[ms-0494.013.005.001]

United States District Court
For the Eastern District of Michigan
Detroit 48226

CHAMBERS OF
ROBERT E. DEMASCIO
JUDGE

June 21, 1979

The Honorable Earl Gilliam
Judge of the Superior Court
220 West Broadway
Superior Court, Department 9
San Diego, CA 92101

Dear Judge Gilliam:

Chief Judge Schwartz has advised that you will be one of the nominees for judgeships in the Southern District of California. I am writing to inquire if you will have a secretarial position available on your staff.

Judge Fred W. Kaess, of our Court, passed away on March 30, while sitting as a visiting judge in San Diego. Mrs. Bonnie Coates, Secretary to Judge Kaess for the past seven years, deeply desires to continue her employment with the Courts. She is an excellent secretary, with 20 years of experience in law. Having heard Judge Kaess speak of her work many times in glowing terms, I would certainly add that she would be an invaluable asset to any judge and, most particularly, to a new appointee, in view of her experience and capabilities. As further recommendation, I enclose, together with her resume, a copy of a letter written by Judge Kaess requesting a quality step increase for Mrs. Coates on the basis of her outstanding job performance.

I would be most happy to speak with you regarding her qualifications. She is free to relocate, and would be available to travel for an interview at a prospective employer's convenience. I strongly believe that the Courts cannot afford to lose secretaries of Mrs. Coates' caliber; I cannot recommend her too highly.

Very truly yours,

Robert E. DeMascio

Robert E. DeMascio
United States District Judge

Enclosures

BONNIE L. COATES
2000 Fleetwood Drive
Grosse Pointe Woods, Michigan 48236
(313) 885-5582 (residence)

Chambers of Judge Fred W. Kaess
707 Federal Building
Detroit, Michigan 48226
(FTS) 226-6066 (business)

Objective: A judicial secretarial position utilizing the skills, experience, organizational abilities, and initiative acquired during twelve years of secretarial and legal secretarial experience and eight years of Federal judicial secretarial experience.

Background: Twenty years of experience includes: Development and implementation of office procedures; successful communications; resolution of organizational problems; implementation of appropriate travel arrangements for all personnel; ultimate responsibility for proper functioning of judge's chambers.

Education:

January, 1959: Graduated from Kelvyn Park High School, Chicago, Illinois. Illinois State Scholarship Award; National Merit Scholarship Semi-Finalist; Quill & Scroll Honor Society Journalism Award.

1959-60: DePaul University, Chicago, Illinois. (Evening school enrollment).

Experience:

May, 1972, to date: Senior Administrative Secretary to the Honorable Fred W. Kaess, United States District Judge, Eastern District of Michigan, Southern Division. Judge Kaess became Chief Judge of this Court in May, 1972, and stepped down as Chief Judge in December, 1975, upon assuming senior status.

June, 1971-
May, 1972: Assistant Secretary to the Honorable Ralph M. Freeman, Chief United States District Judge, Eastern District of Michigan, Southern Division.

June, 1967-
June, 1971: Secretary to Mr. William H. Merrill, Partner and head of litigation department; Parsons, Tennant, Hammond, Hardig & Ziegelman, Detroit, Michigan.

1963-67: Secretary to Messrs. Oliver C. Nelson and Hugh J. McGuire, Nelson & McGuire, Detroit, Michigan. This law firm handled both civil and criminal litigation, estates, corporate matters, and various other aspects of the law.

1960-63: Secretary to Messrs. Jack W. Korn and Robert A. Burns, Korn & Burns, Cadillac, Michigan. This law firm handled all phases of legal work.

1959-60: Secretary to Mr. Thomas W. McNamara, Associate; Thompson, Raymond, Mayer, Jenner & Bloomstein, Chicago, Illinois. The emphasis in this law firm was on litigation, civil, criminal, and corporate.

Skills: Typing: 80 wpm
Shorthand: 120 wpm
Thorough knowledge of all office equipment.

Personal: Born October 25, 1941, Chicago, Illinois.
Excellent health.

References:

The Honorable Wade H. McCree, Jr.
Solicitor General of the United States
United States Department of Justice
Washington, D. C. 20530
(FTS) 633-2201

The Honorable Damon J. Keith
United States Circuit Judge
730 Federal Building and Courthouse
Detroit, MI 48226
(FTS) 226-6890

The Honorable Cornelia G. Kennedy
Chief United States District Judge
219 Federal Building and Courthouse
Detroit, MI 48226
(FTS) 226-6893

The Honorable Robert E. DeMascio
United States District Judge
257 Federal Building and Courthouse
Detroit, MI 48226
(FTS) 226-7570

Mr. Henry R. Hanssen
Chief, Management Review Division
Administrative Office of the
United States Courts
Supreme Court Building
Washington, D. C. 20544
(FTS) 633-6199

UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF MICHIGAN
707 FEDERAL BLDG.
DETROIT 48226

CHAMBERS OF
FRED W. KAESS
SENIOR JUDGE

April 13, 1977

Mr. R. Glenn Johnson
Chief, Division of Personnel
Administrative Office of the United States Courts
Supreme Court Building
Washington, D. C. 20544

Dear Mr. Johnson:

With regard to your letter of April 1, concerning Quality Step Increases for supporting personnel, please be advised that I recommend Mrs. Bonnie Coates, my present senior administrative secretary, for an increase to the next step in her grade.

Mrs. Coates has displayed a most unique aptitude for her position from the beginning of her employment with me (first as my assistant secretary when I became Chief Judge in 1972, and then as my secretary in 1973). During this time, she has continuously demonstrated her skills as a secretary, both in the duties customarily required of her in that capacity, and in the management of my chambers in a manner which has resulted in a most smoothly-run, efficient operation, and one which allows me to devote my full concentration to legal matters. Throughout her employment, she has given a great deal of time to the achievement of maintaining optimum working conditions for myself and other members of the staff, and is always available to solve problems or render assistance. Her implementation of new office policies and procedures has completely relieved me of the often petty decisions which otherwise can take up so much of a judge's precious time. I have every reason to believe that Mrs. Coates' outstanding job performance will continue in the future.

Therefore, I most certainly recommend that she be advanced from JSP-10/4 to JSP-10/5.

Sincerely yours,

Fred W. Kaess
United States District Judge

APPROVED:

Damon J. Keith, Chief Judge