

# Kansas City: Recruitment Email Example

CITY OF FOUNTAINS  
HEART OF THE NATION



KANSAS CITY  
MISSOURI

## Circuit Court of Missouri

Sixteenth Judicial Circuit Court  
Kansas City Municipal Division  
511 E. 11<sup>th</sup> Street  
Kansas City, Missouri 64106

(816) 513-2700  
Fax: (816) 513-6782

March 5, 2019

Sent via email:

Dear [Recipient]:

We would like to invite you to be part of the planning and implementation of a community engagement project to make improvements to the Kansas City, Missouri Municipal Court. We are happy to announce that our court is one of six courts chosen from more than 20 applicants nationwide for the National Center for State Courts (NCSC) Community Engagement Pilot Project. This is an approximately 18 month project that will involve several meetings and participation in community forums.

**Your knowledge and input as a member of the Volunteer Attorney Project is vital and we hope you will join us. We are inviting you to attend our next steering committee meeting on Friday, March 15, 2019, from 11:30 a.m. to 1 p.m. at the Municipal Court, 511 E. 11<sup>th</sup> Street. Lunch will be provided.**

**Please also plan to take implicit bias training with the steering committee on Tuesday, March 26, 2019, from 9 a.m. to 4 p.m. at the Kansas City Police Department Community Room, 1125 Locust Street (1<sup>st</sup> floor). Lunch is provided. The class is presented by The Summers Advisory Group and you will receive some materials to review prior to the class. The NCSC has asked the participating courts to include implicit bias training as part of their preparation activities. I will send separate calendar invites for both events.**

This national pilot project is aimed at investigating the use of public engagement to build public trust in the courts. The courts that were selected have been asked to design and implement a public engagement project to (a) improve trust between courts and minority or low-income communities, and (b) make progress on eliminating a disparity and its impact in a specific problem area. The additional goal for the national project sponsors is to take what is learned from the six courts and develop a Community Engagement Tool Kit to help other courts investigate. **In January we formed a committee of court officials and legal community partners for the Kansas City project, which is in its early stages. We are expanding this committee to include additional community leaders in order to create meaningful, inclusive engagement, identify problem areas in the Municipal Court and begin to address them. We sincerely want this to be a collaborative effort. Attached is background material from the NCSC and an outline of the Kansas City Municipal Court Project Attributes. Please let me know by Wednesday March 13 if you will be able to participate.**

Sincerely

Benita Jones  
Public Information Officer/Project Manager

Corey A. Carter	Judge of Division	201	Ardie A. Bland	Judge of Division	205	Todd D. Wilcher	Judge of Division	209
Joseph H. Locascio	Judge of Division	202	Katherine B. Emke	Judge of Division	206	Megan F. Pfannenstiel	Court Administrator	
Courtney A. Wachal	Judge of Division	203	Anne J. LaBella	Judge of Division	207			
Keith R. Ludwig	Judge of Division	204	Martina L. Peterson	Judge of Division	208			