

# WEST FORK DISTRICT COURT

CASEY JONES  
DISTRICT JUDGE

P.O. BOX 339  
WEST FORK AR 72774

PAULETTA WELCH, CLERK  
CONNIE NAPIER, DEPUTY  
~~TAMMY SHAFFER, DEPUTY~~

## POSITIONS

West Fork District Court Judge, Elected Position, 4 year term

Must be practicing attorney for 7 years before election

Chief District Court Clerk: Appointed, 22+ years, Certified District Court Clerk,  
Notary Public

Deputy District Court Clerk: 2 Appointed, 16+ years and 9+ years

Both Certified District Court Clerk

1 Notary Public

All Clerks are proficient in operation of the court computers, i.e. Keyboarding, Ten-key, Scanning, E-mail, Back-up, and the programs installed on the court network system: Virtual Justice (court operation), Microsoft Word (word processing), Microsoft Excel (spreadsheet), Outlook Express (email), Sharpdesk (scanning).

## Requirements for Certification of District Court Clerk:

### ARKANSAS DISTRICT & CITY COURT CLERKS ASSOCIATION

- Complete a minimum of three years as Chief or Deputy Clerk in a city or district court by the time of certification.
- Complete a minimum of 30 hours of training, which may include:  
Financial and accounting responsibilities of the clerk; filing and docketing responsibilities of the clerk; or  
Office and courtroom management and behavior; or  
Substantive law update---civil and criminal.
- Complete a new clerk's orientation program.
- Be a current member of the Arkansas District and City Court Clerks Association for three concurrent years while awaiting certification.
- Maintain certification by completing a minimum of 18 hours training every three years after original certification.

## Certification Rules

- Absences of up to one year duration will be acceptable during the three year requirement.
- Each clerk must complete an attendance form for each program.
- The deadline for completion of certification requirements, both employment and education hours, shall be December 31 of each calendar year.
- Certifications will be given by the Arkansas District and City Court Clerks Association, signed by the Governor, Chief Justice of the Arkansas Supreme Court, President of the District Judges Council and President of the District and City Court Clerks Association.

Each West Fork District Clerk attends 2 associational meetings per year, April is a three day joint meeting (10-12 Hrs) with the District Court Judges, all clerks and the Judge attend. August is a meeting for the Chief Clerk (6-8 Hrs), in November both Deputy Clerks attend a District meeting (6-8 Hrs). This enables us to maintain the 18 hour minimum (every 3 years) to keep our certification current.