



Idaho State Judiciary E-News

As the Third Branch of Government, we provide access to justice through the timely, fair, and impartial resolution of cases.



Thanks, Mom!

Notice of Recruitment for Kootenai County Magistrate Judge

The Magistrate Commission of the First Judicial District is seeking applicants for the position of Magistrate Judge for Kootenai County, to fill the vacancy created by the retirement of Judge Penny Friedlander. [Click here](#) for more information.

Nez Perce County Magistrate Judge Interviews Announced

On May 13, 2014, the Magistrates Commission of the Second Judicial District will interview the following candidates for the Nez Perce Magistrate Judge position:

- Michelle Evans, senior deputy prosecutor for Latah County, Moscow
- Mary Gigray-Shanahan, assistant city attorney, Lewiston
- Julie Kane, managing attorney for Nez Perce Tribe, Lapwai
- Vickie Olds, private practice attorney, Grangeville
- Karlin Seubert, private practice attorney, Lewiston
- Mia Vowels, deputy prosecutor for Latah County, Moscow

Contested Judicial Election Attorney Survey Results Available

The Idaho State Bar recently conducted a survey of its members on the qualifications of candidates in contested judicial elections. The Idaho State Bar conducts this survey and disseminates the survey results to help voters learn more about the judicial candidates. The May 20th primary election will include eight contested judicial elections. [Click here](#) for survey results.

Human Resources News

Open enrollment is April 28, 2014 thru May 16, 2014

[Click here for the memo](#) which provides detailed information from the Office of Group Insurance about the following items:

Open Enrollment Deadlines	Premium Increases
Plan Enhancements	thriveidaho
Flexible Spending Accounts (FSA)	Dependent Eligibility Verification

Enrollment or re-enrollment for the Flexible Spending Account is done through the State Controller's Office website at www.sco.idaho.gov. [Click here](#) for step-by-step instructions on how to complete the enrollment.

Current Position Openings

—> [Click here](#) for a complete description of the positions and application materials.

- Network analyst: The Idaho Courts have a career opportunity for a Network Analyst to manage the Idaho Judicial Branch's local area network (LAN) and wide area network (WAN) equipment for the Idaho Supreme Court, Court of Appeals, county courts and other remote offices throughout the State of Idaho. Application packets must be received by **Thursday, May 15, 2014 by 5:00 pm, MDT.**

In This Issue

- Notice of Recruitment for Kootenai County Magistrate Judge
- Nez Perce County Magistrate Judge Interviews Announced
- Contested Judicial Election Attorney Survey Results Available
- Human Resources News, including **OPEN ENROLLMENT NEWS — DEADLINE: May 16 !!!**
- Understanding the SRBA Resolution—Save the Date for the celebration: August 25-26
- Judicial Education News

Links of Interest

- [News Articles for this week](#)
- [NCSC "In the News" this week](#)
- [Gavel to Gavel this week](#)
- [CSG Criminal Justice/Behavioral Health Newsletter](#)

Summary of ISC|COA Published Opinions

[April 17-30, 2014](#)

Training & Education Corner

[Click here](#) for the Judicial Education website, including all upcoming & archived trainings for Judges, Clerks, and Court Reporters! [Click here](#) for Judicial Conferences or webinars.

HR / Finance Links of Interest

[HR Recruitment Report](#) 05-09-14

Health Matters: [Wellness News](#)

Other HR resources:

[Employee Self-Service \(ESS\)](#) ← **NEW**

[Tips for using ESS](#) ← **NEWER**

[Employee Handbook](#)

[Salary Affidavits & Travel Vouchers](#)

[We're Here to Serve You!](#)

Court Committees: Agendas and Minutes

[Minutes: April 17-18 Administrative Conference](#)

[Minutes: Drug Court & Mental Health Court
Coordinating Committee 04-02-14](#)

[Minutes: Child Protection Committee April 2014](#)

[Minutes: Child Protection Advisory Team 04-09-14](#)

[Minutes: Advancing Justice 11-22-13](#)

Judicial & Administrative Calendar

[Calendar](#) as of April 11, 2014

NOTE: Due to security concerns, locations are not posted on the [Website calendar](#).

Your Corner . . .

Note: "Your Corner" pages are intended as an archive of articles of interest to a particular group. Once a story has been included in the E-News, it will then be "parked" in a group's page, as appropriate.

[Judges](#) (last updated 08-30-13)

[Elected/Deputy Clerks](#) (Newly updated 03-14-14)

[Court Reporters](#) (updated 12-20-13)

Need Technical Assistance?

Email: helpdesk@idcourts.net

Online Form: www.isc.idaho.gov/helpdesk

Or Call: 208-334-3868



UNDERSTANDING THE SRBA RESOLUTION

A FOUNDATION FOR IDAHO
& NATIONAL WATER POLICY

August 25-26, 2014 • Boise Centre

Save the Date!

We are pleased to announce a celebration of the conclusion of the Snake River Basin Adjudication to be held in Boise, Idaho on August 25-26, 2014.

This historic adjudication of surface and ground water rights in the Snake River Basin in Idaho will be celebrated with a conference on Monday August 25th featuring nationally known water law experts. Monday will conclude with a reception, dinner with a special keynote address, and the ceremonial signing of a final unified decree.

Tuesday morning will feature a panel on the future of water policy planning hosted by **Governor Dirk Kempthorne** and sponsored by the **Kempthorne Institute**.

Watch for further details and registration information in the mail. Questions can be directed to Terri Muse Assistant Dean for External Affairs, University of Idaho College of Law tmuse@uidaho.edu

Human Resources News continued from page 1 . . .

Current Position Openings (continued ...)

- Virtualization and storage administrator: The Idaho Courts have a career opportunity for a Virtualization and Storage Administrator to manage the Idaho Judicial Branch's virtualization, storage and backup and recovery systems. Application packets must be received by **Monday, May 19, 2014 by 5:00 pm MDT**.

Project manager, information technology: The Idaho Judicial Branch seeks qualified candidates for a Project Manager position to plan, coordinate, implement and manage information technology (IT) projects that have statewide scope and impact. This is a temporary position to be filled from June 2014 through June 2017. Application packets must be received by **Mon., May 19, 2014 by 5:00 pm MDT**.

Judicial Directory Available Online

[Click here](#) for the online, public judicial directory. We have created a "clickable" table of contents. **Please review the information in the document, and if changes are needed, please email the Human Resources office at hr@idcourts.net with the correct information. Thank you!**

Problem-Solving Court Graduations & News

Lemhi County Adult Felony Drug Court
May 12 @ 4:00 p.m.
Lemhi County Courthouse, Salmon

Kootenai County DUI Court
May 13 @ 6:00 p.m.
Kootenai County Courthouse, Rm. 8
Coeur d'Alene

Ada County Juvenile Drug Court
May 13 @ 3:30 p.m.
Denton Building, 6300 Denton, Boise
Judge Harrigfeld's Courtroom

Mini-Cassia Juvenile Drug Court
May 13 @ 3:30 p.m.
Cassia County Courthouse, Rupert

Bannock County DUI Court
May 13 @ 5:30 p.m.
Bannock County Courthouse, Pocatello

Canyon County Misd./DUI Court
May 14 @ 5:30 p.m.
Canyon County Courthouse, Caldwell

Ada County DUI Court
May 14 @ 5:30 p.m.
Ada County Courthouse, Boise

Nez Perce County Felony Drug Court
May 15 @ 5:00 p.m.
Nez Perce County Courthouse, Lewiston

Kootenai County Felony Drug Court
May 19 @ 3:00 p.m.
Kootenai County Courthouse, Rm. 12
Coeur d'Alene

Bonner County Felony Drug Court
May 20 @ 5:00 p.m.
Bonner County Courthouse, Sandpoint

Clearwater County Felony Drug Court
May 20 @ 3:00 p.m.
Clearwater County Courthouse, Orofino

Ada County Juvenile Drug Court
May 20 @ 3:30 p.m.
Denton Building - 6300 Denton
Judge Harrigfeld's Courtroom, Boise

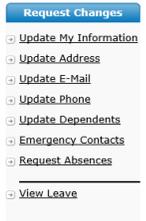
Ada County Mental Health Court
May 22 @ 6:00 p.m.
Ada County Courthouse,
Commissioners' Hearing Room, Boise

*To have graduations included in the
Court E-News, email Craig at
cbarnes@idcourts.net.*

Human Resources News continued from page 2 . . .

Employee Self-Service (ESS) Tip

Need to update your information or view your leave quickly? Here's how: On your "home" page, look under Request Changes, where you'll find shortcuts to update your information as well as view your leave.



Completing Timesheets On ESS

When submitting a timesheet through ESS, there are two steps to complete the timesheet process:

Judges: If leave is used during a month, create a timesheet and record the day and hours used on the timesheet. If you are not ready to complete the timesheet, click **SAVE**. If you are ready to submit to HR for processing, scroll to the bottom and click **SUMMARY**. A summary of leave used will appear. If the summary is correct, then click **COMPLETE**. After you have clicked **COMPLETE**, the timesheet is sent to HR for processing, and you will receive an email indicating that your timesheet is complete. If you do not receive this email, then you have not completed the process.

Employees: Once you have created a timesheet, if you are not ready to submit the timesheet for approval, click **SAVE**. If you are ready to submit to your supervisor for approval, click **SUMMARY**. A week-by-week summary will appear. If the summary looks correct, click **SUBMIT**. After you have clicked **SUBMIT**, the timesheet is sent to your supervisor for approval. Once it has been approved, you will receive an email indicating that your timesheet has been approved. If you do not receive this email, then your timesheet has not been submitted for approval.

Judicial Education News

Legislative Update: Join us for a Webinar on May 27

Space is limited. [Click here](#) to reserve your Webinar seat now!

Please join us from 3:00–4:00 p.m. MDT on Tuesday, May 27, 2014 for the annual Legislative/Rules Update Webinar **for clerks statewide**. Participants will receive an update on new legislation, new rules developed in the past year, and how these changes impact the courts.

After registering, you will receive a confirmation email containing information about joining the Webinar.

News from Judges' Criminal Justice/Mental Health Leadership Initiative

The newsletter describes judicial training, some of which is broader than problem-solving court judges.