

“TAKING THE BENCH” CERTIFICATION COURSE FOR NEWLY ELECTED OR APPOINTED TOWN AND VILLAGE JUSTICES

REGISTRATION INSTRUCTIONS AND INFORMATION

The New York State Judicial Institute will offer a Certification Course for newly elected or appointed town and village justices on November 30-December 1, December 7-8 and December 14-15, 2007. Every newly elected or appointed town or village justice who is not a member of the 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 their 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).

Experienced justices (both lawyer and non-lawyer) and court staff also may attend if space is available.

The Certification Course is being offered in Syracuse, New York.

REGISTRATION

Justices who wish to attend the “Taking the Bench” Certification Course must complete the official registration form included with this announcement and return it to the following address:

**NYS Unified Court System
New York State Judicial Institute
4 Empire State Plaza, Suite 2001
Albany, New York 12223-1450
Attention: Connie Cutler**

Justices also may fax registration forms to (518) 486-6434 or e-mail registration forms to CCUTLER@courts.state.ny.us. Please direct any questions concerning the Certification Course to Connie Cutler at the NYS Judicial Institute, (518) 474-7469. After November 16, 2007, justices may register by telephone [(518) 474-7469], fax or e-mail only. Upon registration and prior to the training, prospective Justices will receive introductory course materials that are to be read before the commencement of the training.

(please see other side)

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 justices' training program. (Uniform Justice Court Act section 105 and Town Law section 31).

TRAINING MATERIALS

Justices must supply their own notebooks, pens and pencils. A course manual and any other relevant materials will be provided.

COURSE LOCATION

The "Taking the Bench" Certification Course will be offered in Syracuse, New York.

Classes Held: Renaissance Syracuse Hotel
(formerly known as the Marx Hotel & Conference Center)
701 E. Genesee Street
Syracuse, NY 13210
(315) 479-7000
www.marxsyracuse.com

CLASS DATES/TIMES

November 30-December 1, 2007

December 7-8, 2007

December 14-15, 2007

A fourth weekend in the spring of 2008 (exact date and location to be determined)

Registration is held from 8:00 a.m. - 8:30, and classes commence at 8:30 a.m. and adjourn at 5:00 p.m. each day. Justices will be advised of any changes on the first day of classes.

**PLEASE GIVE THIS ANNOUNCEMENT TO ALL NEWLY
ELECTED OR APPOINTED JUSTICES.**

WINTER 2007 BASIC CERTIFICATION COURSE

REGISTRATION FORM

Justices must complete this registration form (see other side) to register for the "Taking the Bench" Certification Course.

Complete and Mail/Email
or fax to:

NYS Unified Court System
New York State Judicial Institute
4 Empire State Plaza, Suite 2001
Albany, New York 12223-1450
Attn: Connie Cutler
Facsimile: (518) 486-6434
E-MAIL: CCUTLER@courts.state.ny.us

All classes are held on Fridays and Saturdays for 4 weeks, for a total of 8 days of training. You are expected to attend all 8 days. You will receive your certification to assume the bench after the successful completion of the first three weekends. Registration is held from 8:00 a.m. - 8:30, and classes commence at 8:30 a.m. and adjourn at 5:00 p.m. each day unless otherwise indicated.

November 30-December 1, 2007

December 7-8, 2007

December 14-15, 2007

A fourth weekend in the spring of 2008 (exact date and location to be determined)

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For Newly Elected or Appointed Town and Village Justices**

REGISTRATION FORM

(PLEASE PRINT OR TYPE)

NAME _____

TELEPHONE W/AREA CODE _____

COURT MAILING ADDRESS _____

CITY _____, NY ZIP CODE _____

TITLE _____ TOWN OF _____

TITLE _____ VILLAGE OF _____

ARE YOU A N.Y. LAWYER? _____ COUNTY OF _____

TERMS OF OFFICE _____ TO _____

(Mandatory)

REPLACING JUSTICE _____

Please indicate below where course materials may be sent via overnight mail:

STREET ADDRESS _____

(Overnight Mail Cannot Be Delivered to PO Boxes)

CITY: _____, NY ZIP CODE _____

TELEPHONE NUMBER (with area code): _____

E-MAIL ADDRESS: _____

Prospective Justices who provide an e-mail address will receive confirmation that this registration form was received by the Office of Court Administration.