

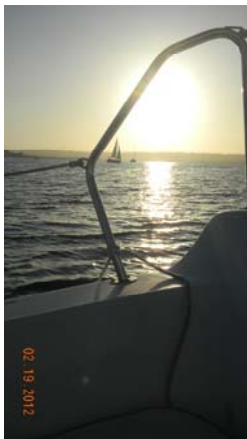


2012 FJAA EDUCATIONAL CONFERENCE—  
SAN DIEGO, CALIFORNIA  
October 4—7, 2012

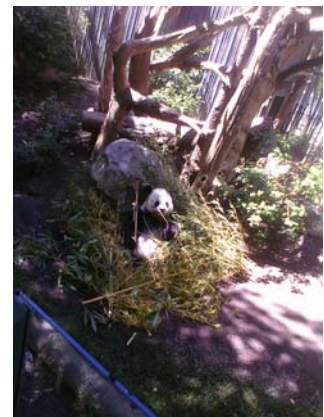
*The Westin San Diego*  
400 West Broadway, San Diego, CA 92101  
Phone: 619-239-4500

Room rate is \$133 (plus taxes) per night  
*For reservations visit*

<http://www.starwoodmeeting.com/StarGroupsWeb/res?id=1110210036&key=7E34B>



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<http://www.seeyouinsandiego.com>

**FEDERAL JUDICIAL ASSISTANTS ASSOCIATION  
2012 ANNUAL EDUCATIONAL CONFERENCE  
October 4-7, 2012**

**Thursday, October 4, 2012**

3:00 - 5:00 p.m.      Executive Board Meeting

3:00 - 5:00 p.m.      Registration

6:00 - 9:00 p.m.      Opening Reception

**Friday, October 5, 2012**

7:30 a.m.              Continental Breakfast

7:30 a.m.-8:30 a.m.   Registration

8:30 a.m.-8:45 a.m.   Welcoming Remarks from the Conference Committee  
and FJAA President, Jenny Rudolph

8:45 a.m. - 9:00 a.m. Welcome to San Diego, CA- Chief Judge Barry Ted Moskowitz  
Southern District of California

9:00 - 10:00 a.m.      Community Outreach  
Rebecca Fanning, National Outreach Manager of Federal Courts  
Administrative Office

10:00 - 10:15 a.m.    Break

10:15 - 11:30 a.m.    Border Issues and Drug Cartels  
Erin MacKinnon, San Diego FBI Division

11:30 - 1:00 p.m.      Lunch

1:00 - 2:00 p.m.      Understanding Hacking & History Tracking  
Vicente Angotti-Director of Information Technology,  
Southern District of California

2:00 - 3:00 p.m.      Ethics  
M. Margaret McKeown, 9<sup>th</sup> Circuit Judge

3:00 - 3:15 p.m.      Break

3:15 - 4:15 p.m.      Tour of (new) San Diego Courthouse

5:00 - 9:15 p.m.      Optional Event

**Saturday, October 6, 2012**

- 8:30 a.m. Continental Breakfast
- 9:00 - 10:15 a.m. Proofreading/Grammar  
Debbie Henson, Court Reporter, San Diego
- 10:15 - 10:30 a.m. Break
- 10:30 - 11:30 a.m. Preserving Judicial History  
Bruce Ragsdale, Chief, Judicial History Program  
Federal Judicial Center
- 11:30 - 1:00 p.m. Lunch
- 1:00 - 2:00 p.m. Attitudes for Excellence  
Bob Prentice, Professional Development Systems  
Human Resources Consultant, Motivational Speaker & Trainer
- 2:00 - 3:00 p.m. Anticipating & Adapting--Changes in the Workplace  
Stephanie Lawley, Judicial Assistant, 9<sup>th</sup> Circuit
- 3:00 - 3:15 p.m. Break
- 3:15 - 4:45 p.m. Transition from WordPerfect to Word  
Karen Scales, Training Specialist  
IT Systems Deployment and Support Division  
San Antonio, TX
- 4:45 - 5:15 p.m. JSAG Update
- 7:00 - 10:00 p.m. Banquet

**Sunday, October 7, 2012**

- 8:30 - 9:00 a.m. Continental Breakfast
- 9:00 - 11:00 a.m. FJAA General Business Meeting (All Members are encouraged to attend)
- 11:00 a.m. Conclusion of 2012 Annual Conference

Please note that topics and speakers are subject to change due to circumstances beyond FJAA's control.

2012 FJAA EDUCATIONAL CONFERENCE

# FRIDAY NIGHT OPTIONAL EVENT

October 5, 2012, 5pm—9pm

Please join your fellow JAs for a night of fun and comradery as we tour beautiful San Diego and Coronado via Old Town Trolley Tours. Our group will be picked up from the hotel via several privately chartered trolleys and driven through downtown San Diego and Coronado on a guided and fully narrated 1.5 hour tour. At the end of the tour, we will disembark in Old Town San Diego for a traditional Mexican fiesta at Barra Barra with live music (and a no-host margarita bar) after which there will be an opportunity to wander through the park to sight-see and shop. Finally, we will board the San Diego Trolley which will return us to our hotel. The cost for this event is \$65/person which includes the price of the Old Town Trolley Tour (and tip), chips and salsa, dinner and the San Diego Trolley fare back to our hotel.



# FEDERAL JUDICIAL ASSISTANTS ASSOCIATION 2012 ANNUAL EDUCATIONAL CONFERENCE

Conference Registration Form  
San Diego, California - October 4-7, 2012

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Name & Title

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Judge

Court

Circuit

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Telephone

Fax

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e-mail address

Is this your first FJAA conference? Yes \_\_\_ No \_\_\_ Name of Guests \_\_\_\_\_

Registration Fee includes all conference materials, educational events, continental breakfasts, opening reception and closing banquet. Persons eligible for membership must join FJAA if they wish to attend the conference.

Membership Registration Fee	\$235	\$ _____
Retiree Registration Fee*	\$150	\$ _____

\*Includes opening reception, continental breakfasts, and closing banquet.

Guest Fees:

Continental Breakfast - 3 days	\$45	\$ _____
Opening Reception	\$40	\$ _____
Closing Banquet	\$65	\$ _____
Optional Friday night event**	\$65 (Old Town)	\$ _____

Member Optional Friday night event**	\$65 (Old Town)	\$ _____
Total enclosed		\$ _____

Closing Banquet: Make one selection per member and/or paid guest :

# \_\_\_\_\_ Steak # \_\_\_\_\_ Chicken or # \_\_\_\_\_ Fish

Registration deadline is August 20, 2012. Notification of cancellation must be received by September 4, 2012. No refunds will be given after September 4, 2012. Note: Meeting space expense for the Association Business Meeting has been waived by the hotel, there is no charge to the participant for Association Business Meeting space.

Please return complete registration form with your check payable to "FJAA Conference Fund" to:

Dianne P. Hillman, Judicial Assistant  
Chambers of Chief Judge Margaret B. Seymour  
United States District Court  
Matthew J. Perry Jr. United States Courthouse  
901 Richland Street, 3rd Floor  
Columbia, SC 29201

\*\* Optional events are non-refundable as of September 14, 2012.



Annual FJAA Educational Conference  
San Diego, California  
October 5 - 7, 2012

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Day 1-Friday

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**Honorable Barry Ted Moskowitz**  
**Chief Judge**  
**United States District Court**  
**Southern District of California**

**8:45 a.m.**

After graduating from Rutgers University Law School with high honors in 1975, Judge Moskowitz clerked for the Hon. Leonard I. Garth at the U.S. Court of Appeals for the Third Circuit. He then joined the U.S. Attorney's Office for the District of New Jersey where he worked until 1982. During that time, he also served as an Adjunct Professor of Law, first at Seton Hall University Law School (1980 -81) and then at Rutgers University Law School (1981-84). He left the U.S. Attorney's Office to pursue private practice in commercial and banking litigation at the firm of Williams, Caliri, Miller and Otlely in New Jersey from 1982-85 prior to moving to the Southern District of California and accepting a position as Chief of Financial Investigations and Forfeitures Unit with the U.S. Attorney's Office in San Diego. Judge Moskowitz was appointed as a United States Magistrate Judge on September 2, 1986 and served the Southern District of California in that position until January 2, 1996 when President Clinton appointed him as a District Judge. Judge Moskowitz began his tenure as Chief Judge of the Southern District of California on January 22, 2012.

**Welcome**

Judge Moskowitz will welcome the Federal Judicial Assistants Association to San Diego.

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**Rebecca Fanning**  
**National Outreach Manager for the Federal Courts**  
**Administrative Office of the U.S. Courts**

**9:00 a.m.**

As the federal courts' national outreach manager, Rebecca Fanning develops original initiatives that occupy a distinctive niche in civic education nationally. They are true-to-life courtroom simulations conducted by judges, attorneys, high school students, and their teachers in federal courts across the nation. She launches several interactive courtroom events every year on contemporary topics including texting while driving, cyberbullying, and Bill of Rights issues that have an impact on teens.

Programs and resources can be found on the [federal courts' web site](#). The long-range objectives of these programs are to introduce young people to the human face of the judiciary; to give them a positive first exposure to the courts; and to motivate them to serve willingly on juries when called.

Rebecca started the federal courts' educational outreach function at the Administrative Office of the U.S. Courts in 1998, after 10 years as the Court Information Officer for the Minnesota Supreme Court. Rebecca started her career as a reporter for United Press International, and she was the public relations director at the Star Tribune in Minneapolis. Rebecca has written for professional journals and made presentations on media relations and community outreach at national and international conferences.

**Rebecca Baertsch**  
**Judicial Assistant to Hon. Donovan W. Frank**  
**District of Minnesota**

Rebecca Baertsch has been a member of the FJAA since joining U.S. District Judge Donovan W. Frank's staff as his Judicial Assistant in 1998. She served as the FJAA's Eighth Circuit Representative from 2009-2011 and has been elected to serve as the FJAA's Secretary for the 2012-13 term. She also previously served a two-year term as the Eighth Circuit Judges Secretaries Advisory Group (JSAG) Representative. Prior to coming to the federal court, Rebecca worked for the State of Minnesota for 20 years as a legal secretary and Assistant Office Manager for the Minnesota Attorney General's Office, as a Word Processing Supervisor for the Office of Lawyers Professional Responsibility, and as a Judicial Administrative Assistant to Minnesota Supreme Court Justice Alan C. Page.

Rebecca is actively involved with the Twin Cities Legal Employees Educational Association, an association for legal support staff in the Twin Cities area, and currently serves as their Treasurer. She also continues to be an active volunteer with the Page Education Foundation.

**Community Outreach**  
(Virtual Presentation)

- (15 minutes) **Open with an attention-getting video that they can use.** (Total Presentation Time: 10 minutes)
- *America: The Beautiful Mosaic (5 minutes)*
- An inspirational video/slide show for and about naturalization ceremonies.
- How it relates to FJAA**
- **Example of:** How FJAA members and the AO can work together on outreach. Courts provided the images and the AO produced the video/slide show.
- Time for comments: 5 minutes**
- (10 minutes) **Overview of national outreach objectives, initiatives, and resources.** (Total Presentation Time: 5 minutes)
- Internet tour of [Educational Resources](#) pages on <uscourts.gov>
- Highlights: Jury Service Video
- How it relates to FJAA**
- **Example of:** Office of Public Affairs produces materials that are ready for immediate use with no additional research or development. Programs and resources are for courthouse tours, courtroom programs, and classroom visits.
- Time for comments: 5 minutes**
- (20 minutes) **Show annual national initiative video they can implement.** (Rebecca F. Presentation Time: 5 minutes. Becky B. Presentation Time: 10 minutes)
- *Open Doors to Federal Courts* Rebecca Fanning (5 minutes)
- Flagship program hosted by courts across the nation for local high school students.
- How it relates to FJAA**
- **Example of:** Pre-packaged national program ready for courtroom use on Law Day, Constitution Day, or any day agreed upon with the participating schools.
  - Program Example: Becky Baertsch, District of Minnesota (10 minutes)
- Time for comments: 5 minutes**
- (10 minutes) **Show an inspirational video that they can contribute to and use.** (Total Presentation Time: 5 minutes)
- *Pathways to the Bench (4 minutes)*
- First-person stories of judges who have overcome obstacles in their growing-up years to serve on the bench.
- How it relates to FJAA**
- **Example of:** How courts can be an information source, recommending judges who might be candidates for interviews.
- Time for comments: 5 minutes**
- (5 minutes) **Show the JNET National Outreach Catalog they can contribute to and use.** (Total Presentation Time: 5 minutes)
- Tour highlights of the catalog focusing on program descriptions and pictures of a variety of programs initiated by courts.
- How it relates to FJAA**
- **Example of :** Other courts' successes, resources, and coordinator contacts.
- Time for comments: 5 minutes**

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**Eric Drickersen**  
**Federal Bureau of Investigation**  
**San Diego Division**

**10:15 a.m.**

Biography unavailable at time of printing.

**Border Issues and Mexican Drug Cartels**

Course description unavailable at time of printing.

Judge McKeown was appointed to the United States Court of Appeals for the Ninth Circuit by President Clinton and was confirmed by the United States Senate in 1998.

She was born in Casper, Wyoming. She attended the University of Madrid and graduated Phi Beta Kappa from the University of Wyoming in 1972 with a B.A. and from Georgetown University Law Center in 1975 with a J.D. She received an honorary doctorate from Georgetown University in 2005. Judge McKeown was a White House Fellow in 1980-1981, serving as Special Assistant to the Secretary of the Interior and Special Assistant at the White House. In 1993, she served as a Japan Society Leadership Fellow.

After law school, Judge McKeown joined the law firm of Perkins Coie and was a partner in the Seattle and Washington, D.C. offices before joining the bench. The Seattle-King County Bar Association honored her with its Outstanding Lawyer of the Year Award and she was named by the *National Law Journal* as one of “the 50 Most Influential Women Lawyers” in the United States. She has received a number of other awards, including the American Bar Association’s 2010 Margaret Brent Women of Achievement Award, the University of Wyoming A&S Outstanding Alumna, the Georgetown University Law Center Outstanding Alumnae Award, the Outstanding Mentor Award from Big Sisters, the Federal Bar Association Community Service Award, and the Girl Scouts’ “Cool Women” Award.

Judge McKeown serves as President-elect of the Federal Judges Association and President of the Association of Business Trial Lawyers of San Diego. She is the Chair of the ABA Rule of Law Initiative Latin America and Caribbean Council and past Chair of the ABA Committee on Federal Judicial Improvements. She is a member of the Council of the American Law Institute and serves on the Advisory Board of the American Judicature Society and the American Society for International Law Judicial Advisory Board. Judge McKeown is on the managerial board of trustees of the International Association of Women Judges and serves as Vice Chair of the Georgetown Law Board of Visitors. She previously served as chair of the Judicial Conference of the United States Codes of Conduct Committee.

Judge McKeown is the Jurist in Residence and an adjunct professor at the University of San Diego Law School. She is also a Distinguished Visitor from the Judiciary at Georgetown University Law School. She has lectured and taught extensively overseas, including China, Europe, and Latin America. A frequent participant in legal seminars on judicial ethics, international law, litigation, computer law, and intellectual property, Judge McKeown is co-author of “Trial Tactics in Trade Secret Litigation,” *Intellectual Property Counseling and Litigation* (Matthew Bender); “The Promises of a New World Information Order,” *The Knowledge Economy* (Aspen Institute); “The Lost Sanctuary: Examining Sex Trafficking Through the Lens of *Ah Sou*” (Cornell Journal of International Law); “The Counsel Conundrum: Effective Representation in Immigration Proceedings,” *Refugee Roulette* (NYU Press); “Happy Birthday Statute of Anne: The Dance Between the Courts and Congress” (Berkeley Technology Law Journal); and “To Judge or Not to Judge: Transparency and Recusal in the Federal System (The Review of Litigation). She is also an author of *Business and Commercial Litigation in Federal Courts* (West Group).

Judge McKeown has been active in community and civic affairs. She is on the board of the La Jolla Music Society. She has served on the national boards of Volunteers of America and Girl Scouts of the U.S.A. She is the past chair of the White House Fellows Foundation.

**Ethics in the Real World -- Why Bad Things Happen to Good People;  
The Pitfalls of Social Networking and the Internet; Ethics Update**

With near-universal reach, lightning speed, and ever-accessible permanence, social media highlight existing ethics issues and raise new challenges. This program will explore judicial ethics in the age of social networking, and explain why the best ethics response in the face of new technology might just be a return to tried-and-true basics.

Key Themes Include:

Identifying ethics pitfalls related to social media

Managing heightened privacy, security, and confidentiality challenges

Formulating common sense checks and balances



**Vicente Angotti**  
**Director of Information Technology**  
**United States District Court**  
**Southern District of California**

**2:00 p.m.**

Vicente Angotti is the Director of Information Technology for the Southern District of California. A native of Sao Paulo, Brazil, Mr. Angotti earned his JD from Faculdade Metropolitanas Unidas in 1996. Because of his love for computers, he returned to school and earned a Bachelor of Science degree in Computer Science in 2000. In 2001, Mr. Angotti immigrated to the United States and began working for C3 Technologies in San Diego until joining the United States District Court of Nevada in 2003 as an Assistant IT Manager. In 2010, Mr. Angotti accepted his current position as Director of IT for the Southern District of California.

**Understanding and Avoiding Security Breaches When Using the Internet**

The computer has become such a commonplace tool that we often forget the electronic fingerprint left on every email sent and every website visited. Understanding how this process works and how the security on your computer can be breached may help you avoid embarrassing, and sometimes terminatable situations. We will explore how hackers work, contrasting attacks against users v. attacks against systems, as well as dictionary attacks v. brute force attacks. We will learn how spam and phishing can get past security software and discuss how to avoid conflicts with the ethics guidelines of the U.S. Courts.

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**David Allen**  
**Architect/Project Manager**  
**United States District Court**  
**Southern District of California**

**3:15 p.m.**

David Allen has been working for the U.S. District Court for 15 years and is currently the Court's Project Architect for the Southern District of California. He previously served in the same capacity for the Northern District of Ohio as well as the Northern District of Illinois. During his first four years in San Diego, David continued his involvement with the design and construction of the new Courthouse in Rockford, Illinois, thereby serving as court architect on two concurrent federal courthouse projects, located 2000 miles apart from each other. Prior to his work for the U.S. District Court, David worked in the private sector where he was involved in several types of projects – commercial buildings, healthcare, neighborhood redevelopment, and building restorations. For those familiar with downtown San Francisco, you may have visited one of the projects that David is proud to have been a part of - the award winning Embarcadero Center as well as the G.W. Marriott Hotel. At various periods in his career, David was associated with both the design firm of the Bayfront Hilton and well as the firm responsible for the restoration of the historic Balboa Theater, both in downtown San Diego. David grew up in Bay Village, Ohio, a small town 20 miles west of the city of Cleveland. David obtained his degree in Environmental Design from Miami University in Oxford, OH. He now lives in San Diego with his wife, who works as an Administrator at Palomar College. They have five grown children and four grandchildren living across the country.

**Tour of the newest United States District Courthouse**

When construction of the new San Diego Courthouse Annex began in November 2008, the project team set a goal to complete the project within 36 months. Today, after nearly three years of intense construction activity on- and off-site, the work continues to proceed smoothly on schedule toward completion this fall. Work on the building interiors is progressing in an orderly manner, floor by floor, up through the tower. Most of the interior spaces have been constructed and are nearly complete, including the Jury Assembly Rooms, Clerk of Court offices, Courtrooms and Chambers spaces, and the new U.S. Pretrial space. Work also is nearing completion in the U.S. Marshals' control and detention areas.

As construction completion nears, the Court is actively planning for the move into the new space. Procurement of network communications and audio-visual services are underway, a furniture acquisition plan has been prepared, and a detailed move schedule is under development. Plans are being made for building orientation training, including occupant emergency plans, security access, and day-to-day operations.

The 16-story annex, located immediately west of the Edward J. Schwartz Courthouse, will house roughly 285,000 square feet of

eventual expansion space for the Southern District of California. Rising 16 stories above Broadway and State Streets, space will initially be provided for 6 full-size district courtrooms and 12 chambers suites. Offices of the Clerk of Court, U.S. Pretrial Services, and the U.S. Marshals Service, currently housed in the downtown Federal Building and other leased space, will be relocated to the new building. Initially, other federal tenants will be located in the Annex in space ultimately designed for eight future district courtrooms and chambers. Underground corridors and an 80,000 square foot, landscaped public plaza will connect the new building to the existing Schwartz Courthouse, which shall remain in full service by the Court. The new courthouse annex is on track to achieve, at minimum, LEED Silver certification by the U.S. Green Building Council.

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## Day 2 - Saturday

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**Debra Henson, CSR, RPR**  
**Official Court Reporter**  
**United States District Court**  
**Southern District of California**

**9:00 a.m.**

Ms. Henson has been the Official Court Reporter to the Honorable Jeffrey T. Miller, U.S. District Judge for the Southern District of California, for over 20 years. Ms. Henson has been a court reporter for 28 years, practicing in the superior courts of Arizona and California and the U.S. District Court. She received her certification as a Certified Shorthand Reporter (CSR) for the State of California in 1986, certification as a Registered Professional Reporter (RPR) and Certified Program Evaluator (CPE) by the National Court Reporters Association in 1991, and certification by the State of Arizona (CR) in 1985 and 2008. Ms. Henson is a proud Navy veteran (1974-1979), attended the University of Maryland, European Division (Rota, Spain), during her military service, and sings alto in a local community choir, Peninsula Singers, fresh from its Carnegie Hall performance of Beethoven's Mass in C. She is also in the midst of training her German Shepherd puppy, Gem, to sit, stay, and fetch the morning coffee.

### Proofreading and Grammar

*Eats, Shoots & Leaves*

What's the picture in your mind's eye when you read that line?

How about this: *Eats shoots and leaves*

If you're picturing a murderous panda with a revolver walking out the door, you'll have a fun time in this irreverent and fun look at the English language's obscure and odd – and oh, so necessary – rules of punctuation. Prizes awarded!

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**Bruce Ragsdale**  
**Chief, Judicial History Program**  
**Federal Judicial Center**

**10:30 a.m.**

Bruce A. Ragsdale has served as the director of the Federal Judicial History Office at the Federal Judicial Center in Washington, D.C., since 1995. He is editor in chief of *History of the Federal Judiciary*, an on-line encyclopedia of federal court history and judicial biographies. He has also developed numerous civic education projects related to the history of the federal judiciary, including programs that bring together federal judges, scholars, and high school teachers to develop history curriculum.

Bruce Ragsdale served as deputy historian of the U.S. House of Representatives from 1985 to 1994 and has taught U.S. history at the University of Virginia and Catholic University. He is the author of *A Planters' Republic; The Search for Economic Independence in Revolutionary Virginia* and other works on trade and politics in the eighteenth-century Chesapeake. He has also published works on the history of the U.S. Congress and the federal courts. He has served on advisory boards of Mount Vernon, the Papers of George Washington project, and the American Bar Association's Division for Public Education, and he is active in several national historical associations. He received his Ph.D. in history from the University of Virginia.

### Documenting a Judge's Service: The Value of Chambers Papers and How to Preserve Them for Historical Research

A judge's chambers papers and other personal records document the work of the federal courts in unique and valuable ways. These papers are an essential supplement to the official case files. Students of federal judicial history have used judges' papers too. This session will discuss how historians and educators have relied on judges' papers to engage and inform students about the history of our constitutional system.

Judges' papers are not part of the judicial record preserved at the National Archives, and will be secured for future generations only if the judge donates them to a research institution. The session will review the steps to selecting a repository for donation of the chambers papers and explain how judicial assistants can facilitate this process. The session will also review the management of non-current records in chambers and the process of archiving records.

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**Robert Prentice**  
**Professional Development Systems**  
**Human Resources Consultant, Motivational Speaker & Trainer**

**1:00 p.m.**

Bob Prentice of Professional Development Systems and the host of Prairie Beacon Radio challenges you to live your life with attitudes of excellence. Become a better person as you listen and are challenged to strive and aspire for excellence. Stories, quotes, poems and attitudes all part of the agenda in this series. Remember that Success is an Attitude.

**Attitudes for Excellence**  
(Virtual Presentation)

This 60-minute "Live Webcast Via Skype" is designed to "Wake Up" the sleeping giant and the potential in the people who attend this conference. The attendees will learn, discover, and hear about powerful goal-achieving tools, motivational resources and life enhancing ideas that will help each person achieve greater happiness and incredible success in both their personal and professional lives.

I will be using personal stories, principles, and attitudes that I have applied and utilized in living my life. Those who attend will see and discover how they can do the very same thing. The session participants will laugh, learn, and make more effective life decisions as a result of participating in this special life-changing event.

**Key Themes Included:**

- Negatives into Positives
- Personal Motivation
- The Goal Achieving Formula
- The Four Phases of Attitude

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**Stephanie Lawley**  
**Judicial Assistant**  
**United States District Court**  
**District of Alaska**

**2:00 p.m.**

Stephanie Lawley has been a Judicial Assistant to the Honorable Timothy M. Burgess, U.S. District Judge for the District of Alaska, for six years. Prior to her employment with the U.S. District Courts, she worked for the Alaska State Courts as a Courtroom Deputy for ten years, for the Alaska Judicial Council and for the President of the Alaska State Senate. Stephanie received her B.A. in Criminal Justice from Stephen F. Austin State University in Nacogdoches, Texas, and her Master's Degree in Public Administration from the University of Alaska Anchorage. She is completing her Judicial Administration Certificate from Michigan State University.

Stephanie proudly served as your 9th Circuit FJAA Representative for two years and loves traveling to sister Ninth Circuit courts in Arizona and California with her judge. In 2010, she performed a Temporary Duty Assignment at the AO's Office of Long Range Planning working on the *Strategic Plan for the Judiciary*. Stephanie is active in Special Olympics Alaska, the American Society for Public Administrators, and the University of Alaska Alumni Association.

**Anticipating & Adapting -- Changes in the Workplace**

In the ever-changing workplace and society we live in today, change is inevitable! This session will focus on anticipating change and maintaining resiliency when adapting to change. With the impending budget constraints—changes in personnel, funding, technology, and training opportunities are just a few of the topics to be explored in this educational session. This course will help participants develop strategies to overcome the challenges faced by chambers’ staff without becoming overwhelmed. Balancing new responsibilities with less support, recognizing the model for change, and maximizing your own tools to successfully anticipate and adapt to changes will be presented. Attendees will identify challenges and opportunities that change brings and how to successfully take advantage of them. Existing education, training, and development opportunities within the federal judiciary will be identified. Ideas for collaboration, cooperation, and teamwork between chambers and clerk’s staff during times of organizational change will be explored in an effort to minimize pressure and foster a more productive workplace.

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**Karen Scales**  
**Training Specialist**  
**San Antonio Training Center**

**3:15 p.m.**

Karen Scales is a Training Specialist for the Administrative Office of the United States Courts/OIT-SDSD-TB. She joined the San Antonio based Training Center in 1990. Karen currently works with national Judges Information Technology training, the new financial program (FAS4T), and e-Learning technologies. She specializes in training on the Lotus family of applications – including Notes, Quickr, and Connections. Karen also is very knowledgeable in Microsoft products such as Word, PowerPoint, and Excel.

Karen earned her Bachelor of Business Administration from the University of Texas in Management, received certification in Distance Learning technologies from Oklahoma State University, and now has 30 years’ experience in training and development for a variety of industries covering a diverse list of software applications.

Karen is a frequent traveler and always finds unique places to visit. The home family menagerie includes two kids, two dogs, and two cats. Karen is a performer with "Ethics Follies" (a singing/dancing troupe made up of legal professionals), sings with a community choral society, and performs in local musical theater. Another favorite hobby is exploring the subject of wine. *In vino veritas.*

**Traversing the Word Processor Bridge**

*aka Surviving the Challenges of the WordPerfect to MS Word Transition*

You've been working with WordPerfect since the 1990's and know every keyboard shortcut by heart; in fact, [Shift]+[F7] is your friend. It is second nature to work in Reveal Codes because you have super clear vision to control exactly what is going on in every document. You do not understand why there is so much controversy with respect to the judiciary switching word processors. There is no reason to give up macros, templates and mail merge programs we've been using perfectly well in our chambers for years. You fondly miss the white letters on the blue background in old WP -- it was soothing on the eyes. If you find these statements to be true and they resonate with you, then this session is for you! This session will help you traverse the word processor bridge and survive the challenges of making the WordPerfect to MS Word transition. We'll talk about real life survival techniques, tools, and tricks you can use right now plus explore practical advice for working through the top three challenges you will confront during your future transition.

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**Debra Newman**  
Certified Paralegal  
Chambers of U.S. Magistrate Judge Valerie P. Cooke

4:45 p.m.

Debra Newman received her professional legal secretary diploma from Morrison University in 1992. She went on to obtain certifications in paralegal studies and advanced legal research and writing from the University of Nevada, Reno in 1994. Debra successfully sat for the CLA exam offered by the National Association of Legal Assistants (NALA) in 2006 and now meets the qualifications as a Certified Paralegal. Debra has worked for Magistrate Judge Valerie Cooke since October 1995 when she began working at the law firm of McDonald Carano Wilson LLP. She then was fortunate enough to be asked to join Judge Cooke as her judicial assistant upon her appointment in November 1999. As judicial assistant, Debra has volunteered to serve on various committees, including the CM/ECF implementation, CLEAR Court, and Inmate Mediation committees. For five years, Debra served on the board of the Sierra Nevada Association of Paralegals (SNAP) and was elected to serve as president from 2003-2005. SNAP coordinates an educational seminar for its members each year and organizes monthly continuing legal education luncheons. In 2002 and 2004, SNAP proudly hosted the National Association of Legal Assistants (NALA) in Reno for their annual national convention. Debra served on the FJSA board from 2005 to 2009 as secretary, vice president, president-elect, and president. She was the chair of the 2008 Albuquerque conference committee, and also served on the annual conference committees in 2004, 2009, and 2010. Debra is currently the Ninth Circuit Representative on the Judges Secretaries Advisory Group to the Administrative Office of the U.S. Courts.

**JSAG & the AO: A Partnership for Advice, Assistance & Education  
for Judicial Assistants.**

An overview of the Judicial Secretaries Advisory Group, its function, responsibilities, membership, mission, and current projects.