communities of color. The team is led by two Co-Chairs, Marion Arita and Mai Khou Yang and is supported by four pillar leads Ashlie Kennedy, Shannon Townsend, Nicolas Pritchard, and Ann Basta and members who are committed to fostering inclusive practices in the district. Currently, RESLT leadership team and members are focused on the following priorities:

Inclusion and Belonging Pillar seeks to connect new and existing BIPOC staff to a circle of internal resources. Right now, the pillar is moving forward with its goal of developing supportive structures for a BIPOC Employee Resource Group (ERG).

Recruitment and Hiring Pillar's priority is to increase the recruitment and hiring of diverse staff at the Fourth District. To help accomplish this goal, RESLT is focusing on reducing bias in the hiring process through training opportunities and resources designed for managers and supervisors. Currently, RESLT is running a small voluntary focus group of supervisors and managers to receive feedback on a set of trainings offered through SCAO. We plan to conduct an education campaign to promote training and related resources designed to raise awareness and reduce bias in the hiring process.

While we are proud of the great work being done in our district to foster access to inclusion and diversity, we know there is more work to be done. The district leadership and staff have embraced and are supportive of this work and are the true heroes of our success. All the programs mentioned above are staffed with volunteer staff members, without whom this work would be challenging. The dedication and commitment that AIDE, RESLT and ILP members exemplify in advancing DEI within their units, departments, divisions, and the organization, ensures that DEI remains a priority focus of the district, and that we are holding ourselves accountable for achieving our collective DEI goals and initiatives.

Fifth Judicial District Updates

Watonwan County Court Administrator Retired

By: Carol Weikle, Brown County Court Administrator

Congratulations to LuAnn Parker, Watonwan County Court Administrator, who retired January 2. LuAnn worked for the 5th Judicial District nearly 25 years, serving as court administrator for Watonwan County since 2018.

New Watonwan County Court Administrator

By: Carol Weikle, Brown County Court Administrator

Jodie Geerdes has been appointed Court Administrator for Watonwan County effective January 5, 2022. Jodie has 23 years of experience as a Court Operations Associate in Martin County.



**Judge Stephen Ferrazzano &
Jodie Geerdes**

New Jackson County Court Administrator

By: Carol Weikle, Brown County Court Administrator

Kayla McKinney has been appointed Court Administrator for Jackson County effective October 25, 2022. Kayla has her bachelor's degree in legal studies. She was a Senior Court Clerk in Jackson in 2018 and the Director of Program Development and Compliance with a non-profit agency in Iowa until returning to the Fifth District.

Sixth Judicial District Updates

May is Mental Health Awareness Month

By: Lindsay Snustad, Staff Generalist II Saint Louis County

Since 1949, the month of May has been observed as National Mental Health Month to raise awareness about the importance of mental health and to reduce the stigma associated with mental health disorders. Mental health is a critical part of overall health. With a growing number of Americans experiencing mental health symptoms, we seek to understand the impact of mental health on the physical, emotional, and mental well-being of our children, families, and communities.

At the local level, we are deep in planning for our 4th annual Mental Health Court Conference. With more than 300 attendees each year, the 6th District provides the only exclusive, conference style training available to Mental Health Courts across the Country. Mental health professionals, treatment providers, law enforcement, attorneys, judges, and justice partners from as far away as the Commonwealth of the Northern Mariana Islands have joined us for this virtual conference series. This year, we will be featuring two of our very own community experts: Beth Elstad and Julie Vena, Co-Founders of Recovery Alliance Duluth. We are proud of the work we are doing in our communities and beyond. I want to sincerely thank Liz Henderson and Aleesha Ward for their efforts in executing a refined and robust conference experience. Together, we can work toward a future where anyone affected by mental illness can get the appropriate support and quality of care to live healthy, fulfilling lives.

Seventh Judicial District Updates

New Virtual Refresher Training Opportunities

By: Marcia B. Setrum, Deputy District Administrator

The Seventh District recently added two virtual refresher training opportunities: Quick Skills and Quarterly Education Sessions. The 7th District Court Business Systems Coordinator, **Chelsea Koranda** and 7th District Business Process Specialist, **Jenny Schmidt** have started monthly Quick Skills. These are topics that need to be highlighted or refreshed in a minimal amount of time (10 to 20 minutes). The specific topic is spelled out in the subject line of the e-mail announcement. The Quick Skills are offered live twice per month via Lync. These sessions are recorded and uploaded immediately for those unable to attend. Quick Skills has been very well attended. It has spurred discussions between counties to ensure our district is consistent.

Based upon the topic, each staff can decide if the topic pertains to them and can accept or deny the invitation. Additionally, Quarterly Education Sessions are scheduled on the same day as District Bench Meetings. These are one-to-two-hour training sessions that focus on a single topic area and may include guest presenters/SME's (subject matter experts). The sessions are held via zoom. Again, based on the topic, court staff accept or decline the invitation. Quarterly Education Sessions will ensure users have the most current resources. These sessions specifically target complex topics.

Farewell and Welcome to New Court Administrators

By: Marcia Setrum, Deputy District Administrator

The 7th Judicial District has said farewell to three outstanding and well-regarded court administrators who have been tremendous leaders and mentors. Cheri Woehler (Benton and Mille Lacs Counties) retired on December 1, 2021. Shelly Jeffers (Clay and Becker Counties) retired on December 2, 2021. Rhonda Bot (Douglas, Todd, and Morrison Counties) retired on March 31, 2022. We wish them all the best as they enjoy their next phase of life.

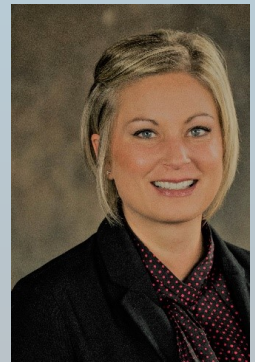
We are pleased to introduce their successors. Renelle Fenno was appointed on December 3, 2021, as court administrator for Clay and Becker Counties. Megan Bergman was appointed on December 8, 2021, as the court administrator for Benton and Mille Lacs Counties. Kim Peterson was appointed on April 7, 2022, as the court administrator for Douglas, Todd, and Morrison Counties. We know these additions to our management team will be a tremendous asset to the 7th District.



Renelle Fenno



Kim Peterson



Megan Bergman

Eighth Judicial District Updates

New Court Administrator

By: Joanne Reinert, Deputy District Administrator

Lindsay Listul was appointed Court Administrator for the 8th District's Southern Assignment Area, which is comprised of Chippewa, Lac qui Parle, Renville, and Yellow Medicine Counties, on August 4, 2021. Prior to her appointment as Court Administrator, Lindsay was a Court Operations Associate in Chippewa County. Lindsay's predecessor, Cheryl Bain, retired on July 6, 2021, after nearly 38 years of dedicated public service.



Lindsay Listul

Centralized Housing Court

By: Joanne Reinert, Deputy District Administrator

The 8th District is establishing a district-wide centralized housing court. This centralization project follows a successful temporary centralized housing court which was in place during the eviction off-ramp in 2021. We are coordinating our efforts with the two legal aid agencies who serve our district. The go live date for the centralized housing court is August 1, 2022.

Ninth Judicial District Updates

Virtual Law Day Event

By: Pam Shaw, Roseau, Kittson, Marshall and Lake of the Woods Court Administrator

Prior to COVID, Law Day was held in person with a lot of enthusiast children, 200 plus between four counties. The children would visit our courthouse with the energy that only a 2nd, 3rd and 4th grader could have.

Each school had times that we would schedule them to arrive along with an approximate time to depart to help coordinate with their daily routines and bus transportation schedules. The children would have a brief meeting with myself, the Court Administrator, where I would talk about the industries each county and what their impact is on the local community. I also walked them down the hallway to visit each county office where staff would explain what their role of their office was. When completing the courthouse office tour, we would walk through our second courtroom where I would explain ITV (previous to ZOOM) and how it allowed Judges to hold court virtually anywhere. Lastly, their day would end by being in the main courtroom with the Judge, the Court Reporter, Law Clerk, County Attorney, Defense Attorney, and Bailiff. Each child would get a part in one of two mock trial skits, alternating every year between “The Big Bad Wolf” or “Gold E. Locks”. At the conclusion of the day, the children would receive a pencil and pencil sharpener along with a word find and county information sheet.

Since COVID, we have not been able to have in-person Law Day, which has been a real bummer to all the kids, teachers, and parents. We didn’t know exactly how important our Law Day events were to our communities until we had to cancel in 2020.

As 2021 rolled around, we knew that holding Law Day in-person was still not an option, so we did some brainstorming. Our solution was to record a virtual Law Day experience. Together with some of our partnering and community agencies, we were able to round up enough people to play a part in the mock trial skit “The Big Bad Wolf”. Judge Dixon found masks with pig noses on them, and we went to work recording. We enlisted the help of some high school students from photography class that recorded and pieced our videos together into one production. Everything was saved onto flash drives which were distributed to each school along with the Law Day goodies that would be handed out if attending in-person. The teachers then held their own programs in class using our recorded Law Day resources. Again this year, we will be doing a virtual Law Day event in hopes that this will be the last virtual Law Day event. This week we will become movie stars once again as we are recording the Mock Trial skit, “Gold E. Locks”, for the schools. Yes, a few of us do get into costumes, such as a brown wig and teddy bear ears. We have a news reporter reporting to the children in the opening segment as the breaking news of the trial is about to begin. We look forward to receiving the feedback from our local schools on this virtual event and ultimately to learn the fate of Gold E. Locks.

We are grateful to be able to provide a virtual Law Day to our most important assets, our children, and our community.

A Fond Farewell!

By: Paula Lang, Deputy District Administrator

After 32 years with the Branch, Steph Dilorio will be retiring on May 31, 2022. Steph began her career in Itasca County in March of 1990 as a File Clerk and then moved into the Juvenile and Probate divisions. She was a probate registrar and served on the MAPR Board for several years. Steph worked in many case processing divisions before becoming Court Operations Supervisor in 2015. Throughout her time with the Branch, Steph participated in many initiatives including the implementation of the CPC in which she trained several counties on this new process.

Itasca County Court Administrator, Sean Jones, recognizes Steph’s tremendous career stating, “Institutional knowledge and history. We use this phrase a lot when people leave an organization, but I can’t think of anybody it fits more than Steph. Through her years [32 of them] with the Minnesota Judicial Branch, she has been witness to a sea load of changes. She helped shepherd Itasca County through the state “take over” of the court system. She was instrumental not only locally, but District wide, in the transition from TCIS to MNCIS. She took it upon herself to assist in becoming an



Steph Dilorio

And in her final witnessing of MJB history, she got to see the end of the “paper” days. And while all of that is work related, the contributions she made on the personal side can’t be forgotten or left unrecognized. The value of a professional, a friend, a steady hand on the tiller, the philosophy that moments are “for training, not shaming” have had a profound impact on this office and will continue to do so long in the future. The void that will be left with Steph leaving can’t summed up so easily as “loss of institutional knowledge and history.” It goes far beyond that”.

Steph is a valued member of the Ninth District and will be greatly missed. Congratulations Steph on a great career and many well wishes for a happy retirement!

The Ninth Welcomes New Leaders!

By: Paula Lang, Deputy District Administrator

Carissa Scholz – Multi-County Court Administrator Hubbard, Clearwater, Mahnomen, and Norman Counties

Carissa Scholz was appointed as Multi-County Court Administrator in November 2021. Carissa started with the Branch in 2006 as a Senior Court Clerk and was promoted to Court Operations Supervisor for the Hubbard, Clearwater, Mahnomen, and Norman work unit in 2015. While working as a Senior Court Clerk, Carissa had the opportunity to work in all areas of case management, providing her with a broad spectrum of knowledge in Court Administration. Prior to coming to the Branch, Carissa attended Interstate Business College in Fargo and then started her career with Wallace & Tiffany Law Office in Park Rapids. Carissa’s background, both with the law office and the courts, have given her a well-rounded perspective of our system. Outside of work, Carissa enjoys spending time at the lake with her friends and family as well as attending her children’s sporting events. Carissa and her husband are the proud parents of three children and their oldest is currently attending college at BSU.



Carissa Scholz

Dana Anderson – Multi-County Court Administrator – Aitkin and Crow Wing



Dana Anderson

Dana Anderson was appointed as Multi-County Court Administrator in December 2021. Dana started with the Branch in 2013 as a Court Operations Supervisor with Aitkin and Crow Wing Counties. Prior to coming to the Branch, Dana was with the North Dakota Judicial Branch as a Deputy Court Clerk. She owned and operated her own Paralegal Business for many years and her many diversified years of experience in the business and legal field in both the Court System in North Dakota and Minnesota has prepared her to do an excellent job as Court Administrator. Dana is someone who fully understands the public service, integrity, innovation, and diversity required for a Court Administrator. Outside of work, Dana enjoys spending time with her son, as well as her family and friends at the lake, as well as the many outdoor activities Minnesota has to offer.

Kathy Stene – Court Operations Supervisor – Mahnomen and Norman

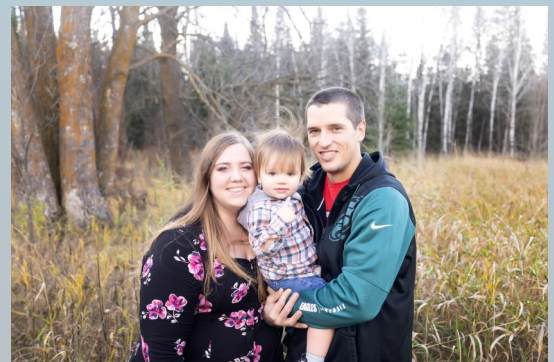


Kathy Stene

Kathy Stene was promoted to Court Operations Supervisor in September 2021. Kathy first started working for the courts during her senior year of high school as an intern. She later worked for Beuning Law office for eight months and was then hired as a Senior Court Clerk in December 1995 for Mahnomen County Court Administration where she worked until October of 2017. In October of 2017, Kathy made a lateral move across county lines to Norman County Court Administration, where she worked until she was promoted to Court Operations Supervisor. Kathy has worked in all areas of Court Administration, including being an ERA Coordinator and EFS Acceptor for the 9th District. She is married and a mother of 3, with a bonus child. All of her children are off into the adult world, so she is now officially an empty nester. She has 2 grandchildren and 7 grand puppies. Kathy and her husband live on a farm, and she enjoys taking care of their farm family which includes cattle, pigs, chickens, and 2 pups. Kathy loves spending time with her family and friends, gardening, quilting, attending sporting events and doing any outside activities.

Krista Smith – Court Operations Supervisor – Cass

Krista Smith was promoted to Court Operations Supervisor in November of 2021. Krista was hired as a Senior Court Clerk for Polk County Court Administration, shortly after graduating college in August 2013. Krista worked in Polk County until April of 2015 when she transferred to Beltrami County Court Administration to be closer to family. In Beltrami County, Krista worked as a Senior Court Clerk, Treatment Court Coordinator, and Leadworker to the criminal division until her promotion brought her to Cass County. Krista has worked in many areas during her time in Court Administration and loves the challenge of a new task. She is married with an energetic 18-month-old son and three-year-old German Shepherd that keep her busy. Krista loves spending time with her family and anything involving the outdoors.



Krista Smith

Kendra Beach – Court Operations Supervisor – Aitkin and Crow Wing



Kendra Beach

Kendra was promoted to Court Operations Supervisor in December 2021. Kendra graduated from UMD in 2017 with a Bachelor's in Psychology and a Minor in Public Health and has worked for the Branch for 3 years. Kendra started as a Court Operations Associate in Crow Wing County working in the civil and jury divisions and transitioned into a clerking position with Judge Askegaard. Kendra accepted a temporary mobility assignment with the 10th District as Calendar Coordinator Supervisor and returned to the 9th as a Court Operations Supervisor for the Aitkin and Crow Wing work unit. Kendra oversees the criminal and scheduling clerk teams. She enjoys gardening, shopping, camping, going for side-by-side rides and being outside. She especially enjoys spending time with her dogs and her family. Kendra is blessed with two stepchildren, a 5-year-old boy and 7-year-old girl and they mean the world to her.

Hayley Hillman – Court Operations Supervisor – Aitkin and Crow Wing



Hayley Hillman

Hayley was promoted to Court Operations Supervisor in January 2022. Hayley joined the Branch in August of 2016 and fell in love with working for the courts. She was, and still is, determined to learn as much about the Branch as possible and continue to grow in her role. She is energized by assisting staff, customers, and our justice partners. Hayley was born in Fargo, ND and moved to Brainerd in the summer of 2003. She lives just outside of the Brainerd Lakes Area with her husband, two beautiful little girls and their dog. Her family enjoys spending time outdoors, fishing, hunting, and four-wheeling. Hayley love to sing, cook and bake in her free time.

Heather Porterfield – Court Operations Supervisor – Itasca

Heather was promoted to Court Operations Supervisor in April 2022. Her career started in 2004 when she was hired in St. Louis County – Virginia as a Court Clerk prior to becoming a Senior Court Clerk and worked in the family & civil divisions. In her time there, she had a brief encounter with TCIS and was never more excited to embrace change as she was when we transitioned to MNCIS, and she also experienced another big change when transitioning from County Court to State Court. Between 2010 and 2012, she was able to work between Virginia and Hibbing before transitioning full-time to Hibbing in 2012, where she worked in the criminal division. In 2018, Heather accepted a position with Itasca County Court Administration, where she continued her work in the criminal division. She was promoted to Leadworker in 2019 and took on the entire civil, family and intake teams. In her years with the courts, she has experienced working with every case type and expresses her love for working in the court system. She enjoys the daily interactions with all of our justice partners and the public. Her and her husband live north of Nashwauk where they raised their two children and are proud grandparents to a spunky 20-month-old boy, whom she spends her spare time with. She enjoys traveling and visiting local (and maybe not so local) breweries. Mostly, at the end of the day, she loves going home to their dogs and a good book or TV show.



Heather Porterfield

Tenth Judicial District Updates

Pick Unification

By: Sheldon Clark, Deputy District Administrator

Four of our counties (Pine, Isanti, Chisago, Kanabec), collectively referred to as the PICK, are nearing the completion of their unification efforts. These efforts, led by Deputy District Administrator Tracy Gullerud and the PICK Court Administrators, are designed to provide a consistent court customer experience, improve case processing efficiency, and provide maximum flexibility as it relates to staffing resources. This unification has also had significant involvement from judges and justice partners.

New Washington County Court Administrator

By: Sheldon Clark, Deputy District Administrator

Washington County welcomes its new Court Administrator, Teresa Underwood. Teresa currently serves as the Pima County Consolidated Justice Court Administrator in Tucson, Arizona. She also served from 2003-2019 in the United States Bankruptcy Court, Northern District of Ohio, with her final position there as Clerk of Court. Teresa holds a Master of Public Administration and a Bachelor of Business Administration from Cleveland State University.



Teresa Underwood

Virtual Law Day

By: Molly Buckrey, Litigant Services Supervisor

The Tenth hosted a Law Day where members of the public could attend virtual clinics and receive free legal advice from volunteer attorneys. The event also included a Driver and Vehicle Services (DVS) clinic to help individuals reinstate their driver's licenses.

A total of 72 community members attended the free legal advice clinics and an additional 86 individuals took part in the DVS clinic. The event produced more than 740 resolutions in cases that reduce an individual's court fines and help them reinstate their driver's license. One individual had over \$5,000 worth of fines reduced to help him get his license reinstated, and staff said he left the event with tears of joy in his eyes.

The Law Day event was conducted in partnership with Driver and Vehicle Services (DVS), Anoka County Law Library, the Wright County Law Library, Central MN Legal Services, Judicare of Anoka County, the Anoka County Bar Association, and the Washington County Bar Association.

Dozens of judges and staff in the Tenth District helped plan the event and volunteered to help staff the various clinics throughout the day. Judge Jenny Walker Jasper, Judge Suzanne M. Brown, and Senior Judge Kathleen A. Mottl presided over the two Zoom courtrooms for the DVS Clinic.

Early Neutral Evaluation Event for Providers

By: Randy Turco, Litigant Services

On April 22nd, the 10th Judicial District hosted a CLE event for ENE providers. The event included presentations on concepts every FENE evaluator must know, an overview of the OurFamilyWizard website and its most recent updates, and the best practices for the ENE process. Even though the event was held remotely over Zoom, there was still a great turnout with approximately 35 participants.

The 10th District would like to extend appreciation to each of the presenters of the event. It was nice to (virtually) meet you and put a face to the name. Thank you all for taking the time to put together a valuable presentation and be at our event. We appreciate your contribution to the success of the 10th District ENE program.

Dax Stoner
Lisa Kallemeyn
Dan Van Loh
Racheal Howitz

Centralized Financial Operations

By: Sheldon Clark, Deputy District Administrator

The Tenth recently centralized and consolidated its financial operations. Budgeting, accounts payable, and purchasing is being handled by a three-member team from the District Administration office overseen by Accounting Manager Jennifer Schlotfeldt. The Tenth District is also in the process of centralizing MNCIS Financial duties. The team is operated out of Anoka County and oversight is provided by Sue Portuguese and Katelyn Dooher. The consolidation and centralization effort came to fruition after a workgroup analyzed processes that could be streamlined to improve efficiency.

Changes in Wright County

By: Monica Tschumper, Wright County Court Administrator

Wright County welcomed Heidi Dupont to their team in March. Heidi is supervising courtroom processes and technology, facilities needs and is a co-supervisor of jury processes. Wright County is excited to have Heidi on board and looks forward to continuing to work with her to learn Wright County processes as well as explore additional learning opportunities.

Wright County also recently promoted four individuals to Court Operations Specialists:

Stacie Rademacher
Denise Banyai
Afton Atkinson
Joni Reyes

MACM Website Analytics

726 Unique Users and 833 Session Views over the last 90 Days!

Top performance metrics

Stats compared to **previous month**

Users

524

↑ 319.2%

Sessions

568

↑ 252.8%

Bounce Rate

15.4%

↓ 69.2%

Average Session Duration

00:35

↓ 79.9%

User acquisition

Breakdown of visitors acquired by channel



Direct

92.4%

Organic Search

7.2%

All Other Sessions

0.3%