

New Chancery and Circuit Clerk Orientation

Cabot Lodge Millsaps ~ Jackson, Mississippi

December 5 -9, 2011

Monday, December 5

11:00 a.m. - 1:00 p.m. **Registration**

11:30 a.m. - 1:00 p.m. **Planned Lunch** (Millsaps Room)

General Session

1:00 p.m.

Welcome

Judge Cynthia Davis, Director
Mississippi Judicial College

Linda Beasley, Program Manager
Mississippi Judicial College

Tillmon Bishop, President
Chancery Clerks Association

Durward Stanton, President
Circuit Clerks Association

1:00 - 2:00 p.m.

Public Access to Records

Mike Lanford
Deputy Attorney General
Chapter 6 in Circuit Handbook
Chapter 5 in Chancery Handbook

2:00 - 2:15 p.m.

BREAK

2:15 - 4:15 p.m.

Personality Types and Understanding Others **Myers Briggs Type Indicator**

Dr. Marc Showalter
University of Mississippi Psychology Department

4:15 - 4:30 p.m.

BREAK

4:30 - 5:30 p.m.

Stress Management

Deitrich Taylor
Brandon, Mississippi

5:30 - 7:00 p.m.

Welcome Reception

Sponsored by:
Mississippi Judicial College
Chancery Clerks Association
Circuit Clerks Association

Tuesday, December 6

General Session

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| 8:00 a.m. - 9:00 a.m. | Courts and the Media/Public Relations
Public Trust and Confidence
<i>Beverly Kraft</i>
Public Information Officer
Administrative Office of the Courts |
| 9:00 a.m. - 9:30 a.m. | Introduction to The Administrative Office of Courts
<i>Kevin Lackey</i>
Administrative Director of Courts
Jackson, Mississippi
Chapter 4 in Chancery Handbook
Chapter 5 in Circuit Handbook |
| 9:30 a.m. - 10:00 a.m. | Introduction to The Mississippi Judicial College
<i>Hon. Cynthia D. Davis, Director</i>
Mississippi Judicial College
University, Mississippi
Chapter 2 in Circuit & Chancery Handbooks & Appendix 2 |
| 10:00 a.m. - 10:15 a.m. | BREAK |
| 10:15 a.m. - 11:15 a.m. | Overview of the Mississippi Courts
<i>Hon. William L. Waller Jr.</i>
Chief Justice, Mississippi Supreme Court
Jackson, Mississippi |
| 11:15 - 12:15 | Youth Court 101
<i>Hon. Thomas H. Broome</i>
Rankin County Court Judge
Brandon, Mississippi
Chapter 18 in Chancery Handbook
Chapter 16 in Circuit Handbook |
| 12:15 - 1:15 p.m. | Planned Lunch (Millsaps Room)
Group Picture (Meeting Room 4) |

Tuesday, December 6
continued

Concurrent Sessions

	Circuit	Chancery
1:15 p.m. - 2:15 p.m.	Appeals to the Circuit Court <i>Lucy Carpenter</i> Marshall County Circuit Clerk Chapter 20	Introduction to Chancery Court <i>Gerry Taylor</i> Attala County Chancery Clerk Chapters 1 & 2
2:15 p.m. - 3:15 p.m.	Judgments & Post Judgment Relief <i>Brenda Wiggs</i> Quitman County Circuit Clerk Chapter 13	Probate <i>Tommy O'Beirne</i> Adams County Chancery Clerk Natchez, Mississippi Chapters 8 & 9
3:15 - 3:30 p.m.	BREAK	
3:30 p.m. - 4:30 p.m.	Service of Process <i>Mike Kelley</i> Prentiss County Circuit Clerk Chapter 18	Keeping Board Minutes <i>Robbie Robinson</i> Clay County Chancery Clerk Chapter 25

General Session

4:30 - 5:30 p.m.	Legal Research <i>Mary Miller</i> Assistant Dean for Information Technology & Legal Research Mississippi College School of Law	Chapter 22 in Circuit Handbook Chapter 21 in Chancery Handbook
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Wednesday, December 7

Concurrent Sessions

	Circuit	Chancery
8:00 a.m. - 9:00 a.m.	Commitments to MDOC <i>Sherry Robinson</i> Director of Records MDOC Jackson, Mississippi Chapter 17	Juvenile Matters/Youth Court <i>Paula Sykes</i> Sunflower County Chancery Clerk Chapter 18 Youth Court Chapter 11 Guardians
9:00 - 10:00 a. m.	Jury Management <i>Donna Jill Johnson</i> Lauderdale County Circuit Clerk Chapters 10 & 12	Officials Bonds <i>Tommy O'Beirne</i> Adams County Chancery Clerk Chapter 2

Wednesday, December 7
continued

10:00 a.m. - 10:15 a.m.	BREAK	
10:15 a.m. - 11:15 a.m.	Marriage Licenses & Laws <i>Lee Westbrook</i> Madison County Circuit Clerk Chapter 8	DHS Filings/Adoption Filings <i>Butch Scipper</i> Quitman County Chancery Clerk Chapter 10
11:15 a.m. - 12:15 a.m.	Things No One Told the Prior Clerk <i>Durward Stanton</i> <i>Mike Kelley</i>	Tax Structure, Ad Valorem, Millage Assessments, Levying Millage Assessments <i>Robbie Robinson</i> Clay County Chancery Clerk Chapter 25
12:15 - 1:15 p.m.	Planned Lunch (Millsaps Room)	

Concurrent Sessions

	Circuit	Chancery
1:15 p.m. - 2:45 p.m.	Elections <i>Reese Partridge</i> <i>Phil Carter</i> <i>Margarette Meeks</i> Assistant Attorneys General	Assessments, State Travel, Purchasing <i>Eddie Smith/Mark Johnson</i> Technical Assistance Division State Department of Audit Chapters 3, 28 & 29
2:45 p.m. - 3:00 p.m.	BREAK	
3:00 p.m. - 5:00 p.m.	Elections <i>Continued</i> Secretary of State Staff <i>Heath Hillman</i> <i>Madalan Lennep</i>	Assessments, Purchasing, State Travel <i>Continued</i>

Thursday, December 8

Concurrent Sessions

	Circuit	Chancery
8:00 a.m. - 9:00 a.m.	Minutes and Orders <i>Angie McGinnis</i> Oktibbeha Circuit Clerk Chapter 2	Land and Other Records <i>Jill Gilbert</i> Franklin County Chancery Clerk Chapter 13
9:00 a.m. - 10:00 a.m.	Audit, Cap, Accounting <i>Pat Dendy</i> Deputy State Auditor State Department of Audit Chapter 3	Alcohol & Drug, Lunacy Matters, Commitments, Orders <i>Jill Gilbert</i> Chapter 12
10:00 a.m. - 10:15 a.m.	BREAK	
10:15 a.m. - 11:15 a.m.	Audit, Cap, Accounting <i>Continued</i>	Things No One Told the Prior Clerk <i>Tillman Bishop</i> Lincoln County Chancery Clerk
11:15 a.m. - 12:15 p.m.	Audit Cap, Accounting <i>Continued</i>	Tax Sales <i>Arthur Johnston</i> Madison County Chancery Clerk Chapter 14
12:15 - 1:15 p.m.	Planned Lunch (Millsaps Room)	
	Circuit	Chancery
1:15 p.m. - 2:55 p.m.	Assessments, State Travel, Purchasing, Avoiding Jail <i>Eddie Smith/Mark Johnson</i> Technical Assistance State Department of Audit Jackson, Mississippi Chapter 2,3,4	Audit, Cap, Accounting <i>Pat Dendy</i> Deputy State Auditor State Department of Audit Jackson, Mississippi Chapters 2 & 3
2:55 p.m. - 3:15 p.m.	BREAK	
3:15 p.m. - 5:00 p.m.	Assessments <i>Continued</i>	Audit, Cap, Accounting <i>Continued</i>

Friday, December 9

General Session

8:00 - 9:00 a.m.	Retirement <i>Dawinna Davis</i> <i>Field Representative</i> Public Employees Retirement System Jackson, Mississippi
9:00 - 10:00 a.m.	Domestic Violence <i>Heather Wagner</i> Assistant Attorney General Jackson, Mississippi <i>Chapter 17 in Chancery Handbook</i>
10:00-10:15 a..m.	BREAK
10:15 - 11:15 a.m.	Appeals to the Supreme Court <i>Kathy Gillis</i> Supreme Court Clerk Jackson, Mississippi <i>Chapter 21 in Circuit Handbook</i> <i>Chapter 20 in Chancery Handbook</i>
11:15 - 12:15	County Government, Structure, Personnel, Etc. Financial Matters and Budget <i>Bill Benson</i> Lee County Chancery Clerk Tupelo, Mississippi <i>Chapters 26-31 in Chancery Handbook</i>
12:15 p.m.	Presentation of Certificates