



2019 Association of Towns Annual Conference
Continuing Education Program for Court Clerks
Monday, February 18, 2019
 New York Marriott Marquis
 1535 Broadway, Ninth Floor, New York, NY

TIME	SUPPORTING THE BENCH (<i>BARRYMORE MEETING ROOM</i>)	ADVANCED (<i>CANTOR & JOLSON MEETING ROOM</i>)
9:00 a.m. - 10:00 a.m.	INTRODUCTION TO COURT CLERK DUTIES Presenters: Al Chapleau, Esq., Asst. Professor, College of St. Rose; Alexandra Glick-Kutscha, Esq, Associate Counsel, OJCS; and Annie Raskoskie, NYSAMCC, Inc.	SEALING OVERVIEW Presenters: Tina Richburg, Sr. Management Analyst, OCA Dawn Marie Klingner, NYSAMCC, Inc.
10:10 a.m. – 11:10 a.m.	INTRODUCTION TO CIVIL MATTERS Presenters: Al Chapleau, Esq., Asst. Professor, College of St. Rose; Alexandra Glick-Kutscha, Esq, Associate Counsel, OJCS; and Jane Curtiss NYSAMCC, Inc.	ADVANCED WEBDVS Presenters: Tina Richburg, Sr. Management Analyst, OCA Jacqueline Ricciardi, NYSAMCC, Inc.
11:20 a.m. - 12:20 P.m.	INTRODUCTION TO CRIMINAL MATTERS Presenters: Al Chapleau, Esq., Asst. Professor, College of St. Rose; Gillian Koerner, NYSAMCC, Inc.	VTL's – WHERE THE RUBBER MEETS THE ROAD Presenters: Hon. David Dellehunt, Kinderhook Town and Village Courts; Special Counsel, Third District Administrative Office Denise Cookingham, NYSAMCC, Inc.
12:20 p.m. - 1:20 p.m.	LUNCH	LUNCH
1:20 p.m. - 2:20 p.m.	FORMS Presenters: Alexandra Glick-Kutscha, Esq, Associate Counsel, OJCS; Regina Hill, NYSAMCC, Inc.	TOP FIVE SOLUTIONS TO FRUSTRATING OPERATIONAL ISSUES Presenters: Susan Bauman, Principal Court Analyst, Third District Administrative Office; Jacqueline Ricciardi, NYSAMCC, Inc.
2:30 p.m. - 3:30 p.m.	VTL Presenters: Alexandra Glick-Kutscha, Esq, Associate Counsel, OJCS; Denise Cookingham, NYSAMCC, Inc.	PARKING OVERVIEW Presenters: Jacqueline Ricciardi, NYSAMCC, Inc.
3:40 p.m. - 4:40 p.m.	DWI Presenters: Al Chapleau, Esq., Asst. Professor, College of St. Rose; Alexandra Glick-Kutscha, Esq, Associate Counsel, OJCS; and Regina Hill, NYSAMCC, Inc.	RECORDS RETENTION Presenters: Everton Stair, Senior Court Analyst, OCA Dawn Marie Klingner, NYSAMCC, Inc.



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TIME	SUPPORTING THE BENCH (BARRYMORE MEETING ROOM)	ADVANCED (CANTOR & JOLSON MEETING ROOM)
9:00 a.m. - 10:00 a.m.	ETHICS Presenters: Laura Smith, Esq., Chief Counsel, Advisory Comm. on Judicial Ethics Annie Raskoskie, NYSAMCC, Inc.	SMALL CLAIMS Presenters: Alexandra Glick-Kutscha, Esq, Associate Counsel, OJCS Hon. Diane Turo, Associate Counsel, OJCS Jane Curtiss, NYSAMCC, Inc.
10:10 a.m. - 11:10 a.m.	TECHNOLOGY Presenters: TBD Dawn Marie Klingner, NYSAMCC, Inc.	UPDATES Presenters: Daniel Kopach, Esq., Associate Counsel, OJCS Jacqueline Ricciardi, NYSAMCC, Inc.
11:20 a.m. - 12:20 p.m.	TSLED Presenters: Caitlin Barlow, TSLED Denise Cookingham, NYSAMCC, Inc.	ADVANCED FISCAL Presenters: Jonathan Golden, OSC Regina Hill, NYSAMCC, Inc.
12:20 p.m. - 1:20 p.m.	LUNCH	LUNCH
1:20 p.m. - 2:20 p.m.	BASIC FISCAL Presenters: Jonathan Golden, OSC Annie Raskoskie, NYSAMCC, Inc.	ACCESS TO COURT RECORDS Presenters: Alexandra Glick-Kutscha, Esq, Associate Counsel, OJCS Dawn Marie Klingner, NYSAMCC, Inc.
2:30 p.m. - 3:30 p.m.	CDR Presenters: Tina Richburg, Sr. Management Analyst, OCA Jane Curtiss, NYSAMCC, Inc.	ADVANCED FORMS Presenters: Alexandra Glick-Kutscha, Esq, Associate Counsel, OJCS Regina Hill, NYSAMCC, Inc.
3:40 p.m. - 4:40 p.m.	WebDVS Presenters: Tina Richburg, Sr. Management Analyst, OCA Jacqueline Ricciardi, NYSAMCC, Inc.	JURY TRIAL Presenters: Al Chapeau, Esq., Asst. Professor, College of St. Rose Alexandra Glick-Kutscha, Esq, Associate Counsel, OJCS Denise Cookingham, NYSAMCC, Inc.