

FALL 2025

# MACA eNews

## Message from the President

### Happy Fall to All!

Speaking of fall, Heather Smith and her committee organized a fantastic conference for our members. The event was packed with valuable knowledge and learning opportunities. Our civic project was also a great success — we raised a grand total of \$10,385.00 in donations for Children's Haven in Joplin, which will be presented to them in December.

At the Fall Conference, we introduced a new system for signing in and checking out to receive class credit. Please remember that, due to new requirements, you must be in class for at least 50 minutes to receive credit.

I'd also like to remind everyone of our organization's Code of Conduct and Ethics. The Education Committee works hard to make each conference a meaningful learning experience. We understand that sometimes you may need to step out briefly for a call or urgent work matter, but please give our presenters your full attention while in session. If you experience any issues signing into a class, please see Belinda or any Board Member — we're happy to help.

The Board also has exciting news! We are in the process of a major upgrade to our website, membership system, education tracking, and financial tools. We have officially signed a contract with MemberClicks, a program that will allow each member to access their own profile — including education history, membership status, years of service, and much more. This system will put everything in one place, and we hope to have it up and running before the Spring Conference.

Speaking of which, the Spring Conference is right around the corner — May 18–22, 2026. The Education Committee is already busy lining up speakers and training sessions.

As we move into the new year, MACA will be celebrating our 40th Anniversary! The Anniversary Committee and I are working on some special plans for both conferences next year. Stay tuned — it's going to be a wonderful celebration!

In closing, I want to wish you and your families a wonderful Holiday Season!

MACA President,  
Ruth Rask

# ***Code of Conduct & Ethics***

## **MACA CODE OF ETHICS**

### **PLEDGE**

**AS A MEMBER OF THE MISSOURI ASSOCIATION FOR COURT ADMINISTRATION, INC.**

**I SOLEMNLY PLEDGE:**

**That, as a judicial employee, I will strive to uphold the policy of the Judges and will be loyal and respectful,**

**That I will always conduct myself in a manner to reflect the dignity and humanity of my profession,**

**That I will maintain the confidential nature of my position,**

**That I will respect my position of trust and will maintain unquestionable honesty and integrity,**

**That I will endeavor, by constant pursuit of educational programs, to increase the knowledge that is necessary to enhance my profession,**

**That I will serve the Public with constancy regardless of sex, race or creed and uphold the Constitution of the United States; the Laws of the State of Missouri; and the Ordinances of the City/Village.**

# *Board Member*

## *Spotlight*



I have served as the Court Administrator for the City of Richmond since 2022, bringing with me over 9 years of court experience. My career in the court system began in 2014, and I have found the work to be both enjoyable and deeply rewarding. I appreciate the dynamic nature of the job—no two days are ever the same. Early in my career, I was trained on JIS and transitioned to SMC in 2018. I embraced the change and found the transition smooth. Since then, I have had the opportunity to train a handful of courts on SMC, and I am always enthusiastic about offering assistance whenever needed.

In October 2022, I was honored to be elected to the WACA Board of Directors, serving as Director 4 and Social/Awards Chairperson. In April 2024, I was appointed Treasurer of the WACA Board, a position I proudly continue to hold. In May 2025, I achieved a longtime personal goal by earning my Certified Court Administrator (CCA) certification along with being appointed to the MACA board as your Region 6 Director—an incredible honor.

Since 2022, I have reached the professional milestones I set out to accomplish over my 11½-year career in the court system. I'm incredibly grateful to the City of Richmond for their support and for the opportunities to contribute through board service.

On a personal note, I am happily married to my husband who has been a constant source of unconditional support and encouragement throughout our 24 years together, both in life and my career. Together we have a wonderful 7-year-old son named Henry. Originally from Arizona, my husband and I relocated to Missouri in 2010. Prior to working in the courts, I spent 17 years as a veterinary technician.

Outside of work, we enjoy spending summers at the lake or at the drag strip racing where I cheer on both my husband and son as they race. We've truly fallen in love with Missouri and feel proud to raise our son in the Midwest.

# *Sarah Collins*

# MACA EXECUTIVE

# BOARD

## PRESIDENT

Ruth Rask

Town & Country Municipal Division

1011 Municipal Center Dr

Town & Country, MO 63131

Ph: 314-587-2380—Cell: 314-795-4471

Fax: 314-432-1286

[rc.rask67@gmail.com](mailto:rc.rask67@gmail.com)

Committee: Annual Conference

## PRESIDENT-ELECT

Whitney Weber

Grandview Municipal Court

1200 Main Street

Grandview, MO 64030

Ph: 816-316-4897

[wweber@grandview.org](mailto:wweber@grandview.org)

Committee: Annual Conference

## IMMEDIATE PAST PRESIDENT

LaJohna Wooldridge

O'Fallon Municipal Division

1019 Bryan Road

O'Fallon, MO 63366

Ph: 636-379-5515 Cell—314-517-2007

Fax: 636-379-5415

[lwooldridge@ofallon.mo.us](mailto:lwooldridge@ofallon.mo.us)

Committee: Nominations

## SECRETARY

Vacant

## TREASURER

Elizabeth Weimar

Ladue Municipal Division

9345 Clayton Road

Ladue, MO 63124

Ph: 314-993-3919

Fax: 314-993-5652

[eweimar@cityofladue-mo.gov](mailto:eweimar@cityofladue-mo.gov)

Committee: Finance

## PROFESSIONAL DEVELOPMENT

Heather Smith

St. Charles County Municipal Court

399 Turner Boulevard

St. Peters, MO 63376

Ph: 636-949-7900 x7650

Fax 636-949-1855

[hsmith@sccmo.org](mailto:hsmith@sccmo.org)

Committee Education

## MEMBERSHIP DIRECTOR

Melissa Allen

Eureka Municipal Division

120 City Hall Drive

Eureka, MO 63025

Ph: 636-549-1828

Fax: 636-938-9581

[mallen@eureka.mo.us](mailto:mallen@eureka.mo.us)

Committee: Membership

## PROSECUTOR CLERK REP

Marianne Warren

Maryland Heights Municipal Division

1911 Dorsett Road

Maryland Heights, MO 63043

Ph: 314-738-2285

Fax: 314-738-2288

[m.warren@marylandheights.com](mailto:m.warren@marylandheights.com)

Committee: Education

## REGION 1

Joyce Lee

Frontenac Municipal Division

10555 Clayton Rd.

Frontenac, MO 63131

Ph: 314-994-3204

Fax: 314-994-3203

[joyceleeregion1@gmail.com](mailto:joyceleeregion1@gmail.com)

Committee: Awards and Scholarships

## REGION 2

Angela Davis

Raymore Municipal Division

100 Municipal Circle

Raymore, MO 64083

Ph: 816-331-1712

Fax: 816-331-0634

[adavis@raymore.com](mailto:adavis@raymore.com)

Committee: Technology

## REGION 3

Lezlie Meyer

LaGrange Municipal Division

118 South Main

P.O. Box 266

LaGrange, MO 63448

Ph: 573-655-4301—Cell: 573-406-4861

Fax: 573-655-4930

[lagclerk@cityoflagrangenmo.gov](mailto:lagclerk@cityoflagrangenmo.gov)

Committee: Continuing Education

## REGION 4

Dawn Hendricks

Bonne Terre Municipal Division

118 N. Allen

Bonne Terre, MO 63628

Ph: 573-358-2254 x 3

Fax: 573-358-1525

[courtclerk@bonneterre.net](mailto:courtclerk@bonneterre.net)

Committee: By-Laws / P&P

## REGION 5

Jada Tittle

El Dorado Springs Municipal Division

405 W. Oak

El Dorado Spring, MO

Ph: 417-876-4821

Fax:

[court@eldomo.org](mailto:court@eldomo.org)

Committee: Civic

## REGION 6

Sarah Collins

Richmond Municipal Division

205 Summit Street

Richmond, MO 64080

Ph: 816-776-5304 x1115

Fax: 816-776-8216

[Scollins5836@gmail.com](mailto:Scollins5836@gmail.com)

Committee: Social 2026

## REGION 7

Jennifer LeBlanc

Odessa Municipal Court

228 S 2<sup>nd</sup> Street

Odessa, MO 64076

Ph: 816-230-5577 Ext. 1

[Jennifer.leblanc@cityofodessamo.com](mailto:Jennifer.leblanc@cityofodessamo.com)

Committee: Historian

## REGION 8

Chiara Ogle

Pacific Municipal Division

300 Hoven Drive

Pacific, MO 63069

Ph: 636-257-4553

[cogle@pacificmo.gov](mailto:cogle@pacificmo.gov)

Committee: Publications

## REGION 9

Cheryl Weston

Battlefield Municipal Division

5434 S. Tower Drive

Battlefield, MO 65619

Ph: 417-447-0085

[courtclerk@battlefieldmo.gov](mailto:courtclerk@battlefieldmo.gov)

Committee: Legislative



# **Welcome to MACA**

**Pamela Hillhouse – Aurora**

**Michelle Hunsaker – Sikeston**

**Nicole Kaufmann – Carthage**

**Jennifer Dudley – Olivette – PA  
Clerk**

**Jamie Orf – Hazelwood – PA Clerk**

**Sarah Ranes – Liberty – PA Clerk**

# **Fall Conference Scholarship Recipients**

**Congratulations**

**Court Clerk**

**Duana Berry - Velda Village Hills/Upland Park**

**PA CLERK**

**CINDY JONES - GRAIN VALLEY MUNICIPAL COURT**

# Fall Conference

## Photo Recap



Thank you!!!

Total amount raised for our

civic project:

Children's Haven of SW Missouri

\$10,385.00

**2026**

***MACA MEMBERSHIP  
APPLICATION***

***Please send the below  
applications to the new  
MACA Treasurer***

***Elizabeth Weimar  
9345 Clayton Rd.  
Ladue, MO 63124***

# 2026 MACA MEMBERSHIP APPLICATION FORM

ANNUAL MEMBERSHIP FEE OF \$75.00 IS DUE BY JANUARY 31st OF EACH YEAR

Checks are to be made payable to: **MACA** and mailed along with your application to:  
Elizabeth Weimar, MACA Treasurer, 9345 Clayton Rd, Ladue, MO 63124

Date: \_\_\_\_\_

Individual's Membership Information: Member ID, if known: \_\_\_\_\_

First Time Member  Previous Member  Years of Service: \_\_\_\_\_

Muni Court Clerk  Prosecutor Clerk  Circuit Clerk  Other: \_\_\_\_\_

CCAMACCA/ACCA  CPC

Date certification was received: \_\_\_\_\_

Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternate name(s) that you may be listed under: \_\_\_\_\_

If new, name of clerk you are replacing: \_\_\_\_\_

They: Retired  Transferred  Other: \_\_\_\_\_

Name of Division: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_ ext. \_\_\_\_\_ Fax # \_\_\_\_\_

Division Type:

Municipal  Associate / Circuit  Prosecutor

Other: \_\_\_\_\_

County: \_\_\_\_\_ Circuit # \_\_\_\_\_ MACA Region # \_\_\_\_\_ (1-9)

Judge: \_\_\_\_\_

Prosecutor: \_\_\_\_\_

Effective 5/26/2009: Where the dues are paid by the Clerk's city, the membership shall stay with the City and not the Clerk, as long as the City notifies the Board w/I 30 days of the new hire. Effective 8/3/2002: Membership Dues received after October 31 will not be accepted for the current year

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## MACA USE ONLY

Pmt. Rec'd On: \_\_\_\_\_ Amount Received: \_\_\_\_\_ CK #: \_\_\_\_\_

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# **2026 Elections**

**The following MACA offices and EVEN-numbered Regional Directors will be up for election in 2026:**

**Secretary**

**Membership Director**

**Professional Development Director**

**Prosecutor Clerk Representative**

**Region 2**

**Region 4**

**Region 6**

**Region 8**

**Elections are open to all active members of the Missouri Association of Court Administration.**

**Eligible members must have their 2026 dues paid on or before March 15, 2026 in order to be able to vote.**

# **DECLARATION OF CANDIDACY**

Elections are open to all active Missouri Association for Court Administration members. An active member must have their 2026 annual dues paid on or before March 15, 2026, to be eligible to run for office or vote. No other membership class may run for or hold a position on the Board of Directors.

## **THIS DECLARATION MUST BE RECEIVED BY MARCH 15, 2026 BY THE NOMINATIONS COMMITTEE CHAIRPERSON**

Please send the Declaration of Candidacy to:  
LaJohna R. Wooldridge  
1019 Bryan Road

O'Fallon, MO 63366  
Lwooldridge@ofallonmo.gov  
636-379-5515 Phone  
636-379-5415 Fax

- Secretary**
- Membership Director**
- Professional Development**
- Prosecutor Clerk Representative**
- Region 2**
- Region 4**
- Region 6**
- Region 8**

I hereby declare my candidacy for the above position on the Board of Directors of MACA. I am an active member and will uphold the integrity of the office of which I am seeking. I am committed to improving the growth of MACA and will be attending the Annual Court Conference in May of 2026.

NAME: \_\_\_\_\_ Date: \_\_\_\_\_  
COURT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
Phone: \_\_\_\_\_



## MACA CONFERENCE SCHOLARSHIP APPLICATION SPRING 2026

Name: \_\_\_\_\_

Court Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_

Business Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please check one: Court Administrator/Clerk \_\_\_\_\_ Prosecutor Clerk \_\_\_\_\_

Court Administrator/Clerk for \_\_\_\_\_ months/years (circle one)

Prosecutor Clerk for \_\_\_\_\_ months/years (circle one)

MACA Member Since: \_\_\_\_\_

### MUNICIPALITY INFORMATION

City Population: 10,000 or UNDER  OVER 10,000

Number of Full-Time Court/Prosecutor Clerk (circle one) Employees: \_\_\_\_\_

Number of Part-Time Court/Prosecutor Clerk (circle one) Employees: \_\_\_\_\_

\_\_\_\_\_ Work Hours per week/month (circle one)

Does your court collect \$1.00 from court costs for the Judicial Education Fund (JEF)? [\\$479.260](#)

\*Yes  No  (Court Clerks Only)

If YES, please document the amount collected in last fiscal year: \$ \_\_\_\_\_

Amount budgeted for Travel/Education for Municipal Court/Prosecutor Clerk employees:  
\$ \_\_\_\_\_

Are any travel expenses assumed by the Administrator/Clerk?

\*Yes  No

If YES, explain: \_\_\_\_\_

\*\*\*A copy of your budget for the last fiscal year MUST be included with this application\*\*\*

***MACA USE ONLY—***

Date Application Received: \_\_\_\_\_

**APPLICATIONS MUST BE RECEIVED BY 4:00 PM ON MARCH 15, 2026**

MAIL TO: Joyce Lee  
Frontenac Municipal Division  
10555 Clayton Rd  
Frontenac, MO 63131  
Ph: 314-994-3204  
Fax: 314-926-1290  
[Joyceleeregion1@gmail.com](mailto:Joyceleeregion1@gmail.com)



MISSOURI ASSOCIATION FOR COURT  
ADMINISTRATION  
**2026**  
ESTABLISHED 1986

**AWARD OF MERIT  
APPLICATION FOR NOMINATION**

Name of Nominee: \_\_\_\_\_

Nominee Job Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Number of Years in Court Administration: \_\_\_\_\_

Previous Awards/Recognition: \_\_\_\_\_

Brief Description for Nomination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe how this person demonstrated leadership and excellence in Judicial Management and Court Administration: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list and specify accomplishments and/or projects your nominee has/is involved in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominated By: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATIONS MUST BE RECEIVED BY 4:00 PM ON MARCH 15, 2026**

**MAIL TO:** Joyce Lee, ACCA  
10555 Clayton Road  
Frontenac, MO 63131

Ph: 314-994-3204  
Fax: 314-926-1290  
[jlee@cityoffrontenac.org](mailto:jlee@cityoffrontenac.org)

# ***Certifications***

**The association currently offers its members three levels of certifications for court clerks; Certified Court Administrator (CCA), MACA Advanced Certified Court Administrator (MACCA) and Advanced Certified Court Administrator (ACCA).**

**The association offers one level of certification for prosecutor clerks; Certified Prosecutor Clerk (CPC).**

**All Applications are available to fill out on the website:**

**<https://www.macamember.com/>**

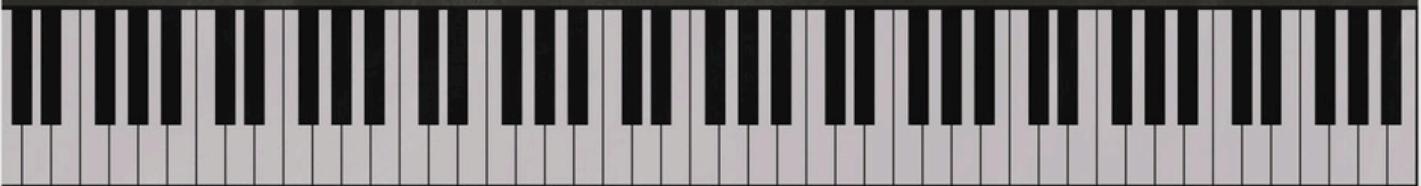
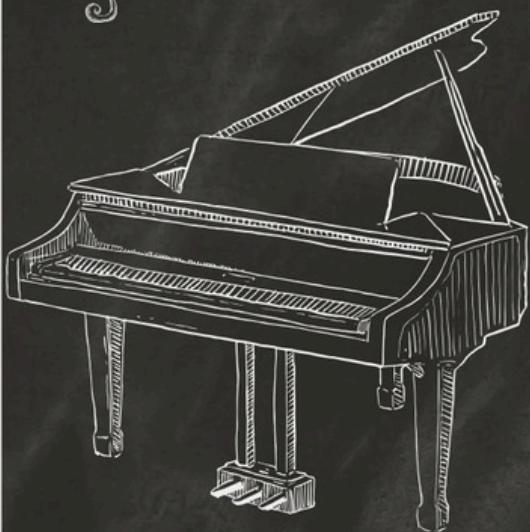
**Certification deadline is March 1, 2025**

**Certifications will now only be filed online!**

*You are  
invited*

# *Dueling Pianos*

MACA 2026 SOCIAL  
HOSTED BY REGION 6  
MAY 20<sup>TH</sup> 2026



PUT ON YOUR FORMAL BEST AND GET READY TO  
DANCE AND SING WITH  
SPIKE BLAKE AND HIS DUELING PIANOS

FORMAL ENCOURAGED BUT NOT REQUIRED

2026 CIVIC PROJECT



# **SAVE THE DATE**



## **2026 Spring Conference**

**May 18, 2026 - May 22, 2026**

**Margaritaville Lake of the Ozarks**

**494 Tan Tara Estate Dr.**

**Osage Beach, MO 65065**