

Chief District Court Clerks Certification Program

The Embassy Suites
Hot Springs, AR

Friday, August 14, 2015

- | | |
|---------------|---|
| 7:30 - 8:30 | Registration/Breakfast in Atrium |
| 8:30 - 10:00 | Tips You Can Use: Managing Human Resources
Krystal Mann, <i>Staff Attorney - AOC</i> |
| 10:00 - 10:15 | Break |
| 10:15 - 11:30 | Fundamental Issues in Caseflow Management
Vicki Evans, Trial Court Administrator, Thirteenth Judicial District
Staci Huber, Chief Court Clerk, Clark County - Arkadelphia Department |
| 11:30 - 12:30 | Lunch |
| 12:30 - 1:15 | An Update on the Tax Offset Program
Autumn Hemphill, Arkansas Department of Finance and Administration |
| 1:15 - 1:30 | Break |
| 1:30 - 2:15 | End of the Month Reports: Where Does All the Money Go?
Keith Caviness, Administrative Office of the Courts
And Members of the Certification Committee |
| 2:15 - 2:30 | Break |
| 2:30 - 3:30 | You're the Boss: How to Put Friendship Aside in the Office
Minnie Lenox, Human Resource Director, City of Hot Springs |