



Timothy W. Miller, Clerk  
Circuit Court for Garrett County  
Chair  
(301) 334-1937

## Conference of Circuit Court Clerks

Maryland Judicial Center 580 Taylor Ave.  
Annapolis, Maryland 21401

Charlene M. Notarcola, Clerk  
Circuit Court for Cecil County  
Vice-Chair  
(410) 996-3024

**Meeting Date:** January 22, 2019  
**Time:** 12:00 PM  
**Location:** Judicial College Education and Conference Center, Upper Level 4 & 5

### AGENDA

1. Approval of the November 20, 2018 meeting Minutes
2. Archives – *Joyce Phelps, Kevin Swanson, and Kathryn Baringer*
3. Approval of Timesheets – *Marti Robinson, Christin Michaud, and Marieli Velez*
4. Parental Leave – *JaCina Stanton and Jennifer Boswell*
5. Update on Adoption of Back Scanning Policy – *Susan Braniecki*
6. Uniform Clerk’s Processes for Address Confidentiality - *Susan Braniecki*
7. True Test Copies
8. For the good of the order

### *COMMITTEE UPDATES*

- ❖ Judicial Council – *Tim Miller and Charlene Notarcola*
- ❖ Court Operations Committee – *Susan Braniecki and Kathy Smith*
- ❖ Education Committee – *Dawne Lindsey*
- ❖ Technology Committee – *Katherine Hager*
- ❖ Conference of Court Administrators – *Charlene Notarcola*
- ❖ Conference of Circuit Judges – *Tim Miller*
- ❖ Rules Committee – *Dawne Lindsey*