



Sept. 1, 2006

CLERK'S CLIPS



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Dear Friends,

Some of you may have experienced difficulty paging through images retrieved on our website. This is most likely due to a default internet browser setting on your computer. We have determined that **QuickTime** and **Microsoft Office Picture Manager** do not allow for paging down past the first page of an image on our system. To remedy this problem, you should change the default internet browser as follows: **First**, be certain your internet browser is closed and there is no active connection to the web. Then, click on **Start**, go to **Settings**, then **Control Panel**, then **Folder Options**, then click on the **File Types** tab. In the list that appears, scroll all the way down to **TIF Files** and click there. The list should expand to give you several program options to select from. We suggest you click either **Microsoft Office Document Imaging** or **Windows Picture and Fax Viewer**. Then click **Close**. Repeat the process for the next listed file type, **TIFF Files**. Then launch your internet browser. You should now be able to page down. If your computer does not contain either of these viewers, you might try downloading the free software at www.alternatiff.com.

Come by for a visit with us, and we'll be happy to assist you with the website. And . . . we'll have a cup of coffee waiting!

Best Regards,



FEATURED STAFF MEMBER:

Our featured employee this month is Miss Lakisha Tennille Jones of Canton. "Kisha," as she is called by her fellow co-workers, has been employed with the Chancery Clerk's Office since December 2, 2002. She is the daughter of Carolyn and Clifton Jones, and the sister of Jeremy Jones, also of Canton. Before coming to work at the Chancery Clerk's Office, Kisha was employed by Wendy's Restaurant, MS Discount Drugs, and Canton Discount Drugs. On May 11, 2002, Kisha earned her B.A. in English Literature from Alcorn State University. As Deputy Court Records Clerk/Assistant Receiving Clerk, Kisha handles the daily matters of Chancery Court and she receives the supplies for the office. Her duties include, but are not limited to, opening and processing daily mail, filing court cases, preparing court files for our judges, and assisting Region 8 Mental Health with getting mental patients committed to the Mississippi State Hospital. Many of her hobbies include singing in her church choir, traveling with family and participating in community service projects with her sorority sisters, the Upsilon Upsilon Omega Chapter of Alpha Kappa Alpha Sorority, Inc.



IN THE EVENT OF A DISASTER:

During the disaster of Hurricane Katrina, several counties lost many of their vital land records. Fortunately, we sustained no such losses here in Madison County. However, in the event of fire or other catastrophe, we maintain duplicate copies of all county land records, including our older indices, which are stored off site in underground barracks at the ACS (Affiliated Computer Services) Records Center in Flora, Mississippi. Our current records are backed up regularly on tape drive by our IT Department and also stored at this facility. Should a disaster occur, we should be able to restore records within a matter of days, if not sooner.



Court Corner:

Our court department is now issuing notices of clerks dismissal on all stale cases. To have your case remain active, please be sure you have filed some type of pleading since August, 2005.

A small but growing library of treatises on Chancery matters is available for your use in our office. These include: 1) [Griffith's MS Chancery Practice \(2000 Edition\)](#) 2) [MS Chancery Practice Reference Manual \(U.M. Center for CLE\)](#) 3) [MS Wills & Estates \(Weems\)](#) 4) [MS Real Estate Contracts & Closings \(Boakle\)](#)

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