

## TRIAL COURT ADMINISTRATION

Policy 504

December 14, 2015

### **PROFESSIONAL DEVELOPMENT ADMINISTRATIVE PERSONNEL**

#### **SECTION 1. Authority and Purpose**

Under Administrative Rule 22, the Administrative Council is assigned the responsibility of developing uniform administration for the trial courts.

The Administrative Council recognizes the need for increased professional development for certain trial court administrative and juvenile court personnel. Basic technical skills training in key trial court administration areas will equip trial court and juvenile court personnel with a base of common knowledge essential to carry out their essential job functions.

#### **SECTION 2. Certification Level Requirements**

Court administrators and assistant court administrators for the trial court must attend, on a priority basis, the courses offered or sponsored by the National Center for State Court's Court Management Program to reach the certification level of Certified Court Manager.

Juvenile court directors and state-employed clerks of court must attend, as directed by their hiring authority, the courses offered or sponsored by the National Center for State Court's Court Management Program to reach the certification level of Certified Court Manager provided the courses are offered in-state or as part of a multi-state consortium and are sponsored by the Judiciary.

Exceptions to the requirements in this section may be granted by the State Court Administrator.

#### **SECTION 3. Training Priority**

Requests by trial court administrative personnel for attendance at out-of-state courses, seminars, or conferences other than those required for certification as a Certified Court Manager will not be approved until certification is complete. Exceptions to this may be granted by the State Court Administrator.

Participation in the Court Management Program courses by juvenile court directors and clerks of court will be counted as the employee's out-of-state travel during the biennium in which they are completed.

Funding for participant's attendance will be provided by each respective district within the budgetary limitations.

Approved by Council of Presiding Judges 04/23/97; amended by Administrative Council 3/14/05; amended by Administrative Council 12/14/15