IOWA DISTRICT COURT, FIFTH JUDICIAL DISTRICT

IN RE: ACTING CLERK OF THE DISTRICT COURT FOR DALLAS COUNTY	ADMINISTRATIVE ORDER 2011-18

WHEREAS on Friday, April 15, 2011, the District Court Judges of Election District 5A by majority vote pursuant to Iowa Code Sections 602.1209 and 602.1512 did appoint Marsha McDermott of Panora, Iowa, to be the new Clerk of the District Court for Dallas County pending the successful completion of a course of education and training as specified by the District Court and State Court Administrators; it is therefore appropriate during the interim for the Chief Judge of the Fifth Judicial District to name Ms. McDermott as the acting Dallas County Clerk of the District Court until such time as she qualifies for official appointment. Ms. McDermott shall become the acting Clerk of the District Court for Dallas County on April 29, 2011.

Ms. McDermott will need to complete the requirements for the Applied Management Series certificate program, to include the additional course *Fundamentals of Supervision*, through the Iowa Department of Administrative Services. This certificate and course completion has been designated by the court administrators as the necessary conditions precedent to official appointment as it relates to Ms. McDermott's achievement of the minimum qualifications for the position. Such course costs will be paid by the Iowa Judicial Branch and are to be completed in the course of Ms. McDermott's official work duties as an employee of the Judicial Branch. Ms. McDermott is further directed to participate in all district-wide Clerk of Court meetings as scheduled through the District Court Administrator's office during her acting appointment period, with any special circumstances regarding attendance approved in advance through the DCA.

Upon presentation of the documentation demonstrating successful completion of the Applied Management certification program and the *Fundamentals of Supervision* course to the Chief Judge an Administrative Order shall be issued confirming the appointment action of the Election District 5A District Court Judges naming Ms. McDermott Clerk of the District Court for Dallas County.

THEREFORE, IT IS HEREBY ORDERED that Marsha McDermott is appointed acting Clerk of the District Court for Dallas County effective April 29, 2011.

IT IS FURTHER ORDERED that Marsha McDermott is empowered to perform all the duties and responsibilities of the position of Clerk of Court for Dallas County, Fifth Judicial District in her interim capacity.

Done this 27 day of April, 2011.

ARTHUR E. GAMBLE, Chief Judge
Fifth Judicial District of Iowa

Copies to:
Marsha McDermott
Randy Osborn, Acting Dallas County Clerk of Court
All Fifth Judicial District District Court/District Associate Court Judges
All Fifth Judicial District Clerks of District Court
Dallas County Magistrates
All Dallas County Clerk of Court Staff
Marilyn Lantz, Fifth Judicial District Chief Juvenile Court Officer
Elizabeth J. Baldwin, Fifth Judicial District District Court Administrator
Mare Steil, Fifth Judicial District Personnel and Finance Manager
Janis Haines, Fifth Judicial District Rural Case Coordinator
Honorable David S. Wiggins, 5th District Liaison Justice
David K. Boyd, State Court Administrator
Peggy Sullivan, Director of Finance/Personnel
Ken Bosier, Director of Technology Information
Dallas County Board of Supervisors
Dallas County Attorney
Dallas County Sheriff
Kris Gerhard, Dallas County MH Advocate

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CLERK DISTRICT COURT