



ARKANSAS ADMINISTRATIVE OFFICE OF THE COURTS

**DISTRICT COURT CLERKS
CERTIFICATION PROGRAM
NOVEMBER 20TH, 2009
THE HOLIDAY INN, SPRINGDALE**

FRIDAY, NOVEMBER 20TH

- | | |
|---------------|---|
| 8:00 - 8:30 | Registration and Continental Breakfast |
| 8:30 - 9:30 | Things to Look for to Prevent Fraud: Money handling Procedures, Sequence of Duties, and Quick Tips for a Small Office Tom G. Porterfield, CPA <i>Porterfield Killingsworth CPA, PLLC</i> |
| 9:30 - 9:45 | Break |
| 9:45 - 10:45 | ACIC Update: Record Expungement Procedures Lesa Winston and Terry Smith <i>Arkansas Crime Information Center</i> |
| 10:45 - 11:00 | Break |
| 11:00 - 12:00 | Civil Issues Update: Small Claims, Landlord/Tenant Act, and Bankruptcy Hon. David Saxon <i>Fort Smith District Judge</i> |
| 12:00 - 1:00 | Lunch |
| 1:00 - 2:00 | Characteristics of Armed Persons and Tips for Protecting Yourself Jason Lawrence <i>District Court Administrator, Hot Springs</i> |
| 2:00 - 2:15 | Break |
| 2:15 - 3:15 | Upbeat Customer Service and Time/Stress Management Andy Core, MS <i>Lifestyle Realist</i> |