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Cc: Barbara L Peterson/SCA/JUDICIAL@JUDICIAL, Scott R Ruhne/SCA/JUDICIAL@JUDICIAL

Date: 09/07/2022 01:24 PM

Subject: Electronic Search Warrants - Updated Instruction Document

Attached is an updated version of the instruction document for electronic search warrants. The changes are highlighted in yellow.

We have been informed that some search warrants are not returned within the time period prior to the documents expiring. Instruction has been added regarding this issue. If the process has not been finished by completing the return of service within 180 days due to ongoing investigation, the documents will expire. In this situation paper documents will need to be submitted to the clerk for filing.

Additional information regarding communication has also been added. When submitting a search warrant for signature, it is best practice to alert the judge and county attorney if necessary that an email will be coming for review of a search warrant. The Judge will also need to still give the officer the oath for the search warrant. This can be completed via phone.

Thank you,

Pam



Pam Maynard | Project Manager  
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## Dana Minter

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**From:** Brenna Bird  
**Sent:** Monday, December 19, 2022 2:44 PM  
**To:** Stacey Armstrong  
**Cc:** Timothy Farmer; Tim Farmer; Dana Minter  
**Subject:** RE: Electronic Search Warrants - Updated Instruction Document

Thanks, we haven't had any training or anyone reach out. We would want to have the training. The PDs would need it too.

Brenna Bird  
Guthrie County Attorney  
Guthrie County Courthouse  
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**From:** Stacey Armstrong <Stacey.Armstrong@iowacourts.gov>  
**Sent:** Monday, December 19, 2022 1:24 PM  
**To:** Brenna Bird <b.bird@guthriecounty.gov>  
**Cc:** Timothy Farmer <Timothy.Farmer@iowacourts.gov>; Tim Farmer <tim@treysucherlaw.com>  
**Subject:** Fw: Electronic Search Warrants - Updated Instruction Document

Brenna,

this is just one of the emails we received from Pam Maynard regarding electronic search warrants. It's my understanding a video was sent out to law enforcement as well. I have talked with Leora and she said Blake was on vacation but he is going to look into this process once he gets back. Judge Huppert had asked us clerk's if this was being done and it sounds like only polk and dallas have done it so far in our district. Other district are doing it now. Have been for awhile.

thank you!

Stacey Armstrong  
Adair and Guthrie County Clerk of Court  
Adair 641-743-2445

fax 641-743-2974  
Guthrie 641-747-3415  
fax 641-747-2420

----- Forwarded by Stacey Armstrong/District5/JUDICIAL on 12/19/2022 01:00 PM -----

From: Pamela Maynard/SCA/JUDICIAL  
To: D1 Associate Judges, D1 Clerks of Court, D1 District Judges, D1 Magistrates, D1 Senior Judges, D2 Associate Judges, D2 Clerks of Court, D2 District Judges, D2 Magistrates, D3 Associate Judges, D3 Clerks of Court, D3 District Judges, D3 Magistrates, D3 Senior Judges, D4 Associate Judges, D4 Clerks of Court, D4 District Judges, D4 Magistrates, D4 Senior Judges, D5 Associate Judges, D5 Clerks of Court, D5 District Judges, D5 Magistrates, D5 Senior Judges, D6 Associate Judges, D6 Clerks of Court, D6 District Judges, D6 Magistrates, D6 Senior Judges, D7 Associate Judges, D7 Clerks of Court, D7 District Judges, D7 Magistrates, D8 Associate Judges, D8 Clerks of Court, D8 District Judges, D8 Magistrates, D8 Senior Judges, Heidi Baker/District8/JUDICIAL@JUDICIAL, Kellee R Cortez/District6/JUDICIAL@JUDICIAL, Laura Kyndesen/District4/JUDICIAL@JUDICIAL, Lena Heit/District1/JUDICIAL@JUDICIAL, Peggy Frericks/District3/JUDICIAL@JUDICIAL, Scott Hand/District2/JUDICIAL@JUDICIAL  
Cc: Barbara L Peterson/SCA/JUDICIAL@JUDICIAL  
Date: 09/07/2022 01:41 PM  
Subject: Fw: Electronic Search Warrants - Updated Instruction Document

Please see the attached updated instruction document in the email below that has been sent out to law enforcement agencies. These instructions include all steps including officer, judge and clerk.

Thank you,

Pam



Pam Maynard | Project Manager  
Iowa Judicial Branch | Information Technology  
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----- Forwarded by Pamela Maynard/SCA/JUDICIAL on 09/07/2022 01:33 PM -----

From: Pamela Maynard/SCA/JUDICIAL  
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Cc: Barbara L Peterson/SCA/JUDICIAL@JUDICIAL, Scott R Ruhnke/SCA/JUDICIAL@JUDICIAL

Date: 09/07/2022 01:24 PM

Subject: Electronic Search Warrants - Updated Instruction Document

Attached is an updated version of the instruction document for electronic search warrants. The changes are highlighted in yellow.

We have been informed that some search warrants are not returned within the time period prior to the documents expiring. Instruction has been added regarding this issue. If the process has not been finished by completing the return of service within 180 days due to ongoing investigation, the documents will expire. In this situation paper documents will need to be submitted to the clerk for filing.

Additional information regarding communication has also been added. When submitting a search warrant for signature, it is best practice to alert the judge and county attorney if necessary that an email will be coming for review of a search warrant. The Judge will also need to still give the officer the oath for the search warrant. This can be completed via phone.

Thank you,

Pam



Pam Maynard | Project Manager  
Iowa Judicial Branch | Information Technology  
Judicial Building | 1111 East Court Avenue | Des Moines | Iowa 50319  
[pamela.maynard@iowacourts.gov](mailto:pamela.maynard@iowacourts.gov)  
[www.iowacourts.gov](http://www.iowacourts.gov)

*The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and prompt resolution of disputes, administering justice under law equally to all persons.*

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an email, please highlight the email in your Inbox and then click on the "Report Phishing" selector appearing on your Outlook toolbar.

## Dana Minteer

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**From:** Brenna Bird  
**Sent:** Monday, December 19, 2022 1:10 PM  
**To:** Dana Minteer  
**Subject:** FW: 2022 Compensation Board Meeting  
**Attachments:** ISAC-FY2023-SalarySurvey-AllElectedOfficials.xls

Have you met with Jeff Bump yet?

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Guthrie County Attorney  
Guthrie County Courthouse  
200 North 5<sup>th</sup> Street, Ste. 9  
Guthrie Center, Iowa 50115  
Office: 641.747.3765  
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**From:** Danielle Fink <d.fink@guthriecounty.gov>  
**Sent:** Monday, December 19, 2022 8:59 AM  
**To:** mbmoore@netins.net; Corrine Palmer <CPalmer@rollinghillsbank.com>; Tony Durst <tnldurst@gmail.com>; Eric Reinhart <ereinhardt@brunerlegal.com>; Jeff Bump <jbump@bumplaw.com>; John Tews <valleyinsjt@gmail.com>; 'Jamie Patrick' <J.Patrick@gcsbank.com>  
**Cc:** Mike Dickson <district5@guthriecounty.gov>; J.D. Kuster <district4@guthriecounty.gov>; Everett Grasty <district3@guthriecounty.gov>; Clifford Carney <district2@guthriecounty.gov>; bejohnson@netins.net; Maggie Armstrong <maggiearmstrong81@gmail.com>; Steve Smith <sc54smith@gmail.com>; Brenda Campbell <b.campbell@guthriecounty.gov>; Marci Schreck <m.schreck@guthriecounty.gov>; Dana Minteer <d.minteer@guthriecounty.gov>; Brenna Bird <b.bird@guthriecounty.gov>; Marty Arganbright <m.arginbright@gcso.gov>; Tristen Richard <t.richard@guthriecounty.gov>  
**Subject:** 2022 Compensation Board Meeting

Good Morning,

The Guthrie County Compensation Board will officially meet on Thursday, December 22<sup>nd</sup> at 6:00 p.m.

For the Compensation Board's reference, I have attached the Salary Survey from ISAC. This survey is completed by all County's and lists salary's for the current fiscal year.

As in past years, each of the elected officials that you represent will also be reaching out separately to you.

Please let me know if you have any questions. I look forward to your meeting on Thursday.

Thank you,

*Dani Fink*

Guthrie County Auditor

641-332-3261

guthriecounty.gov



200 N 5<sup>th</sup> Street  
Guthrie Center, IA 50115

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## Dana Minter

---

**From:** Brenna Bird  
**Sent:** Monday, December 19, 2022 12:37 PM  
**To:** samlangholz@gmail.com  
**Subject:** FW: 4.22.22 meeting with AG and DHS Folks  
**Attachments:** Matt Kishinami Outstanding Service Award, Cedar Rapids Gazette, 4.12.22.pdf

Brenna Bird  
Guthrie County Attorney  
Guthrie County Courthouse  
200 North 5<sup>th</sup> Street, Ste. 9  
Guthrie Center, Iowa 50115  
Office: 641.747.3765  
Fax: 641.332.2423

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**From:** Heeren, Lance <Lance.Heeren@linncountyiowa.gov>  
**Sent:** Monday, April 25, 2022 4:42 PM  
**To:** Brenna Bird <b.bird@guthriecounty.gov>  
**Subject:** FW: 4.22.22 meeting with AG and DHS Folks

Hi Brenna. I used an old email address for you and my email below bounced back. Thanks! Lance



**LANCE J. HEEREN**  
*Assistant Linn County Attorney*  
**Juvenile Division**  
211 8<sup>th</sup> Avenue SW | Cedar Rapids, IA 52404  
Ph: 319-892-6330 | Fax: 319-892-6339  
LinnCountyIowa.gov

**From:** Heeren, Lance  
**Sent:** Monday, April 25, 2022 4:12 PM  
**To:** 'Reynolds, Jessica [AG]' <Jessica.Reynolds@ag.iowa.gov>; Ed Bull <ebull@marioncountyiowa.gov>; 'Tina Meth-Farrington' <tmfarrin@calhouncounty.iowa.gov>; 'bbird@guthriecounty.us' <bbird@guthriecounty.us>  
**Cc:** Maybanks, Nick <Nick.Maybanks@linncountyiowa.gov>  
**Subject:** 4.22.22 meeting with AG and DHS Folks

Thank you again to Jessica for arranging, and to all for attending, last Friday's meeting. Attached is a recent article from the Cedar Rapids Gazette about an Assistant Linn County Attorney who is extremely passionate and protective when it comes to newborns and young children who are exposed to dangerous substances by their parents/caretakers, and is one who constantly challenges his supervisor, co-workers, DHS workers and DHS supervisors, law enforcement, GAL's, Assistant AG's, and even judges, to be more proactive in protecting the most vulnerable and helpless from the harmful effects from parental use of meth, cocaine, heroin, and opiates.

I was quite surprised by the "Attack Matt" strategy taken by DHS/AG on Friday. My friend and co-worker who again, by pursuing a CINA adjudication in a PIDs-Meth case involving a newborn, is simply following a policy/protocol I established for our office, deserved a better defense than what I provided. Today I again reviewed Matt's email exchanges with the DHS abuse investigator and his supervisor, discussing the issues of emergency removal and filing of a CINA in the case at issue. Nothing in Matt's emails struck me as being unprofessional, threatening, or the least bit "vitriolic." (How many times did Ellen Ramsey-Kacena and others use the word "vitriol" to describe Matt's communications with them?) His emails are pure "Matt being Matt," as he confidently, excitedly, and passionately tries to convince others that his course of action is the correct and best one. Matt did not tell DHS that he was going to seek removal at the PTC. He merely gave the DHS investigator a "head's up," to be prepared to answer questions from Judge Bryner about why DHS did not seek removal or request a CINA. (Judge Bryner has been known to order removal at a PTC, even when neither DHS nor the State is requesting removal.) And when Matt suggested in an email that the supervisor (Kim Hahn) should attend the PTC to explain the department's position, she responded that she had full confidence in the worker's ability to testify as to why DHS did not believe a removal or CINA were necessary. Matt is beloved by most if not all DHS workers here in Linn...not feared. They know he will respond to any request for help anytime, any day of the week...he makes himself that accessible to DHS workers/investigators. He is a favorite of judges and attorneys as well. So I do not see this case and AG intervention as a Linn County Attorney's Office "personnel" issue.

Nonetheless, as a result of Friday's meeting, I will instruct Matt to be sure he does not include any "vitriol" in his email exchanges with DHS and Ellen, and to be a bit more open minded and less critical/judgmental/dramatic about the Department's position when it differs from the State's. I will also remind my juvenile attorneys to follow our office protocol when it comes to disagreements with DHS, i.e. "communicate, communicate, and communicate, always do so in a professional, respectful, non-threatening manner, and contain your disbelief." I do not plan any action beyond that. Ellen Ramsey-Kacena represented parents in juvenile court in Linn County for several years before joining the AG's office. She and Matt did not get along then, and do not get along now. There are many attorneys and judges here in Linn who would very likely admit that they too did not get along with Ellen. The reports of Ellen speaking to the represented mother in Matt's case just prior to entering court last week, outside the presence and knowledge of the mother's attorney, did not surprise me.

Final note: It is apparent after Friday's meeting that the AG now plans to step in to replace the county attorney in any CINA/TPR case where DHS alleges "disagreement," and asks the AG to do so. I do not understand the AG's offense at the county attorney's request that the AG contact the county attorney prior to filing an appearance, to advise of the disagreement and AG's planned appearance. Not only is the request a matter of professional courtesy, but we make it in order to give the AG the opportunity to hear the county attorney's side in the matter, obtain assurances that DHS's position will be adequately presented to the court by the county attorney, and to receive information that DHS may have omitted/withheld in its request. That way the AG can make a better informed decision as to whether or not a "disagreement" exists, or if it does,

whether the disagreement warrants AG intervention and replacement of the county attorney as attorney for the State. In no way are we county attorney's suggesting that we are the ones to decide if there is a "disagreement" or whether AG intervention is necessary.

Back to the Black Jack table Ed. Enjoy Vegas. Sorry this got so long. Thank you all again. Lance



**LANCE J. HEEREN**

*Assistant Linn County Attorney*

**Juvenile Division**

211 8<sup>th</sup> Avenue SW | Cedar Rapids, IA 52404

Ph: 319-892-6330 | Fax: 319-892-6339

LinnCountyIowa.gov

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## Dana Minter

---

**From:** Guthrie County Attorney  
**Sent:** Monday, December 19, 2022 10:39 AM  
**To:** Stacey Armstrong (stacey.armstrong@iowacourts.gov); timothy.farmer@iowacourts.gov  
**Cc:** Dana Minter  
**Subject:** FW: Electronic search warrants

Judge Farmer and Stacey, have you heard anything about this? We would need lots of training

Brenna Bird  
Guthrie County Attorney  
Guthrie County Courthouse  
200 North 5<sup>th</sup> Street, Ste. 9  
Guthrie Center, Iowa 50115  
Office: 641.747.3765  
Fax: 641.332.2423

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**From:** Michael Huppert <Michael.Huppert@iowacourts.gov>  
**Sent:** Wednesday, December 7, 2022 4:35 PM  
**To:** acattorney@adamscountyia.com; attorney@adaircountyia.org; atty@clarkecountyia.org; cclucascountyia@gmail.com; chuck.sinnard@co.dallas.ia.us; coatdec@grm.net; Guthrie County Attorney <countyattorney@guthriecounty.gov>; douge@warrencountyia.org; ebull@co.marion.ia.us; general@jaspercoatty.org; john.sarcone@polkcountyia.gov; mileslaw@grm.net; mschultz@attorney.madisoncoia.us; rtca@ringgoldcounty.us; rtca@taylorcountyia.org; spotoole@unioncountyia.org  
**Cc:** D5 Clerks Of Court <D5\_Clerks\_Of\_Court@JUDICIAL.jb.gov.state.ia.us>; Marques Wilson <Marques.Wilson@iowacourts.gov>  
**Subject:** Electronic search warrants

The Fifth Judicial District was recently added as the last district to obtain access to the electronic search warrant program piloted across the state over the last year or so. I know that the Polk County Clerk's office is working with JBIT and the Polk County Attorney's office to finalize what is needed to go live there, and I am hopeful that this will occur soon. I assume the other counties in the district are in a position to fully utilize the program, but in talking to the clerks district-wide I get the sense most of the warrants are still coming in on paper. I would appreciate hearing from you on where you believe you and your law enforcement agencies across the county are in terms of taking advantage of electronic warrants. If you would like further information or assistance in facilitating this process, please let me know. Thanks for your help.

Mike

Michael D. Huppert

Chief Judge, 5th Judicial District  
Polk County Courthouse  
110 6th Ave.  
Des Moines, IA 50309  
(515) 286-3125  
(515) 286-3858--FAX

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## Dana Minter

---

**From:** Guthrie County Attorney  
**Sent:** Monday, December 19, 2022 10:38 AM  
**To:** Johanne Godwin  
**Subject:** FW: District 5 Administrative Orders for 2023  
**Attachments:** AMENDED 2022-19 Assignment and Court Service Schedule 5A and 5B for 2023.pdf;  
AMENDED 2022-26 Administration of Polk County Juvenile Court and Fifth District  
Juvenile Judge Designation.pdf

Brenna Bird  
Guthrie County Attorney  
Guthrie County Courthouse  
200 North 5<sup>th</sup> Street, Ste. 9  
Guthrie Center, Iowa 50115  
Office: 641.747.3765  
Fax: 641.332.2423

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**From:** Austin Westermann <Austin.Westermann@iowacourts.gov>  
**Sent:** Monday, December 12, 2022 12:32 PM  
**Subject:** Re: District 5 Administrative Orders for 2023

Good afternoon,

Two District 5 Administrative Orders for 2023 have been amended:

AMENDED 2022-19 Assignment and Court Service Schedule 5A and 5B for 2023  
AMENDED 2022-26 Administration of Polk County Juvenile Court and Fifth District Juvenile Judge  
Designation

Copies of those orders are attached to this email for your convenience. You can also find them on our website:  
<https://www.iowacourts.gov/iowa-courts/district-court/judicial-district-5/announcements/>

Thank you



### Austin J. Westermann

Executive Assistant - Court Administration  
Iowa Judicial Branch | Fifth Judicial District  
Polk County Historic Courthouse  
500 Mulberry Street, Rm. 4383

From: Austin Westermann/District5/JUDICIAL  
Date: 11/17/2022 02:18 PM  
Subject: District 5 Administrative Orders for 2023

---

Good afternoon,

The Fifth Judicial District Administrative Order Packet for 2023 has been completed. The Administrative Orders for the 2023 calendar year start at 2022-8 through 2022-26 with the addition of 2022-28 - they are attached to this email.

Thank you



**Austin J. Westermann**

Executive Assistant - Court Administration  
Iowa Judicial Branch | Fifth Judicial District  
Polk County Historic Courthouse  
500 Mulberry Street, Rm. 4383  
Des Moines, Iowa 50309  
[austin.westermann@iowacourts.gov](mailto:austin.westermann@iowacourts.gov) | (515) 286-3198

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**Dana Minter**

---

**From:** Brenna Bird  
**Sent:** Monday, December 19, 2022 10:20 AM  
**To:** Casey Jones  
**Subject:** FW: ICAA FY22-23 Salary Survey  
**Attachments:** SalarySurvey FY22-23.pdf; SalarySurvey FY22-23.xls; SalarySurvey FY22-23.pdf  
  
**Importance:** High

Brenna Bird  
Guthrie County Attorney  
Guthrie County Courthouse  
200 North 5<sup>th</sup> Street, Ste. 9  
Guthrie Center, Iowa 50115  
Office: 641.747.3765  
Fax: 641.332.2423

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**From:** Brenna Bird  
**Sent:** Monday, December 5, 2022 12:43 PM  
**To:** Dana Minter <d.minter@guthriecounty.gov>  
**Subject:** FW: ICAA FY22-23 Salary Survey  
**Importance:** High

Brenna Bird  
Guthrie County Attorney  
Guthrie County Courthouse  
200 North 5<sup>th</sup> Street, Ste. 9  
Guthrie Center, Iowa 50115  
Office: 641.747.3765  
Fax: 641.332.2423

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**From:** Glick, Cindy [AG] <[Cindy.Glick@ag.iowa.gov](mailto:Cindy.Glick@ag.iowa.gov)>

**Sent:** Monday, December 5, 2022 12:00 PM

**Subject:** ICAA FY22-23 Salary Survey

**Importance:** High

**Third time should be a charm! PDF now shows 21/22 and 22/23**

To: All County Attorneys

From: Jessica Reynolds

---

Attached are the National Prosecution Standards relating to prosecutor compensation and the **FY 22/23** ICAA Salary Survey in two formats: Microsoft Excel and PDF.

The Excel format has a Table of Contents with links to the respective worksheets. Click the individual title OR use the "tabs" at the bottom of the screen for direct access to each worksheet.

The PDF format has a Table of Contents with links to the respective worksheets. Click the individual title OR view by scrolling down.

Either format allows you to print the entire document, if you wish.



*Cindy L. Glick*

**Legal Secretary**

**Iowa County Attorneys Association**

1305 E. Walnut St.

Des Moines, Iowa 50319

Main: (515) 281-5428 | Fax: (515) 281-6771 (Attn: PATC)

Email: [Cindy.Glick@ag.iowa.gov](mailto:Cindy.Glick@ag.iowa.gov) | [www.iowa-icaa.com](http://www.iowa-icaa.com)

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an email, please highlight the email in your Inbox and then click on the "Report Phishing" selector appearing on your Outlook toolbar.



## Dana Minter

---

**From:** Brenna Bird  
**Sent:** Monday, December 19, 2022 10:16 AM  
**To:** Hawkins, Lereesa  
**Subject:** RE: FW: Case Inception Notice-prod

Not a problem, just wanted you to be aware

Brenna Bird  
Guthrie County Attorney  
Guthrie County Courthouse  
200 North 5<sup>th</sup> Street, Ste. 9  
Guthrie Center, Iowa 50115  
Office: 641.747.3765  
Fax: 641.332.2423

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**From:** Hawkins, Lereesa <lereesa.hawkins@iowa.gov>  
**Sent:** Monday, December 19, 2022 9:48 AM  
**To:** Brenna Bird <b.bird@guthriecounty.gov>  
**Subject:** Re: FW: Case Inception Notice-prod

Just probation. I will send this to her PO. Sorry for the late response.

On Thu, Dec 15, 2022 at 10:05 AM Brenna Bird <[b.bird@guthriecounty.gov](mailto:b.bird@guthriecounty.gov)> wrote:

Another new charge. Is she on PTR?

Brenna Bird  
Guthrie County Attorney  
Guthrie County Courthouse

200 North 5<sup>th</sup> Street, Ste. 9

Guthrie Center, Iowa 50115

Office: 641.747.3765

Fax: 641.332.2423

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**From:** [noreply@iowacourts.gov](mailto:noreply@iowacourts.gov) <[noreply@iowacourts.gov](mailto:noreply@iowacourts.gov)>  
**Sent:** Thursday, December 15, 2022 8:20 AM  
**To:** Guthrie County Attorney Office <[attorney@guthriecounty.gov](mailto:attorney@guthriecounty.gov)>  
**Subject:** Case Inception Notice-prod

**Defendant: MARNIN, COLLETTE M**

Count	Crime	Code	Case Number
01	POSSESSION OF CONTROLLED SUBSTANCE - 3RD OR SUBSEQ OFFENSE	124.401(5)	FECR022575

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--  
**Lereesa Hawkins**  
**Probation/Parole I**  
**Guthrie County**  
**C: 515-418-8041**

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**Dana Minter**

---

**From:** Brenna Bird  
**Sent:** Thursday, December 15, 2022 10:06 AM  
**To:** Hawkins, Lereesa  
**Subject:** FW: Case Inception Notice-prod

Another new charge. Is she on PTR?

Brenna Bird  
Guthrie County Attorney  
Guthrie County Courthouse  
200 North 5<sup>th</sup> Street, Ste. 9  
Guthrie Center, Iowa 50115  
Office: 641.747.3765  
Fax: 641.332.2423

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**From:** noreply@iowacourts.gov <noreply@iowacourts.gov>  
**Sent:** Thursday, December 15, 2022 8:20 AM  
**To:** Guthrie County Attorney Office <attorney@guthriecounty.gov>  
**Subject:** Case Inception Notice-prod

**Defendant: MARNIN, COLLETTE M**

Count	Crime	Code	Case Number
01	POSSESSION OF CONTROLLED SUBSTANCE - 3RD OR SUBSEQ OFFENSE	124.401(5)	FECR022575

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## Dana Minter

---

**From:** Brenna Bird  
**Sent:** Wednesday, December 14, 2022 5:21 PM  
**To:** Dana Minter  
**Subject:** Re: Time to Register - Basic Training Iowa County Attorneys

Don't forget to check speedy and always have a ptc 2 weeks before trial so you don't work all weekend for trials that don't happen

Get [Outlook for Android](#)

---

**From:** Dana Minter <d.minter@guthriecounty.gov>  
**Sent:** Wednesday, December 14, 2022 5:02:08 PM  
**To:** Brenna Bird <b.bird@guthriecounty.gov>  
**Subject:** Re: Time to Register - Basic Training Iowa County Attorneys

Jo already has the motions drafted. I will be reviewing tonight for filing tomorrow most likely!

DM

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---

**From:** Brenna Bird <b.bird@guthriecounty.gov>  
**Sent:** Wednesday, December 14, 2022 4:59:22 PM  
**To:** Dana Minter <d.minter@guthriecounty.gov>  
**Subject:** Re: Time to Register - Basic Training Iowa County Attorneys

Great! Be sure to move court service

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---

**From:** Dana Minter <d.minter@guthriecounty.gov>  
**Sent:** Wednesday, December 14, 2022 4:30:16 PM  
**To:** Brenna Bird <b.bird@guthriecounty.gov>  
**Subject:** Re: Time to Register - Basic Training Iowa County Attorneys

Already registered!

DM

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---

**From:** Brenna Bird <b.bird@guthriecounty.gov>  
**Sent:** Wednesday, December 14, 2022 4:27:20 PM  
**To:** Dana Minter <d.minter@guthriecounty.gov>  
**Subject:** Fwd: Time to Register - Basic Training Iowa County Attorneys

Important training

**From:** Glick, Cindy [AG] <Cindy.Glick@ag.iowa.gov>

**Sent:** Wednesday, December 14, 2022 2:19:08 PM

**Subject:** Time to Register - Basic Training Iowa County Attorneys

**This training is designed for New County Attorneys, New Assistant County Attorneys, but is also beneficial experienced prosecutors and victim witness coordinators!**

**IT'S TIME TO REGISTER FOR THE  
2023 BASIC TRAINING FOR  
IOWA COUNTY ATTORNEYS!**

**Embassy Suites by Hilton  
101 E. Locust Street, Des Moines, Iowa**

**January 15-18, 2023**

**Online registration can be completed at:  
<https://forms.office.com/g/TzHjmbN8KS>**

**Or via the QR Code in the attachments**

- **you will get a quick response after hitting submit confirming your registration**
- **another email will be sent prior to the conference with material download information**
  - **we do not accept credit cards**
  - **invoices will be sent after the event is over**

**Hotel reservations can be made online at:**

**Room Block Link: [BASIC TRAINING FOR NEW PROSECUTORS](#)**

**(may take a few minutes to load)**

# Cutoff Date for Reduced Rate: Friday, December 23, 2022

**Parking at the hotel is an additional \$18.00/night. There is a City of Des Moines parking ramp directly across the street (402 E. 2nd Street). Prevailing city rates will apply.**

**If you have any questions, please contact me!**



*Cindy L. Glick*  
**Legal Secretary**  
**Iowa County Attorneys Association**  
1305 E. Walnut St.  
Des Moines, Iowa 50319  
Main: (515) 281-5428 | Fax: (515) 281-6771 (Attn: PATC)  
Email: [Cindy.Glick@ag.iowa.gov](mailto:Cindy.Glick@ag.iowa.gov) | [www.iowa-icaa.com](http://www.iowa-icaa.com)

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## Dana Minter

---

**From:** Brenna Bird  
**Sent:** Wednesday, December 14, 2022 4:59 PM  
**To:** Dana Minter  
**Subject:** Re: Time to Register - Basic Training Iowa County Attorneys

Great! Be sure to move court service

Get [Outlook for Android](#)

---

**From:** Dana Minter <d.minter@guthriecounty.gov>  
**Sent:** Wednesday, December 14, 2022 4:30:16 PM  
**To:** Brenna Bird <b.bird@guthriecounty.gov>  
**Subject:** Re: Time to Register - Basic Training Iowa County Attorneys

Already registered!

DM

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---

**From:** Brenna Bird <b.bird@guthriecounty.gov>  
**Sent:** Wednesday, December 14, 2022 4:27:20 PM  
**To:** Dana Minter <d.minter@guthriecounty.gov>  
**Subject:** Fwd: Time to Register - Basic Training Iowa County Attorneys

Important training

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---

**From:** Glick, Cindy [AG] <Cindy.Glick@ag.iowa.gov>  
**Sent:** Wednesday, December 14, 2022 2:19:08 PM  
**Subject:** Time to Register - Basic Training Iowa County Attorneys

**[This training is designed for New County Attorneys, New Assistant County Attorneys, but is also beneficial experienced prosecutors and victim witness coordinators!](#)**

**IT'S TIME TO REGISTER FOR THE**  
**2023 BASIC TRAINING FOR**  
**IOWA COUNTY ATTORNEYS!**

**Embassy Suites** by Hilton  
**101 E. Locust Street, Des Moines, Iowa**

**January 15-18, 2023**

Online registration can be completed at:

**<https://forms.office.com/g/TzHjmbN8KS>**

Or via the QR Code in the attachments

- you will get a quick response after hitting submit confirming your registration
- another email will be sent prior to the conference with material download information
  - we do not accept credit cards
  - invoices will be sent after the event is over

Hotel reservations can be made online at:

**Room Block Link: [BASIC TRAINING FOR NEW PROSECUTORS](#)**

(may take a few minutes to load)

**Cutoff Date for Reduced Rate: Friday, December 23, 2022**

**Parking at the hotel is an additional \$18.00/night. There is a City of Des Moines parking ramp directly across the street (402 E. 2nd Street). Prevailing city rates will apply.**

**If you have any questions, please contact me!**



*Cindy L. Glick*

**Legal Secretary**

**Iowa County Attorneys Association**

1305 E. Walnut St.

Des Moines, Iowa 50319

Main: (515) 281-5428 | Fax: (515) 281-6771 (Attn: PATC)

Email: [Cindy.Glick@ag.iowa.gov](mailto:Cindy.Glick@ag.iowa.gov) | [www.iowa-icaa.com](http://www.iowa-icaa.com)

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**Dana Minter**

---

**From:** Brenna Bird  
**Sent:** Wednesday, December 14, 2022 4:27 PM  
**To:** Dana Minter  
**Subject:** Fwd: Time to Register - Basic Training Iowa County Attorneys  
**Attachments:** QR CODE - Registration - Iowa Basic - 2023.docx; Basic training tentative agenda.pdf

Important training

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---

**From:** Glick, Cindy [AG] <Cindy.Glick@ag.iowa.gov>  
**Sent:** Wednesday, December 14, 2022 2:19:08 PM  
**Subject:** Time to Register - Basic Training Iowa County Attorneys

**This training is designed for New County Attorneys, New Assistant County Attorneys, but is also beneficial experienced prosecutors and victim witness coordinators!**

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**If you have any questions, please contact me!**



*Cindy L. Glick*

**Legal Secretary**

**Iowa County Attorneys Association**

1305 E. Walnut St.

Des Moines, Iowa 50319

Main: (515) 281-5428 | Fax: (515) 281-6771 (Attn: PATC)

Email: [Cindy.Glick@ag.iowa.gov](mailto:Cindy.Glick@ag.iowa.gov) | [www.iowa-icaa.com](http://www.iowa-icaa.com)

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## Dana Minter

---

**From:** Brenna Bird  
**Sent:** Wednesday, December 14, 2022 8:35 AM  
**To:** Brian Hoffman; Danielle Fink  
**Cc:** Dana Minter  
**Subject:** Re: Teams

Did you mean to include Dana instead?

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---

**From:** Brian Hoffman <b.hoffman@guthriecounty.gov>  
**Sent:** Wednesday, December 14, 2022 7:42:55 AM  
**To:** Danielle Fink <d.fink@guthriecounty.gov>  
**Cc:** Brenna Bird <b.bird@guthriecounty.gov>  
**Subject:** Teams

Hi,

I met with Casey and Johanne yesterday to review the call handling for the Teams new phones. We hope to have their input programmed in the system and go live sometime this morning. Incoming calls will only ring to the their two phones. If no one answers the call, it will go to a shared voicemail. There will not be any personal voice boxes for any of your staff per request. We will go over the mechanics of the physical phone with them this morning and then visit with you when you return.

Brian Hoffman  
Guthrie County IT Administrator  
200 N. 5th St., Suite 14  
Guthrie Center, IA. 50115  
[b.hoffman@guthriecounty.gov](mailto:b.hoffman@guthriecounty.gov)

For IT Support:  
Phone: 1-888-498-8867  
Email: [itdesk@guthriecounty.gov](mailto:itdesk@guthriecounty.gov)  
Web: <http://itdesk.guthriecounty.gov>



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## Dana Minter

---

**From:** Brenna Bird  
**Sent:** Monday, December 12, 2022 10:23 AM  
**To:** Johanne Godwin; Dana Minter  
**Subject:** RE: Darrell Mullins (515) 281-6754

Talked to him

Brenna Bird  
Guthrie County Attorney  
Guthrie County Courthouse  
200 North 5<sup>th</sup> Street, Ste. 9  
Guthrie Center, Iowa 50115  
Office: 641.747.3765  
Fax: 641.332.2423

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**From:** Johanne Godwin <j.godwin@guthriecounty.gov>  
**Sent:** Friday, December 9, 2022 11:36 AM  
**To:** Brenna Bird <b.bird@guthriecounty.gov>; Dana Minter <d.minter@guthriecounty.gov>  
**Subject:** RE: Darrell Mullins (515) 281-6754

OWCR022094

**From:** Brenna Bird <b.bird@guthriecounty.gov>  
**Sent:** Friday, December 9, 2022 11:28 AM  
**To:** Johanne Godwin <j.godwin@guthriecounty.gov>; Dana Minter <d.minter@guthriecounty.gov>  
**Subject:** RE: Darrell Mullins (515) 281-6754

Can you please send the case number to me?

Brenna Bird  
Guthrie County Attorney  
Guthrie County Courthouse  
200 North 5<sup>th</sup> Street, Ste. 9  
Guthrie Center, Iowa 50115  
Office: 641.747.3765

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**From:** Johanne Godwin <[j.godwin@guthriecounty.gov](mailto:j.godwin@guthriecounty.gov)>

**Sent:** Friday, December 9, 2022 11:08 AM

**To:** Brenna Bird <[b.bird@guthriecounty.gov](mailto:b.bird@guthriecounty.gov)>; Dana Minter <[d.minter@guthriecounty.gov](mailto:d.minter@guthriecounty.gov)>

**Subject:** Darrell Mullins (515) 281-6754

Darrell Mullins (515) 281-6754 – Attorney General – The Court granted the appeal on Johnson. Darrell was going to call Brenna on her cell phone.

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