

Louisiana Court Administrators Association News

Volume 1, Issue 1

June 2013

Upcoming Dates:

- MSU Course/Essential Components of Courts at Nuts and Bolts Conference-June 5-7, 2013 in Sandestin, FL
- National Association for Court Management Conference- July 15-18, 2013 San Antonio, TX
- LCAA Fall Business Meeting- October 7, 2013 New Orleans, LA

LCAA has an Executive Administrator. Janie Ellis has contracted with LCAA.

Janie will be a huge assistance to the organization in planning business meetings, organizing membership mail outs, and keeping us organized.

Welcome Janie!!!

LCAA Workshop was a Huge Success!!

The LCAA 11th Annual Workshop was held March 13-15, 2013 at Nottoway Plantation.

The workshop featured presentations on the State of the Judiciary and Court Administration, Security, Human Resources hot topics, technology security, electronic solutions for judges, and Interpreter training.

Thirty-three members attending the workshop. Attendees thought that "Properly Documenting Human Resources Issues" and "HR Hot Topics" were the most beneficial sessions. The presenter was our very own Tim Tyler.

The Workshop Committee surveyed membership for future topics and some of

the suggestions were as follows:

- Human Resources;
- Finances/Budget Issues;
- Upcoming Legislation;
- Grant Writing;



2013 LCAA Workshop

- LEP and ADA;
- Employee Motivation;

- Disaster Recovery Planning;
- Courthouse Security; and
- Dealing with Stress.

The members were also surveyed regarding a location. The ranked choices were as follows: (1) Cypress Bend; (2) Carter Plantation; and (3) Nottoway or other plantations.

More information to come on the 2014 Workshop.

Special Thanks to Lynn Maloy and the whole Workshop Committee for planning a great event!

LCAA is Looking for a Fiscal Officer

The membership voted to create a fiscal officer position. The fiscal officer's duties include:

- Secure bond for LCAA;
- Coordinate dues statement submission with Executive Administrator;
- Coordinate delinquent fees resolution with Executive Administrator;
- Maintain a record of
- all monies received and paid out with assistance of Executive Administrator;
- Approve and sign payments;
- Review bank reconciliation report;
- Compile financial reports;
- Draft budget;
- Review and file financial/tax reports; and

- Maintain all LCAA investments.

The Fiscal Officer must be a member of LCAA in good standing.

If you are interested in being the LCAA fiscal officer, please forward a letter of interest to Dawn Palermo (dpalermo@jpic.org, Fax 504-227-0707 or P.O. Box 1900, Harvey, LA 70059).



Louisiana Court Administrators
Association

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The Louisiana Court Administrators Association (LCAA) is a group of dedicated professionals who are committed to the Judiciary of the State of Louisiana. Our purpose is to maintain and expedite the services our courts offer the citizens of our great state. While the laws of Louisiana can be unique to other states and their laws, the LCAA is committed to upholding the legal process. The LCAA offers ongoing education programs and memberships to several national programs that are designed for the enhancement of the judicial process.

We're on the Web!
www.lcaanet.org



Louisiana Court Interpreter Training Program

Louisiana Court Interpreter Training Program

The Louisiana Supreme Court has received a grant from the State Justice Institute to offer a Court Interpreter Training Program. The courses and testing will occur throughout the state in 2013. The classes are specifically for bilingual individuals who are interested in becoming registered court interpreters. The two-day training is highly focused on: structure of Louisiana's judicial system and legal terminology; Louisiana's *Code of Professional Responsibility* for language interpreters; role of the interpreter in the various legal and court proceedings; and the modes of interpretation including consecutive, simultaneous, and sight.

An interpreter will be listed on the Louisiana Supreme Court's list of "registered" court interpreters in the language for which he tested if he:

- Completes the two day training class;
- Passes each section of the 3-part written examination;
- Agrees to be bound by Part G, Section 14 of the General Administrative Rules for all Louisiana Courts- The *Code of Professional Responsibility for Language Interpreters*;
- After passing the written

examination, agrees to and passes a criminal background check.

For additional information, please contact the staff of the Louisiana Supreme Court's Judicial Administrator's Office- Richard Williams, Deputy Judicial Administrator, (225) 382-3182, rwilliams@lasc.org