



THE WOMEN'S CENTER AT CCM

NEWSLETTER

Volume XII, Number 2

Look To Your Library!

Libraries are full of wonderful resources for the job hunter as well as most others. The Women's Center will be offering resumé reviews to a limited number of women via their local libraries. These sessions will help participants prepare a resumé that will reflect their skills and experiences. It will also help them overcome some resumé issues such as dealing with gaps in employment history and creating a format that is appropriate for submission via email. Check to see if your library is on the list.

Libraries also have computers which will give you access to web sites offering jobs as well as the opportunity to set up an email account where potential employers can contact you. Check out all the job search books on the shelves for lots of information on finding a job.

Libraries also have Bulletin Boards and racks with lots of community information. Rent a CD or join a book club. Research a company that you are interested in working for. Check to see if the library is offering computer classes that can help you develop more skills. All of this is free and local. Take advantage of it!

LEGAL CLINIC
1st, 2nd, & 3rd WEDNESDAYS
CALL FOR AN INDIVIDUAL
APPOINTMENT
973-328-5025

The Family Court's Case Information Statement – Part 1

Anyone going through a divorce has heard of the Case Information Statement. Just mentioning the Case Information Statement, or CIS as it is known, usually causes anyone exposed to it to grimace. That is because, if prepared properly, it is somewhat time-consuming to complete. This is due to the Case Information Statement being an extremely detailed and comprehensive financial form.

However, the Case Information Statement is one of the most vital documents in a divorce case. It is a form which requests basic information, such as names and addresses of the parties and their children, and financial information such as income, expenses, assets and liabilities. The litigant must certify as to the truth of all information contained in the Case Information Statement. It is a snapshot of your entire financial situation, and is invaluable in both the litigation and settlement processes.

The Court Rules require that the Case Information Statement be filed and served whenever there is an issue as to custody, support, alimony or equitable distribution, or as may be ordered by the court. (R. 5:5-2(a)) The Court Rules also provide that the Case Information Statement be filed and served twenty days after the filing of the Answer or Appearance. (R. 5:5-2(b)) Further, the parties are under a continuing duty to report any material changes. (R. 5:5-2(c)) Also, the courts will usually require an "updated" Case Information Statement at least twenty days before a trial. Each time an application is made for alimony or child support, the Case Information Statement must be attached to that application. (R. 5:5-4(a)) When an application is made after a divorce for the modification of alimony or child support, the application must have attached to it both the prior Case Information Statements and a copy of a current Case Information Statement. (R.5:5-4(a))

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You can see that by the court's frequent requirement of submission of a Case Information Statement, that it is a document that is important to the courts. The courts rely on the information contained in the Case Information Statements. The judges are familiar with the format of the Case Information Statement and frequently refer to it for information important to them when deciding an issue on a case.

Part II of this article will address some of the detailed financial information required to complete the Case Information Statement and will be in the next issue.

This article was authored by Josephine Iandoli, Esq. of Iandoli and Edens.

Computer Workshops

Short-term computer classes are now being filled for the fall session. These low-key, high-interest classes can jumpstart your computer skills and enhance your employability. Classes are held at various sites throughout Morris County in 3-hour sessions. Fees for these classes are determined by eligibility standards, and clients of the Women's Center are given preference in registering. Some classes may have waiting lists, so if you are interested in one of the classes listed below, please call 973-328-5025 soon.

Upcoming Computer Workshops

- . **Intro to Computers**
- . **Operating Systems**
- . **Word**
- . **Excel**
- . **PowerPoint**
- . **Outlook**
- . **Quicken**

Keep yourself well oiled with life, laughter, new ideas, and action – or you'll rust out.

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**The Women's Center at CCM
County College of Morris
SCC 115**

Mission Statement

**To serve the varied needs of
women in their quest for
economic self sufficiency.**

Staff

Director	Elaine Muller
Career Counselor	Mona Witman
Job Placement	Michele Coneys
Legal Ed. Coord.	Pat Johnson
Secretary	Gladys Licker
Secretary	Betty Squire

The Women's Center at CCM is a nonprofit organization serving displaced homemakers, single mothers, and other women. It is sponsored by the County College of Morris. The program is funded by the NJ Division on Women and the United Way of Morris County. The legal education services are funded by a grant from the IOLTA Fund of the NJ Bar Foundation and the Morris County Bar Foundation.

Career Corner

... .. *Your Attitude and the Job Search*

Though it is quite difficult in light of the circumstances these days, nothing is more important when it comes to job hunting than maintaining a Positive Attitude. Employers say it is more important than experience or education, and can be the tiebreaker between two equally qualified candidates. The following are ways for you to learn to manage your attitude and become more employable.

Take some time to identify your talents. Ask yourself why people seek you out. List the areas where you do well both professionally and personally. These talents are a good reflection of what you bring to potential employers.

Surround yourself with positive people who encourage you and help you to develop job leads. Spending time with these people will make you feel good about yourself, and their attitude will lift your mood quickly.

Promote Yourself. Women are taught as girls not to brag about themselves; however, to be able to talk about your accomplishments is a key factor to a successful attitude. Though you may be working hard, it is pointless if your efforts go unnoticed.

Be Prepared and Get Organized. Find out as much information about the company and position and then match the job tasks with your personal strengths. Create tailor-made resumes and cover letters utilizing this knowledge for each job to which you apply. This will make you come across as a unique individual with a distinctive set of skills.

Visualize and Achieve. Imagine what you want, picture yourself in a career you desire, and you will start to believe. You have the power, so use it. Believing in yourself is the best thing you can do to get closer to your dream. Realize this dream and you will achieve it.

Do Not Take Negative Responses, No Response or Rejections to Heart. In this climate, it is not unusual to never hear back regarding positions to which you've

Upcoming Summer Job Club Topics

10:00 – 11:30

July 16	Resume Writing
July 30	Cover Letter Writing
August 6	Your Attitude and the Job Search
August 20	Networking

Job Club meets every other Friday at the Women's Center for any woman looking for a job. This informal group discusses a variety of issues that lead to a successful job search. A counselor from the Women's Center staff presents information on a topic and responds to questions raised by the group members. All of this free help is available by calling 973-328-5025 and reserving your place.

Useful Job Search Websites

nj.gov/labor/mainpages/reemployment.html	NJ employment
monster.com	Commercial job search site
careerbuilder.com	Commercial job search site
nj.com/jobs/	Classified ads from NJ newspapers

applied. There are so many people applying and not enough employees working in the corporations to generate responses for all resumes received.

A job search takes hard work, but it can be accomplished more effectively with a positive attitude. Once you obtain a new job, your positive attitude will be valued and appreciated by your new company and co-workers.

Sizzling Summer Sale!

The Women's Center is offering free Computer Lab training sessions for our clients from July 4th through Labor Day. Non-clients are also invited to take advantage of this offer for only \$5 per session.

Computer Lab is an opportunity for women to become more proficient in their skills with computer applications. Done one on one, this training is specific to the needs of the individual. One hour reservations are taken for this experience, and all levels of proficiency are welcome. There is a small charge for non clients of the Women's Center, and it is free for clients during the summer months. Call for a reservation!

**Tell a Friend About the Free Help They Can Get
at the Women's Center**

**The Women's Center at CCM
County College of Morris
SCC 115
Randolph, NJ 07869**

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