



## 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.*



### Norma Jaeger Honored with Lifetime Achievement Award

The Idaho Conference on Alcohol and Drug Dependency (ICADD) recently presented Norma Jaeger with the 2014 Lifetime Achievement Award in recognition of her professionalism, her varied contributions, and her passionate commitment to the substance use disorders profession.

Congratulations, Norma!



### In This Issue

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### 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.

No Cost Training on the *Science of Addiction and Medication Assisted Treatment* provided by Justice Leaders System Change Initiative (JLSC) and the National Judicial College (NJC) . [Click here](#) for information.

#### Fundamentals of E-Discovery for State Court Judges - A Webcast

June 11, 2014 | 12:00 p.m. PT

[REGISTER FOR THIS COURSE](#). Much of the evidence presented in American courtrooms today is never printed or available in a paper format. Evidence is electronically stored on computers, tablets, cell phones and other electronic devices. In 2006, the Federal Rules of Civil Procedure were amended to include electronically stored information (ESI) as a separate category of discoverable materials and to address some of the challenges related to electronic discovery. Many states have changed, or are in the process of changing, their rules of civil procedure to accommodate e-discovery.

[IAALS, the Institute for the Advancement of the American Legal System](#), and The National Judicial College are pleased to present Fundamentals of E-Discovery for State Court Judges. This webcast will enable judges to: (1) adjudicate disputes involving ESI, including the identification, preservation, search, review, production, and admission of ESI; (2) apply ESI terminology such as metadata and native format correctly; and (3) use resources developed by IAALS to assist state judges in effectively handling e-discovery.

The 90 minute webcast is schedule for June 11, 2014 at Noon Pacific Time. The webcast faculty includes Maura R. Grossman, Esq., Hon. Daniel Crothers, and Hon. Thomas Zonay. [REGISTER FOR THIS COURSE](#)

### Links of Interest

- [News Articles for this week](#)
- [NCSC "In the News" this week](#)
- [NCSC Jur-E Bulletin 05-09-14](#)
- [Gavel to Gavel this week](#)
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## 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](#) 05-16-14

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 May 16, 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](mailto:helpdesk@idcourts.net)

Online Form: [www.isc.idaho.gov/helpdesk](http://www.isc.idaho.gov/helpdesk)

Or Call: 208-334-3868



## Human Resources News

### OFFICE OF GROUP INSURANCE

The May issue of the Benefits Focus Newsletter has been posted on their [website](#). This month's issue focuses on [thriveidaho](#), Open Enrollment and the upcoming Dependent Eligibility Verification process.

**BLUE CROSS NEWSLETTER:** [Click here](#) for the May Blue Cross newsletter.

### NEW ROLLOVER FOR FLEXIBLE SPENDING ACCOUNT IN FY2015

If you enroll for the Medical Flexible Spending Account for FY2015, new this year is a \$500 rollover in lieu of the 75-day grace period. This change is only for the Medical FSA. The 75-day grace period is still in effect for the Dependent Care FSA. With regard to the rollover, here is an FAQ to help understand how the rollover is administered. For more information, please visit [www.ogi.idaho.gov](http://www.ogi.idaho.gov). [Click here for the FAQs.](#)

### Current Position Openings

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

- **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 **Monday, May 19, 2014 by 5:00 pm MDT.**

### Employee Self-Service (ESS) Tip

The only Web browser that is supported by ESS is **INTERNET EXPLORER**.

If you create your timesheet using a different web browser, it may appear that it worked, however, it will cause the timesheet to become corrupted and you will have to re-create the timesheet.

When navigating through ESS, **DO NOT** use the browser's **BACK BUTTON**.



Instead, use the navigation buttons in ESS.

### 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.

## Problem-Solving Court Graduations & News

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

Bonner County Felony Drug Court  
May 20 @ 5:00 p.m.  
Bonner County Courthouse, Courtroom 1  
Sandpoint

Clearwater County Felony Drug Court  
May 20 @ 3:00 p.m.  
Clearwater County Courthouse, Room 1  
Orofino

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

Upper Valley (Madison, Jefferson,  
Fremont) Felony Drug Court  
May 21 @ 8:00 a.m.  
Madison County Courthouse,  
2nd Floor Courtroom  
Rexburg

Ada County Mental Health Court  
May 22 @ 6:00 p.m.  
Ada County Courthouse,  
Commissioners' Hearing Room, 1st Floor  
Boise

Caribou County Felony Drug Court  
May 28 @ 6:00 p.m.  
Caribou County Courthouse  
Soda Springs

Caribou County Misd. /DUI Court  
May 28 @ 5:30 p.m.  
Caribou County Courthouse, Room 301  
Soda Springs

**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.

### TEMPORARY LAW CLERK



**Alissa Bassler Price** is the new temporary part-time law clerk serving in Judge Gratton's chambers. Alissa attended University of Idaho College of Law and previously clerked for Justices Jim Jones, Wayne Kidwell, and Chief Justice Gerald Schroeder. Subsequently she worked in both the public and private sectors, and for the last several years has enjoyed raising her children. She is married and has two little boys (3 months and 2 years old) and two step-daughters (13 and 14). She is delighted to be back at the court. Welcome back, Alissa!

### SUMMER EXTERNS



**Chynna Tipton** will be the summer extern for Justice Horton. She just finished her second year of law school at Concordia University School of Law. She is originally from Silverdale, Washington but moved to Boise in 2010 in order to deploy to Iraq with the 116<sup>th</sup> Cavalry Brigade. She immediately fell in love with Boise and decided to move here permanently in 2012. In her spare time she enjoys mountain biking and running in the foothills with her dog, Einstein. *Welcome, Chynna!*



**Matthew Draper** will be the summer extern for the Court of Appeals. Matt grew up in Eagle and has just completed his second year at Concordia University School of Law. He attended the University of Idaho from 2007 until 2011 when he earned his degree in Political Science. In his free time he enjoys being outside, attending sporting events, and traveling. *Welcome, Matt!*