



## MUNICIPAL JUDGE EDUCATION COMMITTEE

P. O. Box 104480  
JEFFERSON CITY, MISSOURI  
65110

### MEMORANDUM

**TO:** Non-Lawyer and New Municipal Judges

**FROM:** The Honorable Roy L. Richter, Chair

**SUBJECT:** Spring 2018 Non-Lawyer Certification Program and New Judge Orientation

**DATE:** February 21, 2018

The Municipal Judge Education Committee will be conducting a Certification and New Judge Orientation for new Municipal Judges at the Office of State Courts Administrator in Jefferson City, MO. This training is mandatory for all NEW municipal judges. New **Non-Lawyer** Judges must attend the **two-day** training while the second-day orientation is mandatory for **ALL** new Municipal Judges. Only those Municipal Judges required to attend the New Municipal Judge Orientation training as required in Rule 18.05(d) will be allowed to attend the sessions. **Attendees must be newly elected or appointed Judges, and those who ceased judicial duties for at least 24 months before once again serving as a Municipal Judge.** Additional educational opportunities to fulfill the Ethics or Professionalism requirements will be made available through the Committee. **The New Judge Orientation program offers 6.0 CLE credits (including 2.0 for Ethics), in compliance with Supreme Court Rules 15 and 18.**

The Coordinating Commission for Judicial Education has provided funding for the cost of these programs. For eligible judges, (persons who must drive more than 75 miles from their court to the training site), lodging on Thursday night with dinner will be reimbursed in accordance with state travel guidelines. Upon receipt of a completed registration form, participants will receive confirmations along with lodging instructions for eligible court staff.

A program announcement & registration form are also posted on the Municipal Judge Education Web page and the Missouri Municipal and Associate Circuit Judges Association web page.

\*NOTE: Training is being held Friday only.

#### **Non-Lawyer Municipal Judge Certification**

Done on a one-on-one basis prior to the Orientation.

#### **New Judge Orientation**

**Thursday, April 19, 1-4:00 p.m for JIS and Show-Me Courts (SMC) users only.**

**Friday, April 20, 2018 8:50 a.m. – 4:00 p.m.**

The New Judge Orientation program is required for all new municipal judges. The program topics include Ethics, Judicial Administration, Courtroom Procedures, and Legal Knowledge, as well as CLE and Resources.

STAFFED BY OFFICE OF STATE COURTS ADMINISTRATOR (573) 751-4377

JUDGE ROY L. RICHTER, CHAIR	JUDGE THERESA BRIGHT-PEARSON	
JUDGE DANA M. ALTIERI	JUDGE ELIZABETH HOGAN	JUDGE ANDREA NIEHOFF
JUDGE ARDIE BLAND	JUDGE KAREN KRAUSER	JUDGE KENNETH THOMPSON
JUDGE BECKY BORTHWICK	JUDGE JOSEPH MCCULLOCH, SR.	JUDGE COTTON WALKER

# Registration Instructions

## **Registration:**

Please fill out all the requested information, including the **required** social security number, on the registration form below. Incomplete forms will cause delays in processing your request. **Please keep a copy of this material for your records.** Return the completed registration form as soon as possible, **but no later than Friday, March 30, 2018**, by FAX (573-522-5013), e-mail @ Christine.wojtasik@courts.mo.gov or by mail to: Christine Wojtasik, Office of State Courts Administrator, 2112 Industrial Dr., P.O. Box 104480, Jefferson City, MO 65110.

## ***Spring Municipal Judge Certification and Orientation Thursday, April 19, 2018 (JIS and SMC only) Friday, April 20, 2018***

Registration Deadline: Friday, March 30, 2018

*Please register me for the following event checked below:*

[ ☐ ] New Municipal Judges in Divisions using JIS and Show-Me Courts (SMC), **Thursday, April 19th. Target audience:** This session is intended to introduce and orient new judges in municipal divisions using JIS and Show-Me Courts (SMC) to the technology available to assist them in addressing and managing their caseloads and dockets in the digital environment of the statewide court automation system. Topics will include, among others, using eBench, Secure Case.net, court reports, court email, and personal digital devices for court business. Check with your municipal division clerk to determine if your division uses JIS or SMC. If so, you should not miss this session.

[ ☐ ] New Non-Lawyer Judge Certification –TBD and New Judge Orientation – Precertification date TBD & **Friday, April 20th. Target audience:** This certification and orientation is mandatory for all new **non-lawyer** judges.

[ ☐ ] New Judge Orientation Only – **Friday, April 20th**  
**Target audience:** This one-day program is mandatory for all new Municipal Judges who have assumed the bench within the last calendar year.

Name: \_\_\_\_\_  
Last First Middle Initial

### **Circle correct status below:**

Appointed or elected? Full or part-time? Lawyer or Non-lawyer?

Sworn in or assumed the bench on \_\_\_\_\_  
Month/Day/Year

Social Security # : \_\_\_\_\_

Municipalities Served and Circuit Number: \_\_\_\_\_

Are you taking this Orientation for the first time? Yes or No

Do you have special dietary or ADA needs? \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Daytime Phone:** (    ) \_\_\_\_\_ **Fax:** (    ) \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Cancellations:**

Should your attendance plans change, please cancel any overnight lodging you have made and contact Christine Wojtasik as soon as possible at PH (573) 522-6072 so program logistics can be adjusted accordingly. Your timely notification assures our best customer service with available funds provided through the Coordinating Commission for Judicial Education.