



## 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:** Fall 2016 Non-Lawyer Certification Program and New Judge Orientation

**DATE:** July 20, 2016

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. To mirror the policy used by the Trial Judge Education Committee, 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 and agenda 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**

**Friday, October 7 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

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