



Items especially of interest to Elected & Deputy Clerks . . .

Date Posted	Topic
03-10-17	<p><u>Attention Clerks! FREE ILETS Conference Available:</u> Registration is now open for the 2017 ILETS Conference. The FREE conference topics include: Cyber Terrorism and Online Threats, Idaho Statute Changes; Protection Orders and No Contact Orders, Fingerprinting, and Gun Rights. This conference is intended to provide multiple topics for multiple types of criminal justice agencies. However, some breakout sessions may be of interest to clerks.</p> <p>Click here for the ISP Announcement about the Conference.</p> <p>Click here for event details and registration. Secure Invite Code is: ILETS</p> <p>For specific questions regarding this event, please email iletsconf@isp.idaho.gov or Sara Breckon, Idaho State Police at sara.breckon@isp.idaho.gov.</p>
02-10-17	<p><u>Transition from KM to Bridge – the New Learning Management System:</u> Idaho Courts are no longer using WestKM for access to the ISTARs Clerks Manual and other education and training resources. Beginning February 13th court clerks across the state will have access to the clerks manual, Odyssey training materials, and other new education courses via the new Learning Management System (LMS), BRIDGE. This transition will happen in a couple of steps:</p> <ul style="list-style-type: none">• Friday, February 10, 2017 all of the elected and lead clerks in the first, second, third, sixth and seventh districts will get an email from the education department describing the new LMS. (Clerks in the fourth and fifth district already are on BRIDGE). Click Here to watch “Introduction to Bridge LMS” video• On Monday, February 13th each individual clerk in these districts will receive a ‘Welcome to BRIDGE’ email providing a link to the LMS application. Please open the BRIDGE link through a chrome browser (Internet explorer does not work well for BRIDGE). Log into BRIDGE using your email address as your user name then set a password of your choosing. If you save the the link in your favorite you have ongoing easy access.• If you do not get the email from BRIDGE on Monday, check your spam/junk folders. Please make any emails coming from this email address as acceptable.• If you for some reason do not get the Welcome to Bridge email or if you have any questions at all, please send those to mailto:CourtQuestions@idcourts.net and one of the education team members will get back to you quickly.
02-10-17	<p><u>iCourt Project Update:</u> In early February, the Idaho Supreme Court held a kick off meeting to prepare the next group of counties to transition to the modernized court case management system. Adams, Benewah, Bonner, Boundary, Clearwater, Gem, Idaho, Kootenai, Latah, Lewis, Nez Perce, Payette, Shoshone, and Washington Counties will migrate to the new court case management system in April 2018 as part of the “Wave 2” implementation. At the kick off meeting in Coeur d’Alene, the Idaho Supreme Court met with district and county leaders from Districts 1 and 2, providing an over-view of the project and what these courts can expect over the coming months. It was an opportunity for clerks, trial court administrators and others who are key to the project to ask questions and meet the individuals who will be helping them throughout the transition.</p> <p>Many of the questions the counties asked at the initial meeting focused on the financial impact of iCourt to counties. They wanted to know who would be responsible for covering the costs to purchase new computers, pay for software upgrades, and reimburse travel for key project activities. The Idaho Supreme Court will provide, setup and maintain new computers and other hardware equipment needed for iCourt. The Idaho Supreme Court will also cover the cost of software upgrades and reimburse the counties for travel expenses associated with major project activities. A cost sharing model between the Idaho Supreme Court and the counties will be</p>

employed for pre go-live training for all users; however, the Idaho Supreme Court will subsidize the majority of these costs (detailed information regarding this cost sharing model will be sent to the specific counties in March). The counties will be responsible for any overtime hours accrued by clerks related to the project activities, which primarily will occur during the go-live transition.

Now that the kick off meeting is complete, the transition to iCourt has begun for these counties. The Idaho Supreme Court is committed to working with each of the counties in Wave 2 to make sure they receive the support they need to make the switch to iCourt successful.

06-29-16 **Report on Uniform Business Practices to Implement Legislative & Rule Changes:** [Click here](#) for the Report to the Idaho Courts on Uniform Business Practices to Implement Legislative and Rule Changes. This report summarizes legislative and rule changes that impact on our judges and clerks and provides guidance on the business practices necessary to implement them. If you have questions, please contact [Michael Mehall](#) / (208) 334-2850. NOTE: A podcast will be available on July 1, 2016 in which presenters Michael Henderson and Cathy Derden with the Supreme Court review changes in rules and law that may impact your business process. [Click here for podcast.](#)

06-29-16 **Revised Forms & Orders Available for Civil Protection Orders:** Senate Bill 1373 has expanded civil protection orders. The new law now allows a person to file for a civil protection order on the basis of malicious harassment (as described in Idaho Code § 18-7902); stalking in any degree (as described in Idaho Code §§ 18-7905 or 18-7906); and telephone harassment (as described in Idaho Code § 18-6710). For these new sections there is no relationship restriction on who may petition the court for protection.

In conjunction with recent statutory and court rule changes, the Idaho Supreme Court has approved revised uniform civil protection order forms and orders that shall be used by all of the courts of the state of Idaho. The new versions go into effect July 1, 2016 to coincide with the new law. Please delete all previous versions of these forms. Judges and court clerks should refer to the Report to Idaho Courts: Uniform Business Practices to Implement Legislative and Rules Changes (see article above) for changes to business processes. There will be new civil filing fee schedule codes as well.

The amended civil protection order forms and orders shall be used by all of the courts of the state of Idaho by Supreme Court Order. These revised orders will also be uploaded into ISTARs and Odyssey. Orders will not be available to the public. The forms used by the public will be warehoused on the Supreme Court's Court Assistance Office (CAO) website. All revised forms including the revised Orders have been sent out to the Administrative District Judges, Magistrate Judges, Trial Court Administrators, Clerks of the Court, as well as CAOs, District Managers, and DV Court Coordinators. If you have questions related to these revised forms please contact [Amber Moe](#) / (208) 947-7451.

06-29-16 Julie Cottrell Announces Retirement July 15th: *"Can I just say it has been such an honor to spend the last nearly 25 years of my life working with the Idaho court system and the judiciary both at the county and the state level? It has been my privilege to work with so many wonderful great and talented people, who I always felt were trying their hardest to do the best work that we could for the great cause of public service and justice in Idaho. I smile as I think about the challenges we have faced together in creating new processes designed to assist the courts in running more smoothly supporting not only court improvements and efficiencies but also creating new structure in support of the laws and new legislation, as well as and with a focus on assisting the people we serve. It has been my privilege to work alongside of you, learning with you, as we moved through so many great and important changes. I have worked with some giants and have made so many lifelong friends! I can honestly say YOU are the best. Thank you for letting me stay a while."*
~~ Julie Cottrell [Information Division]

11-06-15 **"I Speak" Cards Available:** [Click here](#) for the Language Access — "I Speak" Language Identification Guide which your court can use to help identify the language needed to best assist your court customers. Questions? Call 208-947-7418.

10-02-15 **2015 IICM Scheduled:** [Click here for the 2015 IICM Agenda.](#) The conference begins on Tuesday October 27th and will be held at the Riverside Hotel in Boise.

- 09-29-14 **2014 Idaho Institute for Court Management Scheduled:** REGISTER NOW for the Idaho Institute for Court Management (IICM), which will be held on October 20-23, 2014 at The Riverside Hotel in Boise. This program is sponsored by the Idaho Supreme Court, with support from the counties through conference registration fees. Pre-Institute workshops will be held on Monday, October 20th for court assistance officers, jury commissioners, and supervisors/managers. Please [click here](#) to view an UPDATED tentative outline of the agenda. Please [click here](#) for the registration form and lodging form. *** Registration & lodging forms are due by September 22, 2014 *** Please contact Kim Woods or (208) 947-7417 with any questions.
- 07-18-14 **ATTENTION: Guardianship and Conservatorship Judges, Court Staff, and Clerks**
The National Center for State Courts, working in partnership with the Conference of State Court Administrators and the Administrative Conference of the United States (ACUS), requests your participation in an online survey on adult guardianship practices. The Social Security Administration (SSA) has asked the ACUS to collect information on state court guardianship practices, with the aim of improving information sharing and coordination between SSA and state courts. The ACUS seeks broad representation from judges/judicial officers and court managers and staff who handle adult guardianship cases.
Please take a few moments to [click here and complete the survey](#).
Time to Complete: Approximately 20 minutes (please complete in one session).
Submit Before: Friday August 29, 2014. [Click here](#) for additional information.
- 07-18-14 **Save the Dates: The 2014 Idaho institute for Court Management** will be October 21 – 24th with the preconference sessions on Monday the 20th. This years conference will be in Boise. Registration will open on August 25th and close September 12th. Mark your calendars now and watch the *Court E-News* as the conference gets closer for more information.
- 07-18-14 **Attention Child Protection Drug Court Judges and Teams: Webinars on CPDC STANDARDS AND GUIDELINES -Friday July 25 and Friday August 1st (1:00 pm MDT)**
The Education Office, in conjunction with the Child Protection Drug Courts, have scheduled two webinars to present and discuss the CPDC Standards and Guidelines. Norma Jaeger, Scott Ronan, Ryan Porter and Deb Alsaker Burke will present on these new standards in advance of the Child Protection Drug Court Institute on August 6. This is your opportunity to learn about the new standards and guidelines and provide input.
July 25 Webinar at 1:00 pm MDT / [Click here to reserve Webinar seat](#)
August 1 Webinar at 1:00 pm MDT / [Click here to reserve Webinar seat](#)
After registering you will receive a confirmation email containing information about joining the Webinar.
- 06-27-14 **Report on Uniform Business Practices to Implement Legislative & Rule Changes**
[Click here](#) for the *Report to the Idaho Courts on Uniform Business Practices to Implement Legislative and Rule Changes*. This report summarizes legislative and rule changes that impact on our judges and clerks and provides guidance on the business practices necessary to implement them. If you have questions, please contact Michael Mehall at (208)334-2850 or mmehall@idcourts.net.
- 02-14-14 **Child Protection Clerks:** Please join us for a brief Webinar on March 5th at 12:30 MT 11:30 PT on the unique child identification number in child protection cases. The unique id number for each child allows us to "find" that child across multiple systems and is a very important piece of information. Julie Cottrell will demonstrate where to find the unique id number for each child and where it should be entered in ISTARs. Space is Limited – Reserve your Webinar seat now at: <https://www3.gotomeeting.com/register/225658046>
- 02-07-14 **Brannon Chosen to Serve as New Kootenai County Clerk**
The Kootenai County commissioners unanimously chose **Jim Brannon** to serve as County Clerk. Mr. Brannon will serve out the last year of former Clerk Cliff Hayes' term after his unfortunate passing in December.

Poleki Chosen to Serve as New Bannock County Clerk

Dale Hatch is retiring and has resigned. The Bannock County Board of Commissioners selected Robert Poleki as the new County Clerk.

01-03-14

Year End Reminders and Best Practice Information

Please [CLICK HERE](#) for important Year End Reminders

12-19-13

New Case Cover Sheet Requirements

Starting January 1, 2014 a case cover sheet will be required at the filing of a petition in all guardianship, conservatorship and involuntary commitment cases. This is a new, additional requirement in [Idaho Rule of Civil Procedures 3\(a\)](#). This amendment does not change the requirement for a family law case cover sheet in all family law cases including divorce, custody, paternity, modifications, adoption, termination of parental rights and child protection act cases. The ISC has approved two additional case cover sheets (see links below) for guardianship/conservator-ship and involuntary mental health commitment cases. Please identify the appropriate case cover sheet required based on the document heading. File stamp the appropriate case information sheet and enter it in the ROA. The sheet is confidential and must be kept in a sealed envelope.

[Approved G-C Cover Sheet](#)

[Approved Mental Health Commitments & Relief from Disability Cover Sheet](#)

12-19-13

Final Report on Uniform Business Practices to implement Legislative & Rule Changes

[Click here](#) to access a CORRECTED copy of the Final Report to the Idaho Courts on Uniform Business Practices to Implement Legislative and Rule Changes. **** the link TO CP benchcards on page 30 has been updated ****

12-06-13

Conference materials available – Idaho Institute for Court Management

The session materials from IICM, which was held October 29-31 are now available on the clerk's archived website at <http://www.isc.idaho.gov/judicial-education/clerks-archive>.

09-07-12

Recruitment of Two Deputy Clerks to Assist with Design and Implementation of a New Web-based ISTARs

<http://www.isc.idaho.gov/links/DeputyClerksforISTARsdesign-09-2012.pdf>

04-09-12

Best Practice: Address Service Requested

As you are aware, maintaining good accurate address information and address history for litigants is tricky to say the least. One way that we at the court, can ask for immediate information regarding address changes from the postal service is by putting the following statement on the envelope when we send official mailings. <http://www.isc.idaho.gov/links/BestPractice-Mailing-AddressServiceRequested.pdf>

03-09-12

Memo from Julie Cottrell regarding hearing results and calendars.

<http://www.isc.idaho.gov/links/Clerks-Memo regarding new hearing results and calendars03-09-12.pdf>

10-03-11

More information regarding new certification process for conservators and guardians:

Court Administrative Rule 54 was amended effective the 15th day of September 2011, to include the requirement for participation with the on-line training course, and required certification process. Also you will note that there are changes in the “1-2-3 for Certification Process” document for Deputy Court Clerks. Please note that cases involving minors where conservators and/or guardians are appointed, are no longer listed as automatically needing to be directed to the on line service. The civil case subtypes no longer listed are: MG, MC, MB, and CC. Please see:

Amended Rule for \$25 fee http://www.isc.idaho.gov/ICAR54_Amendment09.15.11.pdf

10-03-11

Follow-up information on E-Citation importing from Idaho State Police

<http://www.isc.idaho.gov/links/SharingInformationfromISPregardingE-citations.pdf>

07-19-11

Best Practice Recommendations for documenting termination or adoption in ISTARs relationship tab

http://www.isc.idaho.gov/links/Best_Practice_Recommendations_for_documenting_termination_or_adoption_in_ISTARs_relationship_tab.pdf

- 07-05-11 ISTARs updated for July 1, 2011
> July 1 update memo: http://www.isc.idaho.gov/links/July-1-2011_update_memo.pdf
> 1-2-3 for certification process for conservator or guardian training:
http://www.isc.idaho.gov/links/1-2-3_for_Certification_process_for_conservator_or_guardian_training.pdf
> Best Practice: calendar and continuances-change
http://www.isc.idaho.gov/links/Best_Practice-%20calendarandcontinuances-change.pdf
> Child Results list: <http://www.isc.idaho.gov/links/CHILD%20RESULTS%20LIST.PDF>
- 03-18-11 Family case law information sheet memo and samples
http://www.isc.idaho.gov/links/Clerks-Family_Law_Case_Info_Memo_and_Forms.pdf
- 02-18-11 Webinars scheduled for newly elected clerks of the district court
http://www.isc.idaho.gov/judicialedu_electedclerks.htm
- 01-07-11 Year-end Reminders 2010
http://www.isc.idaho.gov/links/Clerks-Year_end_reminders_2010.pdf
- 01-06-11 Best Practice: Void refund process
http://www.isc.idaho.gov/links/Best_practice_void_refund_process.pdf
- 01-07-11 ISTARs Year-end Memo 2010
http://www.isc.idaho.gov/links/Clerks-2010_Year_end_memo.pdf
- 01-07-11 ISTARs Statutes
http://www.isc.idaho.gov/links/Clerks-ISTARS_Statutes.pdf
- 01-07-11 Keeping your judge's calendar clear for educational opportunities
<http://www.isc.idaho.gov/links/Clerks-SchedulingJudgesJudEd.pdf>
- 09-07-10 Best Practice: Defacto custodian cases
http://www.isc.idaho.gov/links/Best_Practice_Defacto_Custodian_Cases.pdf
- 07-01-10 Best Practice: Firearms disability cases
http://www.isc.idaho.gov/links/Best_Practice_Firearms_Disability_Cases.pdf
- 07-01-10 Best Practice: SRBA cases
http://www.isc.idaho.gov/links/Best_Practice_SRBA_cases.pdf
- 08-24-09 Best Practice: Guide for withheld judgments
http://www.isc.idaho.gov/links/Best_Practice_Guide_for_Withheld_Judgments.pdf
- 07-24-09 Domestic Violence Special Judges
http://www.isc.idaho.gov/links/Domestic_Violence_Special_Judges.pdf
- 01-16-09 Best Practice: Recommendations for cases under advisement
http://www.isc.idaho.gov/links/Best_Practice_Recommendations_for_cases_Under_Advisement.pdf