

PLEASE DISTRIBUTE TO
ALL NEWLY ELECTED OR APPOINTED JUSTICES

TAKING THE BENCH CERTIFICATION COURSE
FALL 2011

The Office of Court Administration is offering our Certification Course for newly elected or appointed Town and Village Justices. Training sessions will be held **Dec. 1, 2 & 3** and **Dec. 8, 9 & 10, 2011** in Syracuse. A final session will be held on **March 2 & 3, 2012** in Albany.

Each newly elected or appointed Town or Village Justice, who is not a member of the New York State Bar, is required by §17.2 of the Rules of the Chief Judge (22 NYCRR 17.2) to attend the first available Certification Course after his/her appointment or election. A non-lawyer Town or Village Justice may not assume the functions of the office until he/she has filed a certificate of completion of the Certification Course with his/her municipality (Uniform Justice Court Act § 105). Attorney Justices are strongly encouraged to attend and some CLE credits will be available.

Justices will receive their certification to assume the bench after the successful completion of the December classes.

REGISTRATION

Justices must complete and submit the registration form included with this announcement. Please direct any questions to the Office of Justice Court Support at 800-232-0630. Completed forms should be submitted via fax or e-mail to:

Office of Justice Court Support
Fax: (518) 438-3518
OJCS-EdTrain@courts.state.ny.us

TRAINING DATES

Dec. 1, 2 & 3, 2011 (all day Thurs, Fri & Sat) Session 1 - Embassy Suites - East Syracuse
Dec. 8, 9 & 10, 2011 (all day Thurs, Fri & Sat) Session 2 - Embassy Suites - East Syracuse
March 2 & 3, 2012 Two day (Fri & Sat) Final Session - Office of Justice Court Support - **Albany**

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TRAINING LOCATIONS

December 1, 2 & 3 and December 8, 9 & 10 – Sessions 1 & 2

Embassy Suites Syracuse
6646 Old Collamer Road (off Carrier Circle)
East Syracuse, NY 13057
Telephone (315) 446-3200

March 2 & 3, 2012 - Final Session

Office of Justice Court Support Training Room
187 Wolf Road
Albany, New York 12205
Telephone (800) 232-0630

Check-in starts at 8:00 AM at the training site and classes begin at 8:15 - 8:30 AM each day. Classes will conclude by 5:00 PM each day. Justices will be advised of any changes, as necessary. A detailed schedule will be provided the first day of classes. Lunch will be provided at the Embassy Suites location.

If you require any accommodations due to a disability, please contact the office to discuss your needs.

TRAINING MATERIALS

A course manual will be provided and several dozen volumes of printed materials will be distributed at the time of training. Many of these materials can be accessed on our website and each Judge can reach out to our office to obtain a username and password if they would like to review these materials prior to December 1st.

COST AND EXPENSE REIMBURSEMENT

No fee is charged to attend the Taking the Bench Certification Course. Those attending must provide their own transportation, accommodations and meals. Section 77(b) of the General Municipal Law provides that all actual and necessary expenses of travel, meals and lodging incurred for attendance at a conference are a municipal charge. Justices must comply with the provisions of General Municipal Law section 77(b) to obtain reimbursement.

In addition, all towns and villages are required by law to pay the expenses of a Justice or Justice-elect who is required to attend a training program. (Uniform Justice Court Act section 105 and Town Law section 31).

Justices must make their own hotel and other travel arrangements.

FALL 2011
REGISTRATION FORM
Taking the Bench Certification Course
Newly Elected or Appointed Town & Village Justices

Return completed form via fax or e-mail
Fax (518) 438-3518 or
E-mail OJCS-EdTrain@courts.state.ny.us

Print Clearly

Name _____ Day phone # () _____

Court Mailing Address _____

_____ *County* _____

Title (✓ applicable): Town Justice Village Justice Acting Village Justice

Municipality(ies): _____

Terms of office _____ to _____
(mo/day/yr) (Date elected/appointed) (End of current term)

Elected - or - Appointed

Replacing Justice _____ (if applicable)

ARE YOU A NEW YORK ATTORNEY? **YES** **NO** _____
Month/Year Admitted to Bar

E-mail Address: _____

Office Use: KAS _____ *New Judge Packet sent* _____
 BL _____ *P/WK* _____ *L/W* _____