



STATE OF NEW YORK
UNIFIED COURT SYSTEM
Town and Village Justices and Court Clerks
Education and Administration
4 ESP, Suite 2001
Albany, New York 12223-1450
(518) 474-7469
FAX (518) 473-5514

HON. JONATHAN LIPPMAN
Chief Administrative Judge

HON. JAN H. PLUMADORE
Deputy Chief Administrative Judge
Courts Outside New York City

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TOWN AND VILLAGE JUSTICES BASIC CERTIFICATION COURSE

(Please Give this Notice to All Newly Elected or Appointed Town and Village Justices)

REGISTRATION INSTRUCTIONS AND INFORMATION

The NYS Unified Court System will offer a Basic Certification Course for newly elected or appointed town and village justices on November 17-18, December 1-2, and December 8-9, 2006. 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 Basic 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 Basic 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 Basic Certification Course is offered at two locations: Cohoes, New York and Syracuse, New York. Although the instructional staff and topic order may vary, the course content is the same at both locations.

REGISTRATION

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

**NYS Unified Court System
Town and Village Justices and Court Clerks
Education and Administration
4 Empire State Plaza, Suite 2001
Albany, New York 12223-1450
Attention: Connie Cutler**

Justices also may fax registration forms to (518) 473-5514 or e-mail registration forms to CCUTLER@courts.state.ny.us. Please direct any questions concerning the Basic Certification Course to Connie Cutler at the NYS Unified Court System (518) 474-7469. You will not receive confirmation of your registration. After November 15, 2006, justices may register by telephone [(518) 474-7469], fax or e-mail only.

(please see other side)

COST AND EXPENSE REIMBURSEMENT

No fee is charged to attend the Basic 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 Basic Certification Course will be offered in Cohoes, New York and in Syracuse, New York. Participants may select either location, but must complete the Basic Certification Course at only one location.

COHOES (Near Albany)

Classes Held: Unified Court System Offices, Zandri Construction Building, 98 Niver Street, Cohoes, New York

SYRACUSE

Classes Held: Criminal Courthouse (across from the old Courthouse) 505 S. State St., in the Commissioner of Jurors Assembly Room #120, Syracuse, New York

FOR DIRECTIONS AND OTHER DETAILS

Go to the UCS website: <http://www.nycourts.gov>. Choose **Courts**, then **Town and Village Courts**, then **Education & Admin**. Click the **Continuing Judicial Education Program Schedules** link towards the bottom of the screen. Select **2006**, and click the **Schedule** link for the **Basic** course. Click the ID number on the schedule for the details of the course. Please call Connie Cutler at (518) 474-7469 if you have any questions.

CLASS DATES/TIMES

November 17-18, 2006
December 1-2, 2006
December 8-9, 2006

Generally classes at both locations commence at 8:30 a.m. and adjourn at 4:30 p.m. each day. You will be advised of any changes on the first day of classes

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

FALL 2006 BASIC CERTIFICATION COURSE

REGISTRATION FORM

Justices must register with the Unified Court System.

Complete and Mail/Email
or fax to:

NYS Unified Court System
Town and Village Justices and Court Clerks
Education and Administration
4 Empire State Plaza, Suite 2001
Albany, New York 12223-1450
Attn: Connie Cutler
Facsimile: (518) 473-5514
E-MAIL: CCUTLER@courts.state.ny.us

All classes are held on Fridays and Saturdays for 3 weeks, for a total of 6 days of training. You are expected to attend all 6 days. Classes at both locations commence at 8:30 a.m. and adjourn at 4:30 p.m. each day.

November 17-18, 2006
December 1-2, 2006
December 8-9, 2006

CHECK BOX FOR LOCATION SELECTED

() Cohoes () Syracuse

(PLEASE PRINT OR TYPE)

NAME _____

COURT TELEPHONE/AREA CODE _____ DAYTIME TELEPHONE _____

STREET ADDRESS _____

CITY _____, NY ZIP CODE _____

TITLE _____ TOWN OF _____

TITLE _____ VILLAGE OF _____

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

TERMS OF OFFICE (MONTH, DAY AND YEAR)_ FROM _____ TO _____

REPLACING JUSTICE _____

EMAIL ADDRESS _____

IMPORTANT NOTE:

If you are a Town Justice and a Village Justice and/or an Acting Village Justice, please list all titles and all municipalities.