

PROCEDURES FOR OUT-OF-STATE JUDICIAL EDUCATION REQUESTS

I. SOLICITATION OF APPLICATIONS

Each year, the Administrative Office of the Courts will distribute course schedules from the National Judicial College, the National Council of Juvenile and Family Court Judges, and the Institute for Court Management, to all general jurisdiction judges. These schedules will include programs offered during the upcoming fiscal year. Judges will be asked to review the schedules and submit their applications for particular programs, in writing, to the Judicial Branch Education Director, before December 1 of that year.

II. PRIORITY OF APPLICATIONS

Requests for funds will be prioritized based upon the following criteria:

- (a) Length in office
 - (i) Newly elected judges
 - (ii) Judges in compliance with education standards
 - (iii) Elected judges who have least recently attended an out of state educational program
- (b) Type of program
 - (i) Courses offered by the NJC/NCJFCJ/ICM
 - (ii) All other courses or professional programs

III. RESTRICTIONS

As a general rule, a judge may not attend more than one program during a single fiscal year. For the purposes of this policy, back to back courses which are offered in the same community and which, when combined, do not exceed seven (7) days will be counted as one course. During the last quarter of the fiscal year, if there are funds remaining which have not been committed and/or appropriated, the Judicial Branch Education Director may approve funding for an additional course for any judge during the same fiscal year.

A judge may not be eligible for reimbursement for attending the same or similar course which has been previously funded. Non-elected judges who have been appointed to their positions for a temporary term are not eligible to receive funding. Newly elected judges are strongly encouraged to attend the General Jurisdiction course offered by the National Judicial College before any other courses are attended. Please contact the Judicial Branch Education Director if you have questions of eligibility.

IV. LEVEL OF REIMBURSEMENT

A. For out-of-state education seminars - funding will cover the full cost of tuition and conference fees, air fare (up to \$700) and up to \$900 for meals, lodging, and transportation, for a one-week seminar. For a two-week or longer seminar, reimbursement of up to \$1,100 will be allowed.

B. Judicial Council Delegates - A total of \$5,000 will be set aside each year to allow the Judicial Council, by vote of the Board of Directors, to send delegates to appropriate regional or national meetings (such as the ABA, American Judges Association, National Conference of State Trial Judges, etc.).

October, 1997

Amended April, 2001

Amended October, 2004

Amended October, 2005

Amended August, 2007

Amended August, 2012

Amended May, 2017