



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 2010 Non-Lawyer Certification Program and New Judge Orientation
DATE: February 22, 2010

The Municipal Judge Education Committee (MJEC) is conducting a Certification and New Judge Orientation for new Municipal Judges at the Judicial Education Center, 121 Alameda, 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. The second day is also open to all Municipal Judges who would like a refresher course. **The New Judge Orientation program offers 5.0 CLE credits (including 2.0 for Ethics), in compliance with Supreme Court Rules 15 and 18.** See New Supreme Court Rule 18.05(d) posted on www.courts.mo.gov – link Services – link Judicial Education – link Judge Education – link Municipal Judges.

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

A program announcement, registration form and agenda are also posted on the Municipal Judge Education Web page, the Municipal Courts iNotes Home Page (<http://imail.courts.mo.gov/muni/Muniweb.nsf/>), and the Lotus Notes Missouri Courts Information Center (MCIC) database, under calendar of events.

Non-Lawyer Municipal Judge Certification

Friday, May 14 11:00 a.m. – 4:30 p.m.

Seasoned Municipal Judges will serve as faculty and review the non-lawyer certification materials, answer questions and administer the certification test. A working lunch will be provided on site.

New Judge Orientation

Saturday, May 15 9:00 a.m. – 2:40 p.m.

The New Judge Orientation program is required for new municipal judges and open to all 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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Spring 2010 New Municipal Judge Programs

Judicial Education Center

121 Alameda

Jefferson City, Missouri

Agenda

Non-Lawyer Certification Program

Friday, May 14

11:00 – 11:10	Welcome
11:10 – 12:00	Course Material Review
12:00 – 1:00	Review with Working Lunch
1:10 – 2:50	Questions & Answers
3:00 – 4:30	Certification Test Test Results Posted Adjourn

Agenda

New Judge Orientation Program

Saturday, May 15

9:00 – 9:10	Welcome
9:10 – 10:00	Ethics
10:10 – 11:00	Courtroom Procedures
11:10 – 12:00	Judicial Administration
12:00 – 12:30	<i>Group Lunch Provided</i>
12:30 – 1:20	Judicial Administration (continued)
1:30 – 2:10	Legal Knowledge
2:10 – 2:30	CLE and Resources
2:30 – 2:40	Evaluations Adjourn