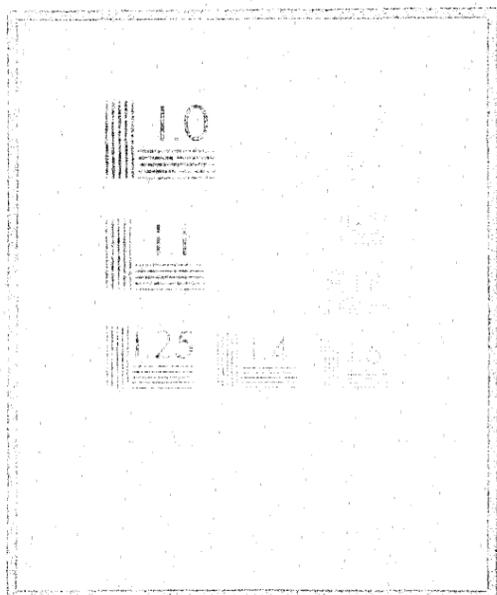


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State Judicial Training Profile

A publication of
National Center for State Courts
1660 Lincoln Street, Suite 200
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Barbara A. Franklin

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National Center for State Courts

The National Center for State Courts is a nonprofit organization dedicated to the modernization of court operations and the improvement of justice at the state and local level throughout the country. It functions as an extension of the state court systems, working for them at their direction and providing for them an effective voice in matters of national importance.

In carrying out its purpose, the National Center acts as a focal point for state judicial reform, serves as a catalyst for setting and implementing standards of fair and expeditious judicial administration, and finds and disseminates answers to the problems of state judicial systems. In sum, the National Center provides the means for reinvesting in all states the profits gained from judicial advances in any state.

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Preface

In 1974, the National Center for State Courts published the first edition of the *State Judicial Training Profile*. The purpose of this updated Profile is similar to that of the 1974 edition: to place in a clear, concise, single document the status of the fifty states and the District of Columbia in the field of judicial education.

Although the National Center has made every effort to ensure that the information contained in this document is accurate, some errors may exist. The Center anticipates updating this survey periodically and we would appreciate notification of any inaccuracies or omissions.

This document, like any other, is the product of the efforts of a great number of people. In this case, I would be sorely remiss not to acknowledge and thank the following:

- the individuals in each state and the District of Columbia who assisted the National Center staff in the collection of training information,
- Francis Dosal, for spending long hours conducting telephone interviews and preparing drafts,
- Lisa Ambler, for conducting the research leading to the mandatory education section,
- Nancy Allbee, for her work on the annotated bibliography of training materials,
- Lola Ramey, former National Center for State Courts secretary, for preparing the working draft,
- Patricia Stout, for the final preparation, proofreading, and review of the Profile.

Barbara A. Franklin
Project Director
August 1976

Introduction

Most states and the District of Columbia have some type of judicial education program for their judges or court support personnel. In an effort to provide a perspective on these programs, and to develop an inventory of the present state of the art in the area of judicial education, the National Center for State Courts published the *State Judicial Training Profile* based on judicial education programs for calendar year 1974. The intent of that document was to ensure that activities in the area of judicial education occurring in any one state would be reported to all states. This, in effect, reinvests in all states the advances made in any one state.

Judicial education is a growing field, and states are constantly upgrading their programs to meet the changing needs of their judiciary and court support personnel. Changes occur in every aspect of programs, from course offerings to staffing patterns to funding sources. Because of the dynamic quality of judicial education, the National Center for State Courts has now published the first revision of the *State Judicial Training Profile*. As in the first Profile the main purposes are to provide an inventory of the area of judicial education and to share advances made in any state with all states.

In December 1975 and January 1976, a basic questionnaire and material particularly applicable to each addressee were distributed to various judicial training organizations in all states and the District of Columbia. A cover letter explained that the materials were from the 1974 Profile and requested that each institution review and update the materials pertaining to it. The letter also requested that each agency complete the general questionnaire in preparation for a telephone interview. During the next two months the states were telephoned and interviews were held to verify existing information and gather new and/or updated information. The information was then compiled and resulted in this edition of the *State Judicial Training Profile*.

By publishing the Profile, the National Center has established a national judicial education training resource document. The sections of this document generally correspond to questionnaire categories. The sections have been organized to help the reader locate desired materials.

The Basic Data Chart gives the year each state began its judicial education program, describes the staffing pattern employed in each state, states the training budgets and funding sources of each state, and describes the evaluation procedure employed by the training organization. These four columns are

similar to those included in the 1974 Profile Program Synopsis section.

During the past year the National Center has answered numerous information requests regarding mandatory training. The inquiries have ranged from general "how many and what kind" to specific "how is it done?" The section on mandatory education is included in response to the increased interest in that subject.

Following the description of mandatory education, the history of judicial education is presented and provides the basis for an analysis of the present mandatory training situation. Four degrees of mandatory education are identified and the Supreme Court rules of Minnesota, Iowa, and Wisconsin are compared.¹

Two charts augment the discussion of mandatory education. The first lists each state and the judges in the states required to attend either a judicial conference or training session. The second compares the mandatory training rules of Minnesota, Iowa, and Wisconsin. For all other states, the actual rule, statute or constitutional provision relating to training is provided in the next major section, Education Sessions: Description.

This section describes the particular training programs offered in each state. Each state listing is comprised of three general parts: the state authorization for training, the training programs provided for judges, and the training programs provided for court support personnel. Wherever possible, the description of the education programs includes attendance and cost figures. Readers interested in learning more about a particular course are advised to check with the agency in the state responsible for the program. A listing of these agencies and their directors is provided in the State Training Agency Directory, which is followed by a section giving the names and addresses of national training agencies.

The last two sections of the Profile deal with training materials. One lists training developed by the individual states; the other contains a brief program description of the national training organizations followed by an annotated bibliography of selected materials. Copies of the printed national materials as well as some copies of state materials are available on a loan basis from the National Center for State Courts.

¹Although the Profile is reflective in nature, i.e., it discusses 1975 judicial training programs, the National Center chose to include information current in 1976 in the mandatory training section.

Basic Data Chart

State	Date and Program Established	Staffing Patterns Employed	Budget and Funding Sources	Evaluation Procedure Used
Alabama	1961: Continuing Legal Education programs 1972: Department of Court Management programs	Staff includes personnel/training director (\$15,000), personnel/training assistant (\$12,500), training specialist (\$12,500), and legal personnel specialist (\$12,500). (See job description appendix.)	Total budget is \$355,000, awarded by an LEAA discretionary grant.	Attendee evaluations are used.
Alaska	1972	The training office is made up of chief planner (\$13,000), grant writer, secretary, and clerical support person.	Training conference budget totals \$50,000; LEAA has awarded an \$80,000 grant to staff the training office.	Courses are evaluated by judges who attend them.
Arizona	1962	No specific training staff.	The 1974-75 budget was \$30,000; current budget amount is uncertain.	Oral and written feedback solicited from conference attendees.
Arkansas	1966	Manager of continuing judicial education and secretary.	Total budget of \$105,000 is composed of 95% LEAA funds and 5% state funds.	Conferee questionnaires are used.
California	1960: Conference of California Judges, seminars and workshops 1962: Judicial Council, institutes and workshops 1973: Center for Judicial Education and Research ^a	Staff of the Center for Judicial Education and Research is composed of a director (\$26,544-\$32,244), 2 assistant directors (\$22,932-\$27,864), an administrative assistant (\$11,856-\$14,424), and a secretary (\$8,388-\$9,768).	Total budget is approximately \$240,000, comprised of LEAA and state funds.	Program participants write evaluation reports.
Colorado	1963	Training staff composed of probation training director (\$18,000) and court clerical training director (\$18,000). Other training duties and responsibilities are shared by state court administrator, chief of planning and development, and court administrator's administrative assistant.	Total budget for clerical staff training including salaries is \$43,000. Total budget for probation training including salaries is \$78,000. Other expenses total \$91,000.	Questionnaires are administered to judges.
Connecticut	1972	Administrative assistant for judicial education (\$14,400-\$16,000), a receptionist/secretary, and two part-time law students. Responsibilities of the administrative assistant are to identify and gather resource and reference material; act as liaison between the agency receiving training and the Judicial	The 1975 total budget was \$105,000. However, effective September 1, 1975, a federal grant for judicial education ended. To date no additional federal funds have been received and a limited budget is now funded with state appropriations only.	Critiques and user feedback are used for evaluation. Also a standing committee for each program evaluates its particular program.

^a Presently many other organizations as well as CJER hold training programs in California. These organizations' programs are described in the section titled *Education Sessions: Description*.

State	Date and Program Established	Staffing Patterns Employed	Budget and Funding Sources	Evaluation Procedure Used
Delaware	1966	Department; coordinate, implement and monitor education of outside sources of education; suggest methods of accomplishing objectives and advise in their selection. The administrative assistant is responsible for all law-trained personnel within the Judicial Department.		
Delaware	1966	No specific training staff. Deputy court administrator conducts the magistrates' training.	\$1,800	Examinations are given to conference attendees.
Florida	1972: Informal training 1974: Judicial Training and Education Committee established	Judicial Department has a supreme court training coordinator and a secretary. Several other organizations in the state also do training and have staff.	Estimated total budget in all state programs of \$825,000. Supreme Court spends \$25,000-\$75,000 for training and the University of Florida Law School spends \$90,000 (estimated) on nonlawyer judge training.	Attendee questionnaires are used.
Georgia	1974	The Administrative Office of the Courts has an education officer. At the Institute of Continuing Legal Education/University of Georgia there are three professional staff members. At the Institute of Government/University of Georgia there is one professional staff member.	The Administrative Office of the Courts training budget is \$54,600, comprised of state and LEAA funds. The Institute of Continuing Legal Education and the Institute of Government/University of Georgia budgets are not available.	Evaluation forms are used.
Hawaii	1962: Judges began attending the National College of the State Judiciary.	Personnel management specialist handles all administrative matters relating to travel for the judges and acts as a resource person by matching the training courses offered by the Department of Personnel Services to the needs of the court support personnel. In 1975 the staff began to develop a standard training plan for judges and support staff.	Budget of \$25,000 is comprised of state appropriations, LEAA grants, and National Highway Safety funds.	Written reports from judges attending the National College of the State Judiciary are required.
Idaho	1973	No specific training staff.	Budget is composed of 90% LEAA funds and 10% state funds.	Informal evaluation is used.
Illinois	1954	The assistant director of the Administrative Office is responsible for training and is aided by four attorneys, three secretaries, and one clerk. (See job description appendix.)	Total training budget is \$467,882, composed of: \$225,000 (approximately) in the Administrative Office budget and \$182,882 in the Judicial Conference budget (all state appropriations). LEAA awarded	Attendee questionnaires are used.

State	Date and Program Established	Staffing Patterns Employed	Budget and Funding Sources	Evaluation Procedure Used
Indiana	1971	A director, five assistant directors, one assistant professor, eight secretaries, and 15 student research assistants.	\$25,000 for regional seminars and approximately \$35,000 for out-of-state training. Including staff and program expense the total budget for 1975 was approximately \$350,000; 90% was SPA funds and 10% hard match.	Questionnaires and staff evaluations are used.
Iowa	1973	No specific training staff. Approximately 25% of the assistant state court administrator's time is devoted to training.	Total budget is \$90,000, comprised of 90% LEAA funds and 10% state funds.	Attendee questionnaires are used.
Kansas	1965	No specific training staff. Training is included in judicial administrator's duties.	Total budget is \$100,000, comprised of 90% LEAA funds and 10% state funds.	Evaluation is informal and done by judicial administrator.
Kentucky	1965	Judicial education is responsibility of the Bureau of Training within the Kentucky Department of Justice, an executive branch agency.	Approximate budget of \$360,000 is comprised entirely of state funds.	Attendee questionnaires are reviewed by the Judicial Council and results reported to the Department of Justice.
Louisiana	1965	No specific staff. The judicial administrator provides general supervision and the Louisiana State University Law Center provides program content.	Total budget is \$15,000-\$20,000, comprised of 2/3 LEAA funds and 1/3 state funds.	Follow-up and future planning questionnaires are used.
Maine	No established training program.	None.	No budget; however, some limited funds have been obtained for sending judges to conferences.	None.
Maryland	1969 1974: Judicial Conference Committee on Judicial Education	Assistant administrator for training and a secretary.	Total budget is \$101,000, comprised of \$29,000 (administrator's office); \$30,000 (judicial conference); \$25,000 (judicial workshops). Training is funded by state appropriation. A \$17,000 new judge orientation program is funded with 2/3 LEAA funds and 1/3 LEAA state appropriations.	Attendee questionnaires are used.
Massachusetts	1971: District courts 1972: Superior courts	Supreme court education coordinator and secretary as well as district courts education coordinator, assistant education coordinator and secretary.	Total budget is \$285,000, comprised of 90% LEAA funds and 10% state funds.	Written evaluations after each conference are used.

State Judicial Training Profile

State	Date and Program Established	Staffing Patterns Employed	Budget and Funding Sources	Evaluation Procedure Used
Michigan	1954: Annual Judicial Conference 1969: Juvenile Court Training Program 1971: Center for the Administration of Justice (C.A.J.)	Associate court administrator, education and training coordinator, juvenile court training project director, administrative analyst, and two secretaries who develop educational programs. C.A.J. staff is director, assistant director, conference assistant, bookkeeper, and three secretaries.	Budget of \$570,000 includes the Center for the Administration of Justice and is comprised of 65% LEAA funds and 35% state funds. The Center has a contract for new judge orientation and continuing legal education that is funded by LEAA (\$120,000), state appropriation (\$67,000), and the Kellogg Foundation (\$57,000).	Four evaluation procedures are used: attendee feedback, pre- and post testing, test questionnaires, and on-site evaluation from Office of Criminal Justice Programs.
Minnesota	1973	Director of continuing education, associate director of education, secretary, and publications director (part-time).	Total budget is \$103,000, comprised of 60% LEAA funds and 40% state funds (as of 7/1/76 the entire budget will be from state funds).	Critiques by program participants are used.
Mississippi	1971	Mississippi Judicial College there has a director, associate director (<i>ex off.</i>), project coordinator, research director, information director, one secretary full-time and one secretary ½-time.	Budget is \$257,026 for 9 months—October, 1975 to June, 1976. Funding sources are federal (\$231,323) and state (\$25,703).	Attendee questionnaires are summarized into a seminar evaluation report.
Missouri	1965	Training coordinator.	Total budget of \$105,000 is 100% LEAA funds via the Council on Criminal Justice.	Attendee questionnaires are used.
Montana	No established training program.	None.	No specific training budget. The justices of the peace training program is financed by the University of Montana.	None.
Nebraska	1972	No specific training staff. A judicial education officer position was suggested in the 1975 budget but was not approved.	Total budget is composed of \$20,000 for district courts—\$25,000 for county courts. Funds are obtained from LEAA (90%) and state sources (10%). An additional \$25,000 in state funds for FY76-77 will be requested.	No formal evaluation is done.
Nevada	1971	Court planning and coordinating officer.	Total budget is \$72,000, comprised of 90% LEAA and 10% state.	Attendee questionnaires are used.
New Hampshire		No one agency is responsible for training. Encouragement and support of the New Hampshire Supreme Court led to timely programs by the following agencies: New Hampshire Superior Court, Probate Judges Association, New Hampshire Judges	Budget is made up of 10% state appropriated funds and 90% LEAA funds.	No formal evaluation is done.

Basic Data Chart

State	Date and Program Established	Staffing Patterns Employed	Budget and Funding Sources	Evaluation Procedure Used
New Jersey	1962	Association (district and municipal courts), Administrative Committee on District and Municipal Courts, and Governor's Commission on Crime and Delinquency.	Training office budget is approximately \$200,000, funded by the SPA and state appropriations.	At the conclusion of each program a detailed questionnaire is distributed to each attendee. In addition, narrative evaluations are solicited.
New Mexico	1962: Original program 1969: Magistrates 1972: General jurisdiction courts	Although there is a judicial education coordinator, the Administrative Office of the Courts staff is used for seminar development.	Total budget is approximately \$60,000, comprised of state and LEAA funds.	Questionnaires are used.
New York	1962	Director of education and training (\$31,700), two education and training assistants (one to assist in training of support staff and one to assist in training of judges) (\$18,500), training coordinator to coordinate administrative necessities of conference (\$13,600), secretary (\$11,400), typist (\$7,400) and principal legal record clerk to oversee the certification process for town justices (\$13,000).	State budget for training is: personnel, \$113,000, programs-in-state, \$114,000, out-of-state judges, \$26,000; and out-of-state for support staff (\$30,000). Mostly state appropriations are used with some LEAA and block grant funds.	Various methods of evaluation are used, e.g., conference observers and detailed questionnaires.
North Carolina	1930: Court Clerks 1963: Judges 1966: Magistrates	Court administrator's office has a training director. Institute of Government University of North Carolina: one full-time professor, and two part-time professors.	Estimated budget for 1975 was \$80,000, comprised of 95% state and 5% LEAA funds.	Periodic questionnaires are sent to judges. Seminar participants help to design programs.
North Dakota	1973	Assistant court administrator and secretary handle training.	Total budget is \$100,000 comprised of state and LEAA funds.	Questionnaires are used.
Ohio	1968 1975: Plans began for an Ohio Judges College (see Education Sessions: Description section for further information).	No personnel involved in training only; staff serves various other functions in other agencies.	Total budget is approximately \$120,000 annually. State appropriations and LEAA funds are used. Registration fees are paid by participants at the Municipal Judges Association and act as match. Two federal grants in the amount of \$60,000 each (plus 10% match) fund this project.	Observation and direct verbal contact with participants are used.

State	Date and Program Established	Staffing Patterns Employed	Budget and Funding Sources	Evaluation Procedure Used
Oklahoma	1969	No specific staff; court administrator's staff serves this purpose.	Funds for training are from state appropriations and LEAA.	None.
Oregon	1959: To limited extent 1972: Staff provided	Director of education (\$23,000-\$29,000) and effective 7/1/76 there will be an administrative assistant (\$8,800-\$12,000).	Budget for FY76-77 is \$117,000 plus \$12,000 for the judicial conference. The funds are from LEAA (75%) and state (25%).	Three procedures are used: oral and written comments, critique questionnaires, and evaluation meetings.
Pennsylvania	1968	Personnel of the Administrative Office of the Pennsylvania Courts act as the training staff.	Total budget is \$368,663 and is comprised of state and federal funds.	In-house evaluation and studies are performed.
Rhode Island	1969	No specific training staff.	Budget is \$20,000 for continuing judicial education—90% LEAA funds and 10% state appropriations.	Evaluation is done by questionnaire. A planning unit will be established in 1976 and will evaluate training programs and needs.
South Carolina	1970	There is a judicial education director, an assistant director, a staff instructor, and a law clerk (hourly salary).	Total budget is \$40,000 and is composed entirely of state funds.	All judges take an annual examination, after which training participation and exam performance is correlated.
South Dakota	1974	Personnel training officer and a secretary. (See job description appendix.)	Total budget of \$31,000 is comprised of 90% LEAA funds and 10% state funds.	No formal procedures.
Tennessee	1965	No specific training staff. Training is coordinated by the Tennessee Judicial Council.	Judicial council budget is \$98,000: \$25,000 from state funds and \$73,000 from federal funds.	Attendee questionnaires are used.
Texas	1971: Texas Jr. of the Peace Center 1973: Texas Center for the Judiciary	Justice Court Training Center has an executive director (\$22,000), an office manager (\$9,000), a research analyst (\$8,500), and an administrative assistant (\$9,500). This organization has an executive director (\$29,000), an associate director (\$23,000), two secretaries (\$10,000), and a publication director (\$8,500).	Total budget is \$200,000 and is comprised of LEAA block grants and state appropriations. Total budget of \$400,000 is funded by an action grant from Criminal Justice Division of the Governor's office to the state bar of Texas.	Each training program is evaluated by two persons involved in education and/or the criminal justice system as well as by program attendees. Evaluation is accomplished through participant questionnaires, three member evaluation committees, and staff monitoring.

State	Date and Program Established	Staffing Patterns Employed	Budget and Funding Sources	Evaluation Procedure Used
Utah	1974	No specific staff involved only in training.	Total budget is \$47,000, 90% from LEAA funds and 10% from state funds.	Conference participants write narrative reports.
Vermont	No established training program.	No training staff.	No specific training budget. The court administrator's budget includes funds for conference expenses.	None.
Virginia	1973	Education officer (\$13,500-\$16,500) and a secretary half-time (\$5,600-\$6,200).	Total budget is \$217,710 comprised of \$116,401 for district courts and \$101,309 for circuit courts. Most of these funds are from LEAA.	Attendee questionnaires are used.
Washington	1970	Washington Criminal Justice Training Center has an executive director, a judicial training coordinator, and support staff. (See job description appendix.)	Budget is \$34,286 in salaries for judicial training personnel. (The Washington Criminal Justice Training Center budget of \$972,468 includes law enforcement, prosecutor, and corrections training.) State and LEAA funds are used.	Evaluation forms, and conference observations are used in future planning.
West Virginia	Although there was no program in 1975, West Virginia hopes to have one established by summer 1976.	None.	None.	None.
Wisconsin	1968: Wisconsin Judicial College 1971: Judicial Education Program	Director and an administrative assistant for judicial education.	Total budget is \$231,618 comprised of 25% from LEAA funds, 25% from Highway Safety Act funds, and 50% from the Supreme Court sum-sufficient budget.	Questionnaires are given to attendees.
Wyoming	No established training program.	None.	The state provides \$1,000 in match.	None.
District of Columbia		One staff member (\$20,678) responsible for developing and coordinating in-service training for support staff.	Total budget including salary is \$40,000.	General critiques are requested from conference individuals.

Mandatory Training

During the past year, the National Center has received many requests for information about mandatory judicial training. In responding to these requests, we found that few articles had been written about the subject. Moreover, it seemed that the term "mandatory training" was being used in different ways—it had no common, shared meaning.

This section of the Profile is intended to provide a preliminary overview of what is presently known about the extent to which there is mandatory training in the states for judges. It includes (1) a brief review of developments in judicial education over the past two decades; (2) a discussion of the range and types of mandatory education reflecting different "levels of sophistication" identified during the National Center's research in the area; (3) two charts that compare the activities of the states at each level; and (4) a bibliography of materials on mandatory judicial education.

BACKGROUND

Prior to the late 1950s, any individual selected for judicial office was presumed to have the necessary knowledge, skills, and attitudes required for competent performance on the bench. Recently, however, a more realistic perspective has developed—one that reflects the concern of members of the judiciary, law organizations, and laymen as to the quality of judicial performance. It became evident that judges need education and training to prepare for their role. Law school educations provide little training in judicial methods and techniques; and most judges have been out of law school for many years before reaching the bench. Often they have become very knowledgeable in some areas of the law but lack familiarity or experience in others. Finally, some judges in courts of limited jurisdiction have never had any training at all.

The first seminar for continuing education of appellate judges was sponsored in 1956 by the Institute for Judicial Administration and held at New York University Law School. It marked the beginning of a new era for state and federal appellate courts. In 1957, education programs for trial judges in the federal system began to emerge.¹

The early 1960s saw states looking at their own court systems, taking the cue from the federal system. This introspection resulted in many programs for judges at both the state appellate and state trial levels—programs which gave judges the opportunity to obtain the skills necessary for effective performance of their judicial functions. Training programs were sponsored by such national or-

ganizations as the National College of the State Judiciary, the National Council of Juvenile Justice, the American Academy of Judicial Education, and the Institute of Judicial Administration. The trend during this period was toward national education programs that would reach all levels of the judiciary, from judges of general jurisdiction to judges of limited or specialized jurisdiction. The principal goals of the programs sponsored by these national organizations were to orient new judges to the judicial process and their role in it and to provide programs for experienced judges to share new techniques, common concerns, problems, and solutions.²

Beginning in 1970, many states began to develop their own judicial education programs. Some states established special training departments that conducted conferences, court seminars, and specialized training sessions. Others established individual judicial centers or affiliated their centers with one or more of the existing law schools in the state. During this development stage most of these state programs were voluntary.

The growth in judicial training programs is impressive. Approximately fifteen years ago there were no organized judicial training programs. Today many well-qualified national and state organizations are involved in judicial education. It is obvious that society has begun to recognize the value of judicial training.

One major educational concern of the 1970s is the extent to which all judges should avail themselves of ongoing educational opportunities. In the late 1950s the question was whether there should be judicial education at all. Today the question is whether judicial education should be mandatory. The National Center for State Courts receives many inquiries concerning the direction of mandatory judicial education requirements. The Institute of Judicial Administration discussed mandatory judicial education in its Spring 1976 *IJA Report*, and the subject was also addressed at the State Judicial Educators Association meeting in March 1976.

In spite of the great interest in mandatory judicial education, few articles have been published about the subject. Most articles are written about mandatory continuing legal education—i.e., education for all members of the bar. Members of the judiciary are usually lawyers, and the subject of mandatory judicial education is seldom addressed separately. The subject has, however, been addressed by two national commissions concerned with improving the administration of justice as well as by the American Bar Association.

¹For more information on the historical background of judicial education, see Cady, F.C. and Coe, G.E. "Education of Judicial Personnel: Coals to Newcastle?"

²*Ibid.*

JUDICIAL EDUCATION STANDARDS

The 1967 report of the President's Commission on Law Enforcement and Administration of Justice emphasized the desirability of pre-service and in-service training as necessary and worthwhile.³ More recently, a report by the National Advisory Commission on Criminal Justice Standards and Goals urged that every state create and maintain a comprehensive program of continuing judicial education.⁴ The report further adds that, although most judges would be interested in such programs, attendance at selected educational programs is "so important that the Commission recommends a mandatory education component of judicial office, with power in a judicial conduct commission to discipline or remove judges who willfully fail to participate in the required programs."⁵

The American Bar Association, in its Standards for Court Organization, takes the position that

Judges should maintain and improve their professional competence through continuing professional education. Court systems should operate or support judges' participation in training and education, including programs of orientation for new judges and refresher education in developments in the law and in technique in judicial and administrative functions.⁶ The ABA standards emphasize that the role of judges is very different from the role of practicing attorneys and necessitates an orientation program and in-service programs dealing with techniques in "judicial administrative functions."⁷

JUDICIAL TRAINING CATEGORIES

Mandatory judicial training can be divided into four categories: (1) mandatory attendance for all judges at judicial conferences; (2) single-session mandatory education and/or training for judges in certain courts, usually courts of limited jurisdiction; (3) mandatory continuing legal education for all lawyers and thus for law-trained judges; and (4) ongoing mandatory training of judges via a specific continuing judicial education plan.

Level I: The Judicial Conference

The earliest vehicle to bring judges together was the mandatory annual judicial conference. Although most judicial conferences were initially established for administrative purposes, many states later provided for planned educational sessions during the conference. States vary as to what types of judges (and how many) receive training in this fashion. The most frequent beneficiaries are judges in appellate courts and in trial courts of general jurisdiction.

³Task Force Report: *The Courts*, pp. 68-69.

⁴Task Force on *Courts*, p. 156.

⁵*Ibid.*

⁶American Bar Association, "Standards Relating to Court Organization," Standard 1.25, *Continuing Legal Education*.

⁷*Ibid.* p. 157. The standards are listed in Appendix I of this publication.

This type of mandatory judicial education—compulsory attendance at state-conducted judicial conferences—developed during the early 1960s and continues to gain momentum during the 1970s. Twenty-two states now have statutory or constitutional provisions for judicial conferences (see Table 1). Although very general in nature, this was one of the first major types of mandatory education for judges.

Level II: Specific Programs/Specific Judiciary

Along with the requirement of attendance at a judicial conference, many states have additional education requirements for their judiciary (see Table 1, column 2). In many cases, the additional requirement concerns itself with a single training or orientation event for judges of limited jurisdiction courts (e.g., justices of the peace, magistrates, municipal court judges) either prior to or immediately after the judges assume the bench. In a few instances, judges of limited jurisdiction are required to attend training sessions on a regular basis. For example, a recent court rule adopted by New Hampshire requires all judges in municipal and district courts (which are minor courts in New Hampshire) to attend at least one judicial education *each* calendar year beginning in January 1976. A North Dakota rule requires annual judicial education sessions for county court judges and stipulates specific sanctions for failure to comply with the provision.

Level III: "Umbrella" Continuing Education

Within the last year two states, Minnesota and Iowa, have developed ongoing mandatory continuing legal education requirements for lawyers and thus, by "umbrella," have mandated continuing education for lawyers who are judges.

The Minnesota plan was adopted in April 1975 by court rule. The program is administered by a State Board of Continuing Legal Education comprised of ten lawyers, one judge, and two nonlawyers. These individuals set rules for operating the program and establish standards for what constitutes adequate continuing education. All lawyers (and therefore all judges) are required to complete at least 45 hours of study every three years. Within sixty days of the three-year period deadline, judges must submit an affidavit to the Board verifying that they have fulfilled the 45 hour requirement. Although penalties for non-compliance have been set for lawyers, to date no sanctions have been established for judges who are not in compliance. (See Table 2, column 1.)

The Iowa plan, established in January 1976, is similar to the Minnesota plan and was also created by court rule. The rule established a Commission on Continuing Legal Education comprised of ten lawyers and two judges. The commission is responsible for developing the rules and standards of the program. Judges must complete 15 "clock" hours of continuing legal education each year, including attendance at workshops and symposiums approved by the Commission. Although penalties have been established for noncompliance by lawyers, there are no specific provisions for noncompliance by judges. (See Table 2, column 2.)

Both the Minnesota and Iowa plans have provided potential models for ongoing mandatory education programs of other states. The present status of this type of continuing legal education has been summarized in the Minnesota continuing legal education plan.⁸ The subject of mandatory CLE is presently under consideration in at least twenty-six states. North Dakota, New Mexico, Utah and Washington are now submitting plans to their supreme courts and the California, Idaho, Kansas, and Maryland state bar associations are preparing final drafts of mandatory CLE for their members. The Colorado, Florida, Georgia, Indiana, Maryland, Oregon and South Dakota state bar associations are also studying the concept.⁹

Level IV: Mandatory Education Specifically for Judges

The final category of mandatory education is presently in effect in only one state—Wisconsin. It is unique in that a special section of the rule establishing a continuing legal education program in the state deals with education for judges. The Wisconsin Supreme Court Judicial Education Committee serves as the policymaking body of the program. Under the program, each judge must earn a minimum of sixty credits every six years. Credits are defined by the Committee and may be obtained by attending in-state and national educational programs. (Limits are placed on the maximum number of credits applicable through either program alternative.) During the six-year period all judges must attend the Wisconsin Judicial College and the Criminal Law Sentencing Institute and take a prison tour. The effects of this program on Wisconsin's judiciary will be extremely important to other states considering development of a specific judicial education program.

SUMMARY

It is important to note that mandatory education, as reflected in Levels III and IV, has both supporters and opponents. The supporters point to one obvious advantage—all judges receive training, and not simply those who voluntarily avail themselves of educational opportunities. Opponents argue that there is no way to force judges to learn if they are not willing to do so. These issues will doubtless be dealt with in more depth as states continue to experiment with different approaches to mandatory judicial education.

⁸Sheran, Robert J., and Harmon, Laurence C. "Minnesota Plan: Mandatory Continuing Legal Education for Lawyers and Judges as a Condition for the Maintaining of Professional Licensing," p. 1083.

⁹Wolkin, Paul. "A Better Way to Keep Lawyers Competent," p. 575.

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Table 1
Comparison of Mandatory Training
at Levels I and II in the Fifty States

State ^a	Level I Judicial Conference Required of	Level II Training Beyond Judicial Conference Required of
Alabama	Trial and appellate judges	
Alaska	Judges, magistrates, deputy magistrates	
Arizona	Judges of superior courts, appellate and supreme courts	
Arkansas		
California		Superior court judges, municipal court judges
Colorado	Judges of courts of record	Non-lawyer county court judges
Connecticut		
Delaware	Members of supreme court, of chancery, superior court, courts of common pleas, family courts, Wilmington municipal court	
Florida		
Georgia		
Hawaii		
Idaho		Magistrates
Illinois	Members of supreme court, appellate court, circuit courts	
Indiana	Members of supreme court, appellate court, circuit court, superior court, criminal court, probate court, juvenile court	
Iowa		All lawyer judges, magistrates
Kansas	Members of supreme court, district court, state courts of limited jurisdiction	
Kentucky	Members of court of appeals, circuit courts	
Louisiana		
Maine	Judges and justices	

^aSee Education Sessions: Description for actual rule, statute or constitutional provision that applies.

State ^a	Level I Judicial Conference Required of	Level II Training Beyond Judicial Conference Required of
Maryland	Members of court of appeals, court of special appeals, circuit courts, district court	
Massachusetts		
Michigan	Members of circuit court, recorders court, probate court	
Minnesota	Members of courts of record	All lawyer judges
Mississippi		Justices of the peace
Missouri	Members of supreme court, court of appeals, circuit court, St. Louis court of criminal correction, courts of common pleas	
Montana		Justices of the peace
Nebraska		Associate county judges
Nevada		Justices of the peace
New Hampshire		Municipal and district court judges
New Jersey	All judges except members of municipal courts	
New Mexico	Members of the supreme court, court of appeals, district court	Magistrates, municipal judge
New York		Town or village justices
North Carolina		Magistrates
North Dakota		County court judges
Ohio ^b	Members of supreme court, court of appeals, common pleas court, probate court, juvenile court, municipal court, county court	
Oklahoma		
Oregon	Members of supreme court, court of appeals, Oregon tax court, circuit court, district court	City and justice court judges
Pennsylvania		Traffic court judges and justices of the peace
Rhode Island		
South Carolina	Members of circuit and county courts, and supreme court	

^bOhio has an extensive provision for an annual judicial conference, but to date it is not a mandatory provision.

State ^a	Level I Judicial Conference Required of	Level II Training Beyond Judicial Conference Required of
South Dakota	Members of supreme court, circuit courts	Magistrates
Tennessee		Justices of the peace
Texas	All judges of all courts	Justices of the peace
Utah		Justices of the peace
Vermont		
Virginia	Judges of courts not of record	
Washington	Judges of courts of record	Justice court judges
West Virginia		Magistrates
Wisconsin	Members of supreme court, circuit courts, county courts	Judges of courts of record
Wyoming		Justices of the peace, municipal court judges

**Table 2
Comparison of Levels III and IV
Mandatory Training in
Minnesota, Iowa, and Wisconsin**

Item Compared	Level III		Level IV
	Minnesota April 1975	Iowa January 1976	Wisconsin January 1977
Authority	Supreme court rule (order of promulgation)	Supreme court rule (order)	Supreme court rule (for judges)
Affected persons	Each registered attorney duly admitted to practice in state, including attorneys and judiciary	Each person licensed to practice law in the state	Every judge of a court of record (excludes judges of municipal court)
Governing body	State Board of Continuing Legal Education. Members appointed by supreme court Term: 3 years 12 members 1 chairperson Including: 10 lawyers 1 judge 2 nonlawyers Appointed by the court; chairperson serves at pleasure of the court	Continuing Legal Education Commission. Members appointed by Supreme Court Term: 3 years 12 members Including: 10 lawyers 2 nonlawyers Chairperson appointed from membership and serves at pleasure of the court	Judicial Education Committee. Members appointed by Supreme Court Term: 4 years 12 members Including: Chief Justice or designee, administrative director of courts, 4 circuit judges, 4 county judges, and Deans of Wisconsin and Marquette Law Schools or their designees
Duties of governing body	General supervisory authority over the administration of the rules. Shall accredit courses and programs which satisfy the educational requirements of the rules and foster and encourage the offering of such courses and programs	General supervisory authority over the administration of the rules. Shall accredit courses and programs which satisfy the educational requirements of the rules and foster and encourage the offering of such courses and programs. Shall submit proposed rules and regulations to govern operations and activities of the Commission and report to the court any violations by members of the bar	General supervisory authority over the administration of the rules. Shall accredit courses and programs which satisfy the educational requirements of the rules and foster and encourage the offering of such courses and programs
Hours or credits required	45 hours every 3 years	15 "clock" hours during each calendar year. Commission to determine number of hours for which credit will be given for particular courses, programs or other legal educational activities	60 credits every period of six years while serving on the bench. Minimum of 5, maximum of 15 at mandatory state educational programs, excluding year at Wisconsin Judicial College. Maximum of 24 credits for attendance at national programs

Item Compared	Level III		Level IV
	Minnesota April 1975	Iowa January 1976	Wisconsin January 1977
Types of courses	May be either student or lecturer. No definite curriculum required for judges	Organized program of learning including a workshop or symposium which contributes to professional competency. Common legal subjects which integrally relate to the practice of law	Wisconsin Judicial College Criminal Law Sentencing Institute; prison tour (at least once); in-state educational programs; national programs; writing or teaching
Sanctions for lawyers	For failure to comply with rules and requirements: Case reported to supreme court for appropriate disposition. Board investigation; hearing granted on request	For failure to comply with rules and requirements: Possible suspension of right to practice by supreme court. Thirty-day notice allowed for submission of an affidavit disclosing reasons for non-compliance. Hearing granted on request	For failure to comply with rules and requirements: Possible disciplinary action
Sanctions for judges	Not yet determined	Not yet determined	For failure to comply: Hearing granted; possible suspension after hearing
Exemptions from requirements	Restricted status: Not legally representing any person other than self, immediate family, and in-laws. Individual waivers or extensions granted by Board in cases of hardship	Waivers of compliance and certificates of exemption may be granted to inactive practitioners. Individual waivers or extensions granted by Commission for good cause shown	Individual waivers granted by Committee in cases of hardship
Specific reference to judiciary	Yes. Judges are mentioned as a particular group of attorneys affected by this rule	No	Yes. Supreme court rule authorizes provisions for Wisconsin's judiciary only; a separate rule pertains to lawyers

Education Sessions: Description

This section of the Profile lists and describes the training programs offered in each of the fifty states.

The training program information is broken down into three components: authorization, judicial training programs, and court support training programs.

The section on authorization lists for each state those court rules, statutory or constitutional provisions that authorize specific educational and/or training programs.

The discussion of judicial training programs lists by specific jurisdiction (limited, general, and appellate) those training programs that have been conducted in each state. Where a particular training program is directed toward more than one jurisdiction, the program is included under the heading *Other*.

The section on court support training programs lists those programs that have been provided for nonjudicial personnel in a particular court system.

ALABAMA

Authorization

The Code of Alabama, Title 13 § 9(1)(b) provides:

Any judge of an Alabama court who is invited to participate in and actually attends and participates in one of the sessions of the national college of state trial judges, shall be reimbursed out of state funds for his necessary expenses of travel to and from his home to the place such session is being held, and shall also be allowed his reasonable expenses actually incurred for maintenance during the time he is participating in such college; provided, however, the total amount of the reimbursement to any one judge for such travel and maintenance expenses shall not exceed six hundred dollars (\$600) for attending any one session of such college.

Section 9(2) and following provides for a "judicial conference." This conference monitors the judicial system intrastate and makes no provision for training programs.

Section 9(6) enumerates the duties of the judicial conference, but specific training programs are not provided for or required.

The Code of Alabama, Title 13, Article 4, enumerates the ex officio powers and duties of the Chief Justice and certain provisions in Article 4 provide for programs that could be termed "training programs."

Title 13 § 38(1) provides the Chief Justice may:

... assign judges, provided they are agreeable, in connection with studies, projects and functions designed to improve the administration of justice, the courts in Alabama, and in connection with projects, studies and functions of the department of court management, the permanent study commission on Alabama's judicial system, and the judicial conference, and while so serving such judges shall be paid the same compensation as if they were holding court and shall be entitled to their necessary expenses of travel and to the same maintenance expense allowances, paid from the state treasury, as if they were holding court outside of their circuits.

This section would apply to the development and implementation of training programs.

Title 13 § 9(10) established a Department of Court Management (1971) and, although education is not mandatory, subsection D provides that as one of its duties the Department "shall promote, carry on and assist in programs designed to aid in the continuing legal and judicial education of justices, judges, clerks, registers and other court personnel and to work with any organization or association of such officials."

The Code of Alabama, Title 55 § 244 (1967) (12) establishes a state law institute, the purpose of which is "to promote and encourage the classification and simplification of the law in Alabama, to secure the better administration of justice and to carry on scholarly legal research and scientific legal work."

Judicial Programs

Limited Jurisdiction. *Traffic Court Judges.* Attendance, 300; cost, \$10,000.

General Jurisdiction. *Circuit Judges.* Attendance, 100; cost, \$20,000. The Alabama Program of Continuing Legal Education has presented regular training programs for circuit court judges since 1960 and since that time 22 such conferences have been presented by CLE. Annual conferences were held from 1960-65. From 1965 to the present, conferences have been held twice yearly. These events are planned by CLE with the aid of the Alabama Association of Circuit Judges.

Intermediate Court Judges. Attendance, 85; cost, \$10,000.

Other. *New Judges Orientation.* The purpose of this program is to acquaint new circuit and district court judges with common matters of concern to trial judges. These are three-day sessions serving about 15 judges and required by Act 1205 of the 1975 regular legislative session. The program is funded by the Law Enforcement Assistance Administration (LEAA) and general appropriations. Cost, \$2,000.

Judicial Assembly. This is a two-day session for all trial and appellate judges and is arranged by jurisdictions and divisions. It is required by Act 1205. It is funded by LEAA, general appropriations, and Highway Traffic Safety funds. Attendance, 200; cost, approximately \$20,000.

Probate Judges. Continuing Legal Education has been contributing to the education of probate judges since 1961, when a series of annual conferences for this group began.

The Administrative Office of Courts Consolidated Training Program presented a fair trial-free press conference.

Programs offered by national training organizations are attended by members of the state judiciary and juvenile court judges.

Court Support Personnel

Prosecuting Attorneys. Regularly scheduled conferences for prosecuting attorneys have been conducted by CLE since 1961.

The Administrative Office of Courts Consolidated Training Program offers seminars for court reporters, clerks and other court support personnel and a Citizens Conference.

ALASKA

Authorization

The Alaska Rules of Court, Administrative Rules, Rule 48(b) provides:

Each judge or justice shall be permitted to attend conferences, seminars or schools which further his legal education or professional qualifications with the permission of the presiding judge of his court and the chief justice of the supreme court. Travel expenses and per diem as set forth in Rules of Administration 24, 28, and 35 may be provided. Judicial leave authorized for such purpose shall not be counted as vacation leave.

Alaska Rules of Court Procedure and Administration, Court Rule Number 4 provides:

The Chief Justice may provide by special order for the holding in this state of conferences of the judges, magistrates, and deputy magistrates of the courts of this state. . . . for the consideration of matters relating to judicial business, the improvement of the judicial system and the administration of justice. . . .

Judicial Programs

Limited Jurisdiction. Magistrate Orientation. A state program orients a new magistrate by assigning him to an advisor judge to observe for a period of time before taking the bench. After the new magistrate is on the bench, the advisor judge visits his "student" for a week or two.

ARIZONA

Authorization

The Chief Justice of the Supreme Court, in the exercise of his administrative supervision of all courts, issues an executive order requiring attendance of judges at various training programs. The annual conference is one such program.

Limited and General Jurisdiction. An annual two day conference for limited and general jurisdiction courts. Attendance, 210; cost, \$5,000.

Other. Programs offered by national training organizations are attended by members of the judiciary.

Court Support Programs

Programs offered by national training organizations are attended by selected administration staff.

ARKANSAS

Authorization

None

Judicial Programs

Other. From 1966 through 1970, educational programs were handled by the executive secretary and the state judicial council.

Seminars in 1971 and 1972 were sponsored by the Arkansas Bar Association, the Judicial Department and the state judicial council. The subject was American Bar Association's Standards of Criminal Justice.

The Judicial Department secured grants in 1973 from LEAA and Highway Safety which provided funds for staffing and developing a continuing educational program at all court levels. The program had previously been confined to trial courts of general jurisdiction.

Court Support Personnel Programs

Court Reporters Annual Workshop. Attendance, 40.

Circuit Clerks Annual Workshop. Attendance, 75 clerks and their staff.

CALIFORNIA

Authorization

Annotated California Codes, Government Code Article 3 deals with educational programs for the judiciary. Section 68551 provides:

. . . the Judicial Council is authorized to conduct institutes and seminars from time to time, either regionally or on a statewide basis, for the purpose of orienting judges to new judicial assignments, keeping them informed concerning new developments in the law and promoting uniformity in judicial procedure. Such institutes and seminars shall include, without being limited thereto, consideration of juvenile court proceedings, sentencing practices in criminal cases and the handling of traffic cases. Actual and necessary expenses incurred by superior, municipal and justice court judges at any such institute or seminar shall be a charge against the county to the extent that funds are available therefore.

Section 68552 provides that "[i]n carrying out its duties under this article, the Judicial Council may publish and distribute manuals, guides, checklists and other materials designed to assist the judiciary."

It is assumed the Judicial Council accepts the burden of payment for these materials.

California Court Rules under "Duties of presiding judge and administrative judge" provide for training of judges of limited jurisdiction.

Rule 244.5(a)(9) Rules of Superior Court states "prepare an orderly plan of vacations and attendance at schools, conferences and workshops for judges and submit it to the judges for consideration. . . ."

Rule 244.5(a)(17) states they shall "provide an appropriate orientation program for new judges as soon as is feasible after appointment."

Rules of Municipal Courts, 532.5(a)(17) provides for the same orientation program.

California Welfare and Institutions Code § 569 provides that the Judicial Council shall hold conferences for juvenile court judges and referees. The first of these institutes were held in 1962.

Judicial Programs

Limited Jurisdiction. Programs for California Justice Court Judges, Marshals and Constables. A day-and-a-half and a two-day program, annually, and funded by CCCJ grants. Programs began approximately ten years ago.

Institute for California Municipal and Justice Court Judges. This is an annual, one-and-one-half-day program started in 1964 attended by over 125 California municipal and justice court judges. Its objectives and materials are similar to the Criminal Justice Institute except that this institute deals with the municipal and justice courts. A recent institute included practice under California's new infractions statute that now makes infractions of all ordinary moving traffic violations; other new legislation affecting municipal and justice courts; constitutional requirements for revoking probation of criminal defendants; recent developments in search and seizure laws; sentencing criteria for selected common misdemeanors; and small group seminars on significant problem areas, including prior drunk driving convictions, no-knock warrants, attachments, claim and deliver, and special proceedings in narcotics and drug abuse cases. Estimated cost, \$2,100.

Audio-cassette for Orientation of New California Municipal Court Judges. This program involves the development of a special audio-cassette tape to answer the first questions facing a newly-appointed California municipal court judge. This audio-cassette portrays a new judge being instructed by an experienced "advisor judge" on practical problems he will face on assuming his new judicial duties, such as procuring a judicial robe; organizing a library; selecting health and retirement plans; handling trials, drunk driving and traffic matters, and small claims cases; advising criminal defendants on their rights; and sentencing selected common offenders. This cassette will be sent to each new municipal court judge immediately on his appointment or election to the bench, together with other orientation materials presently being prepared by CJER. If this cassette is well-accepted, a similar cassette may be prepared for the orientation of new superior court judges. Estimated cost, \$1,500.

General Jurisdiction. Audio-cassette Tapes for Orienting New Superior Court Judges. To complement its present audio-cassette tape program for orienting new municipal court judges, CJER prepared two new orientation tapes to answer the first questions facing elevated and newly-appointed California superior court judges. These tapes also portray the new judges being instructed by experienced "advisor judges" on their new judicial work. The tapes are sent to each new Superior court judge immediately on appointment or election to the bench, together with CJER's other orientation materials.

1975 Criminal Law Institute for California Superior Court Judges. The institute presentations included recent developments and innovative changes in criminal trial techniques; impact of recent appellate decisions on criminal courts; current state correctional programs and answers to judges' questions about them; sentencing criteria for selected offenders; and small group seminars for informal discussion of significant problem areas including 1538.5 and the *Theodor* case, insanity and mentally retarded defendants—PC 1026, plea bargaining defined and distinguished from sentence bargaining, death penalty trial, PC 1203.03 versus PC 1168, challenging the sentencing judge and the trial judge in multi-defendant cases, bail pending appeal as a matter of right—the *Underwood* case, payment of fees for appointed counsel under PC 987.8, and voir dire under the new legislation. A 544-page syllabus was prepared for use at this institute, as well as for the judges' later reference. This syllabus provided the judges with up-to-date reference materials on each of the subjects discussed at the institute. Attendance, 140.

1975 Institute for California Juvenile Court Judges and Referees. The institute presentations included recent California legislation and appellate decisions impacting on juvenile courts; problems of juvenile detention; handling the emotionally disturbed child; dispositional case problems; caring for the depen-

dent child; effects of detention, treatment and rehabilitation on juveniles; relationship between the juvenile court and the chief probation officer; role of plea bargaining; and discussions of various procedural and substantive law questions concerning judicial court work. A 210-page syllabus was prepared for use at this institute, as well as for the participants' later reference. Attendance, 122.

Criminal Justice (Including Sentencing) Institute for California Superior Court Judges. This is an annual, one-and-one-half-day program first organized in 1965 attended by over 100 superior court judges from throughout California. Its objectives are to provide judges with current information on the latest developments in criminal law and up-to-date written practice materials in these areas and to pool the expertise of the judges in resolving individual court problems. For example, a recent Institute included the death penalty; current court practice; and procedures; recent appellate decisions; their impact on criminal procedures; sentencing criteria for selected offenders; current state correctional programs, policies, and services; and small group seminars for informal discussion of significant problem areas in criminal court procedures, including bail forfeitures, plea negotiation, credit for presentence time served, appearance of defendants in propria persona, revocation of probation under *Morrissey* and *Vickers* cases, and Model Sentencing Act requirements. In addition to oral presentations on these subjects, an extensive 333-page syllabus was prepared, giving each judge the practical working tools needed to handle criminal court proceedings in these areas. About 20 leading California judges serve as each institute's speakers, and they primarily author the written materials without compensation. The expenses of judges attending CJER institutes are a charge upon their counties to the extent that funds are available (Cal. Government Code § 68551). Estimated costs, \$2,000 (Planning Committee and staff travel and subsistence, \$750; nonjudge speakers, \$150; materials, \$1,000; and temporary staff help, \$200).

Appellate Jurisdiction. Institute for California Court of Appeal Judges. This is an annual or biannual, one-and-a-half day program attended by about 35 California intermediate court of appeal justices. Its objectives, materials, and format are like the Criminal Justice Institute. Estimated cost, \$2,100.

Other. Local Courts' In-house Orientation Programs for New Judges of Municipal and Superior Courts. Usually one day with no funding, no staff, and no costs due to use of current court resources. This program services one-half or more of the new judges in California. The program is not mandatory in all courts although California Rules of Court 244.5(a)(17) and 532.5(a)(17) require presiding judges to provide for an appropriate orientation for new judges.

Annual Conference of California Judges (3 days); *Superior Courts Workshop* (2 days); *Municipal Courts Workshop* (2 days); and *Orientation Program for New Judges* (1 day, held when sufficient new judicial appointments may warrant); and *Evidence Benchbook* (\$50.00); *Misdemeanor Benchbook* (\$45.00); and *Juvenile Court Deskbook* (\$35.00 plus about \$10.00 for 1973 supplement).

Advisor Judge Orientation Program. This program involves the assignment of an experienced judge to welcome and assist each new trial judge immediately upon his appointment to the bench. Lists of highly experienced trial judges who are willing to serve as advisor judges have been established for courts throughout California. As soon as a new judge is appointed or elected, letters are sent to him and to the advisor judge in his area, giving each of them the information needed to carry out this program. A detailed Guide for Advisor Judges has been prepared that sets forth all the steps an advisor judge should follow in

orienting a new judge to his official duties. It also suggests that the new judge should sit on the bench beside his advisor judge as an observer. This is especially valuable in instances where the new judge has had little or no prior judicial experience. Estimated cost, \$100.

Orientation Materials for New Trial Judges. This program involves the organization of a complete set of basic educational materials for distribution to new trial judges immediately upon their appointment. These materials will be monographs on selected areas and will include appropriate procedural checklists and forms. They will also include background information on the California court system, the role of judges, and judicial ethics. At present, CJER is in the process of gathering and cataloging these materials. It will shortly conduct a survey among new and experienced California judges to determine which materials should be included in the final orientation for new judges. Estimated cost, \$30,000.

Judicial Council Management Workshops for California Judges; Court Administrators and Court Personnel, including court and calendar management workshops for presiding judges of superior and municipal courts; workshops for administrative presiding justices of the courts of appeal; workshops on special topics such as EDP; and workshops for small courts (usually one-and-one-half days per workshop). The Judicial Council of California has published more than 20 Proceedings of Institutes which have been distributed to judges.

Audio-cassette Tapes on Criminal Court Procedures and Other Judicial Subjects. To expand its existing audio-cassette tape programs on selected areas of judicial practice and procedure, CJER has prepared eight new tape programs for statewide judicial use. These programs were recorded at the Trial Judges' 1975 College Session: criminal proceedings before trial in superior courts, criminal proceedings before trial in municipal and justice courts, criminal proceedings after trial in superior courts, criminal proceedings after trial in municipal and justice courts, judicial decisionmaking, judicial ethics, search and seizure, and new developments in civil procedure.

Since 1962 the Judicial Council has sponsored about four educational institutes and workshops on specialized topics for judges each year. In addition, it is continuing to organize several court management workshops each year, principally for presiding judges, court administrators, and judicial support personnel.

The Conference of California Judges has held "section meetings" of judges at each of its annual meetings for a number of years. These section meetings have dealt with the specialized concerns of appellate court judges, as well as with superior and municipal court problems. The superior and municipal court sections of the Conference have also held one or two workshops at other times during the year. Since 1967 the Conference has organized a College of California Trial Judges.

In 1973 the California Center for Judicial Education and Research (CJER) was formed to centralize the responsibility for producing judicial education materials for the California judiciary, for disseminating these materials through a variety of educational programs, for organizing orientation and continuing education programs, for coordinating and assisting other organizations in arranging such programs, and for conducting research to enhance judicial education. CJER is a joint project of the Judicial Council of California and the Conference of California Judges. It is directed by eight judges appointed by Chief Justice Donald R. Wright to a Governing Committee that is representative of both the Council and the Conference. The Governing Committee acts as CJER's policy board and is responsible for seeing that there is, in the years ahead, a complete program of professional education for California's judges, now numbering 1,135.

At present, all CJER programs are for judges. It has no direct responsibility at this time for the training of nonjudicial personnel.

Trial Judges College Session-1975. This is an annual two-week in-residence program aimed primarily at providing orientation courses for new California trial judges; it was begun in 1967 under the Conference of California Judges' sponsorship. It is held at the Earl Warren Legal Institute, University of California at Berkeley, and is attended by some 80 new judges each year. The faculty is composed of about 30 highly experienced California judges. The courses and extensive practice materials (11 volumes) cover the following subjects: evidence; trials; new developments in civil procedure; the California Commission on Judicial Qualifications; judicial ethics; search and seizure; contempt; criminal proceedings before trial in superior courts; the juvenile court; selected subjects for superior courts; calendar management and court administration for superior courts; criminal proceedings before trial in municipal courts; criminal proceedings after conviction in municipal courts; traffic cases; drug abuse; and calendar management and court administration for municipal courts. Two-thirds of California judges of courts of record have attended this college session. Estimated cost, \$62,650 (including participants' travel, food, and lodging).

Audio-cassette Tapes on Selected Areas of Judicial Practice and Procedure. CJER has completed 13 audio-cassette tape programs, providing 46 hours of instruction for the orientation and continuing education of California judges. These cassettes deal with selected areas of judicial practice and procedure and are designed for use by both new and experienced trial judges. Subjects covered on the cassette programs are abused (battered) child; calendar management and court administration for superior courts; calendar management and court administration for municipal and justice courts; CYA programs and policies; evidence; handling the emotionally disturbed child; juvenile court; orientation of new municipal court judge; new developments in civil procedure; California Commission on Judicial Qualifications; contempt; selected subjects for superior court; trials; and traffic cases, small claims, and drug abuse.

COLORADO

Authorization

Colorado Revised Statutes, § 13-3-102 provides that the chief justice

... assemble the judges of the courts of record at least once yearly, to discuss such recommendations and such other business as will benefit the judiciary and the expedition of the business of the several courts. When so summoned, the judges of the courts of record shall attend such conferences at the expense of the State of Colorado. Each judge shall file a verified itemized statement of the mileage and all monies actually paid out for personal maintenance expenses in attending the conferences with the court administrator, who shall audit the same and submit it to the state controller. The state controller shall draw a warrant therefor, which warrant shall be paid by the state treasurer out of the appropriate fund. Unless excused by illness, such judges are required to attend the conference unless excused by the chief justice.

Colorado Revised Statutes, Volume 6, § 13-6-203 on qualifications of judges provides under subsection (5):

Judges-elect who have not been admitted to the practice of law shall not take office for the first time as county judge until they have attended an institute on the duties and

functioning of the county court to be held under the supervision of the Supreme Court, unless such attendance is waived by the Supreme Court. Judges who are attorneys and who are taking office for the first time as county judge may attend this institute if they wish.

Judicial Programs

Limited Jurisdiction. New County Judges. Periodic meetings. Attendance, 10; cost, \$8,000.

Municipal Judges. Periodic meetings. Attendance, 100; cost, \$4,000.

Other. Judicial Conference. Attendance, 201; cost, \$23,000.

Training Movie. Attendance, 200; cost, \$10,000.

Mid-Year Judges' Meeting. Attendance, 200; cost, \$10,000.

Programs offered by national training organizations are attended by Colorado judges.

Court Support Programs

Seminar for Court Administrators. Attendance, 25; cost, \$25,000. This cost covered three three-day seminars during 1975 in the area of court management. It is anticipated that within two years the participants from these seminars will themselves begin to conduct training in their respective courts.

Probation Officers Orientation. Attendance, 50 including new probation officers and selected clerical staff; cost, \$15,000.

Management for Chief Probation Officers. Attendance, 35; cost, \$15,000.

Counseling Techniques for Line Probation Staff. Attendance, 100; cost, \$30,000.

Municipal Court Clerks. Attendance, 100; cost, \$1,400.

CONNECTICUT

Authorization

The Connecticut General Statutes, § 51-9(m) includes the development of education programs for judges and nonjudicial personnel as one of the duties of the executive secretary.

Section 51-9(m) provides that under the supervision and direction of the chief court administrator, the executive secretary will "develop education programs for the judges of the constituent courts of the judicial department and other nonjudicial personnel employed therein."

Judicial Programs

Other. Orientation for New Trial Judges. This is a four day program which includes the use of advisor judges, court observations, discussions with court officials, and visits to police or correctional institutions. Attendance, 12; cost, \$500.

Special Seminars. Seminars included in 1975 were Zoning and Administrative Appeal; Sentencing; Family Relations; Recent Legislative Developments; and Probation. Attendance, 370; cost, \$6,000.

Programs offered by national training organizations are attended by juvenile court judges.

Court Support Programs

Court Clerks. Attendance, 20; cost, \$300.

Clerical Assistance. The mandatory training for this group focuses on administrative procedures. Attendance, 25; cost, \$150.

Juvenile Court Probation Officers. Seven district training programs were offered in 1975. Treatment Modalities: attendance, 31; cost, \$320. Diversion Programs: attendance, 40; cost, \$511. Volunteer Services: attendance, 39; cost, \$385. Humane Treatment for Detention Staff: attendance, 100; cost,

\$54. Emotional Reaction: attendance, 46; cost, \$415. Standards Utilizations of Data (annual): attendance, 120; cost, \$1,000.

Programs offered by national training organizations are attended by probation officers.

DELAWARE

Authorization

The Delaware Code Annotated, Supreme Court Rules, Rule 35 authorizes the creation of a judicial conference composed of "membership of the Supreme Court, Court of Chancery, Superior Court, various Courts of Common Pleas, Family Courts, Municipal Court of the City of Wilmington."

The rule makes the conference mandatory for every meeting. Emphasis is on the administration of justice in the state; consideration of improvements in procedures; relief of congestion in the courts; and exchange of ideas with the bar related to its improvement.

Judicial Programs

Limited Jurisdiction. Magistrates Training. Magistrates who are not legally trained are provided with a two week in-house training program with a continuing educational program of monthly seminars and examinations. A weekly newsletter for update on legal questions and conduct ethics is also provided.

Other. Programs offered by national training organizations are attended by judges from the various court levels.

FLORIDA

Authorization

None.

Judicial Programs

Limited Jurisdiction. Nonlawyer County Judges. A two year training program sponsored by the University of Florida Law School. Attendance, 28; cost, \$90,000 annually.

Other. A Circuit Court Judges Conference and a County Court Judges Conference are conducted periodically.

Programs offered by national training organizations are attended by circuit, county, trial and appellate judges.

Court Support Programs

The Florida Association of Court Clerks and the Judicial Administrative Commission hold periodic meetings.

Programs offered by national training organizations are attended by court administrators.

GEORGIA

Authorization

None.

Judicial Programs

Limited Jurisdiction. Conference of Traffic Court Judges. An annual meeting sponsored by the Judicial Council. Attendance, 70; cost, \$4,002 funded by State Office of Highway Safety.

Juvenile Judges Workshop. Sponsored by the Institute for Continuing Legal Education (ICLE). Attendance, 79.

Juvenile Court Judges. Cost, \$3,688 funded by LEAA with state matching funds.

General Jurisdiction. Council of Superior Court Judges Seminar. Sponsored by the Judicial Council. Among topics discussed: use of computers by the courts. Attendance, 39; cost,

\$5,416 funded by LEAA with state matching funds.

Superior Court Judges Workshop. Sponsored by the ICLE. Among topics discussed: the judge as defendant. Attendance, 55; cost, \$2,000 funded by LEAA with state matching funds.

Probate Judges Workshop. Topics have included types of mental illness, recent court decisions, the Uniform Alcohol Act, and actions by the General Assembly affecting the Probate Courts. Attendance, 98; cost, \$1,980 funded by LEAA with state matching funds.

Other. Bench and Bar Conference. Co-sponsored by the Judicial Council and the State Bar Association. Topics include the use of video tape in the court room. Attendance, 108; cost, \$4,734 funded by LEAA with state matching funds.

State Trial Judges Workshop. Sponsored by the ICLE. Topics included alcohol related offenses and rules regarding scientific evidence. Attendance, 39; cost, \$1,800 funded by LEAA with state matching funds.

Court Support Programs

Superior Court Clerks Workshop. Among topics discussed: legislation affecting clerks. Attendance, 97; cost, \$2,166 funded by the State Crime Commission with LEAA funds and state matching funds.

HAWAII

Authorization

None.

Judicial Programs

Hawaii has no state education/training programs at this time; attendance of programs offered by the National College of the State Judiciary is required for members of the judiciary on order of the Chief Justice.

Court Support Programs

Courses are offered to court support personnel through the state personnel division.

IDAHO

Authorization

The Idaho Code, Title 1, § 2206 provides: Magistrates shall not take office for the first time as magistrates until they have attended an institute on the duties and functioning of the magistrate's office to be held under the supervision of the Supreme Court. . . All magistrates shall be entitled to their actual and necessary expenses while attending institutes. The Supreme Court will establish the institute to which this subsection refers and will provide that the institute be held every two (2) years between the time of the general election and December 31 of that year, and the Supreme Court may establish an institute at such other times and for such other purposes as it deems necessary and may require the attendance of magistrates.

This section providing for one training program every two years also vests the Supreme Court with the power to establish other needed institutes. The statute is silent regarding which magistrates may be required to participate.

Judicial Programs

Limited Jurisdiction. State Magistrates Institute. Held pursuant to § 1-2206(3) of the Idaho Code, for all magistrates. Funded by state general funds (fiscal year 1975).

Preoffice Training for Magistrates. Pursuant to § 1-2206(3) of

the Idaho Code, to be held for newly appointed magistrates before they take office.

Magistrates Training Institute and Training Seminar for New Magistrates.

Other. State Judicial Conference for all state judges and official guest. Funded by state general funds (fiscal year 1975).

Programs offered by national training organizations are attended by members of district court, trial court, supreme court, and appellate court judiciary.

Court Support Programs

Trial Court Administrator Meeting. To increase the efficiency of case processing, particularly criminal cases. Held in the Administrative Office. Attendance, 7; funded by LEPC (1974 funds).

Case Flow Management and Jury Utilization in Courts. Attendance, 1.

The Administration of Records in Courts. Attendance, 1.

Seminar for District Court Reporters. To provide training in reporting, transcript standards, deposition procedures, and the role of the reporter. Funded by LEPC (1974 funds).

Programs offered by national training organizations are attended by trial court administrators and district court clerks.

ILLINOIS

Authorization

Illinois Statutes provide for a judicial conference; Constitutional Article VI, § 17 provides:

The Supreme Court shall provide by rule for an annual judicial conference to consider the work of the courts and to suggest improvements in the Administration of justice and shall report thereon annually in writing to the General Assembly not later than January 31.

Chapter 110A, § 41(b) on membership provides that "[t]he judges of the Supreme Court, the judges of the Appellate Court, the judges and associate judges of the circuit courts shall be members of the Conference."

Chapter 110A, § 41(a) states that "[t]here shall be a Judicial Conference to consider the business and the problems pertaining to the administration of justice in this state, and to make recommendations for its improvement."

Judicial Programs

Appellate Jurisdiction. Annual Associate Judge Seminar. Seminar on law and administration of justice improvement. Two and one-half days. Attendance, 300.

Other. Annual Judicial Conference. Topics included law and administration of justice improvement. Two and one-half days. Attendance, 300.

New Judges Seminars. Topics included Illinois Judicial System, its structure and operation and the trial and the judge's authority. Two and one-half days. Attendance, 60-80.

Programs offered by national training organizations or regional programs are attended by members of the judiciary.

Court Support Programs

Annual Administrative Secretaries Conference. Seminar on circuit court administration. Attendance, 15-20 administrative secretaries to chief circuit judges.

INDIANA

Authorization

Indiana Statutes Annotated (1967) Title 33 Statute regarding

judicial conferences provides the following:

33-13-14-1: "There is hereby created a judicial conference of Indiana. Its membership shall consist of all judges of the Supreme, appellate, circuit, superior, criminal, probate, and juvenile courts."

33-13-14-3: "The conference shall meet at least once a year. . ."

33-13-14-4: "The judicial conference shall:

- promote an exchange of experience and suggestions regarding the operation of Indiana's judicial system;
- promote the continuing education of judges;
- seek to promote a better understanding of the judiciary; and
- promote simplicity in procedure, fairness in administration, the just determination of litigation, and the elimination of unjustifiable expenses and delay in the courts of the State of Indiana."

Judicial Programs

Limited Jurisdiction. City Judges Legislative Meeting. Regarding the impact of new legislation. Attendance, 30.

City Judges Orientation. Law and management. Attendance, 69.

County Court Judges Orientation. Law and management ethics. Attendance, 69.

Juvenile Court Judges Conference. Attendance, 52.

General Jurisdiction. Circuit judges and county dockets. Concerned with the impact of new legislation. Attendance, 21.

Other. Judicial Conference. Disclosure of recent decisions in juvenile, civil, and criminal cases. Mandatory attendance, all judges.

New Judges Orientation. Topics included juvenile, criminal, and civil law and ethics. Videotape and mock trials were used. Attendance, 26.

Caseflow Management. The program centered on controlling caseflow statistics and reporting court rules. Attendance, 45 (including judges and administrators).

Evidence. Videotapes from the American Academy of Judicial Education were used. Attendance, 46.

Runaway Conference. This seminar discussed legislation on status offenses. Attendance, 327.

Overview of Criminal Procedure. This session was a review of basic procedures in constitution law. Attendance, 169.

Judges and Journalists Conference. This seminar reviewed cases of restrictive orders and working relationships. Attendance, 140 judges and journalists.

Hearsay. Focus on a review of law. Attendance, 123.

Court Support Programs

County Courts Planning Conference. This program discussed legislation, new court organization, and equipment. Attendance, 193.

Court Administrator's Roundtable. This course covered statistic gathering. Attendance, 28.

IOWA

Authorization

Iowa Code Annotated, Volume 53, § 684.20 provides that "the chief justice may from time to time order conferences of members of the courts on matters relating to the administration of justice."

Iowa Statutes, § 602.50 deals with magistrates' training and provides that "annually the Supreme Court administrator shall cause a school of instruction to be conducted for judicial magistrates. . . and each judicial magistrate appointed. . . prior to the

time he takes office shall attend unless excused by the Chief Justice for good cause." Magistrates filling a vacancy are also included under this statute and must attend the first school of instruction following their appointment. Adopted, 1972; amended, 1975.

Iowa Court Rule, 123.3. Continuing Legal Education Requirement states:

. . . commencing January 1, 1976, each attorney admitted to practice in this state shall complete a minimum of 15 hours of legal education accredited by the Commission, during each calendar year. The Commission is authorized, pursuant to guidelines established by the Court, to determine the number of hours for which credit will be given for particular courses, programs or other legal education activities. Under rules to be promulgated by the Court, an attorney may be given credit in one or more succeeding calendar years, not exceeding 3 such years, for completing more than 15 hours of accredited education during any one calendar year. . .

Judicial Programs

Limited Jurisdiction. Magistrates Training. Tuition scholarship grants up to \$200 annually are available under a U.S. Department of Transportation grant for lay magistrates to take legal training.

Magistrates School of Instruction. This is orientation for new part-time magistrates. Annual; attendance, 170.

Traffic Court Conference. Held annually; attendance, 60.

General Jurisdiction. District Court Judges Conference. Bi-annual; attendance, 115 per session.

Appellate Jurisdiction. Appellate Judges Seminar. Annual; attendance, 9.

Other. Supreme Court order requires that all attorneys in the state attend at least 15 hours annually of approved continuing legal education. The Committee on Continuing Legal Education appointed by the Iowa Supreme Court approves training.

Programs offered by national training organizations are attended by members of the judiciary.

Court Support Programs

New Probation Officers. Mandatory four week training program. Attendance, 25.

KANSAS

Authorization

Kansas Statutes Annotated, Title 20, § 139 provides: . . . the chief justice of the Kansas Supreme Court may, from time to time, order conferences of justices of the supreme court and judges of the district courts and state courts of limited jurisdiction on matters relating to the administration of justice. The actual and necessary expenses of the justices of the supreme court and judges of the district courts incurred in connection with attending such conferences shall be paid, subject to the provisions of K.S.A. 75-3211. The actual and necessary expenses of judges of state courts of limited jurisdiction incurred in connection with attending such conferences shall be paid from the general fund of the county in which the court is located.

Judicial Programs

Limited Jurisdiction. Traffic Court Conference. This conference has been sponsored by the Kansas Bar Association for several years and involves judges of court with traffic jurisdic-

tion. Attendance, 60-100.

Special Court Judges School. This is an annual school for judges of courts of limited jurisdiction. It is held at Washburn Law School and includes courses on probation, traffic, juveniles, probate, criminal procedure, and small claims. Attendance, approximately 80; cost, \$12,000.

Other. Annual Judicial Conference. A two or three day meeting of justices of the Supreme Court and judges of the district courts. In 1972, judges of special courts were added to the conference; in 1973, judges of the Municipal Courts were invited. Programs vary but typically include standards for criminal justice, judicial ethics, court reform, and procedure. Attendance, 200 judges with state jurisdiction and approximately 60 municipal judges.

Judicial Orientation School. A three day school held for newly-elected judges prior to their taking office. School is held at Washburn Law School using a faculty of regular judges. Curriculum is intended to give new judges practical insights into the role of the judge. Attendance, 35; estimated cost, \$5,000.

Court Support Programs

Clerks School. An annual three day school for clerks of the district court is held at Washburn Law School. The curriculum includes aspects of clerical and administrative functions. Attendance, approximately 80; cost, \$10,000.

A conference of juvenile and probation officers is being planned for 1976.

Court Reporters School. This is a three day course. Attendance, 70; cost, \$5,500.

KENTUCKY

Authorization

The Kentucky Revised Statutes, Volume 2, § 22.060 (1950) provides for a judicial conference consisting of the judges and commissioners of the Court of Appeals, and all circuit judges. Section 22.070 provides for a meeting at least once a year. Section 22.090 states "[i]t shall be the duty of the judicial conference to conduct continuous study of the judicial system and administration in this commonwealth, and take appropriate action on reports and recommendations submitted to it by the Judicial Council."

Judicial Programs

Under a recent reorganization of state government, the Bureau of Training, Department of Justice was created with responsibility for providing judicial training programs for all levels of Kentucky courts with the recommendation and approval of the Judicial Training Council. This bureau offers three- to five-day courses for courts of limited jurisdiction and coordinates training efforts for judges of general jurisdiction and appellate judges. Courses include the new Kentucky Penal Code as well as instruction in evidence, juvenile law, sentencing and other subjects for county court, police court, and circuit court judges. In addition, orientation programs are offered for new judges at the limited jurisdiction and general jurisdiction levels. Additionally, the bureau is in the process of arranging orientation for court of appeals justices, circuit court clerks, administrators, and court reporters.

A comprehensive survey, results of which will be computerized, is being conducted of all judges to ascertain training desired, times, etc. A similar survey is being instituted for all court support personnel.

On February 3, 1976, use of a mobile classroom for the training of judges and court support personnel was initiated.

LOUISIANA

Authorization

None.

Judicial Programs

Appellate Jurisdiction. The Intermediate Court of Appeals Judges Conference. An annual seminar for its members.

Other. Louisiana has a two day annual judicial seminar in October and a spring conference of Louisiana judges in March. Each is developed on an ad hoc basis under the supervision and guidance of the judicial administrator with the program content provided by the Louisiana State University Law Center.

Programs offered by national training organizations are attended by members of the judiciary.

MAINE

Authorization

Maine Revised Statutes Annotated, Volume 2, Title 4, § 471 (1975) provides that "[t]here shall be a Judicial Conference of Maine composed of judges and justices who shall advise and consult with the Supreme Judicial Court and the Chief Justice on matters affecting the administration of the Judicial Department."

Judicial Programs

Maine has no structured judicial training program at this time.

MARYLAND

Authorization

Maryland Rules of Procedure, Rule 1226(a) provides: There shall be a Judicial Conference. . . to consider the status of judicial business in the various courts, to devise means for relieving congestion of dockets where it may be necessary, to consider improvements of procedures in the courts, to consider and recommend legislation, and to exchange ideas with respect to the improvement of the administration of justice and the judicial system of Maryland.

The conference is held annually and membership includes . . . judges of the Court of Appeals, judges of the Court of Special Appeals, the judges of the Circuit Courts of the counties and of the Supreme Bench of Baltimore City."

Maryland Rules of Procedure, Rule 1202, § b(2) provides: Assignment to National College of State Trial Judges.

The Chief Judge of the Court of Appeals may from time to time assign, by order, one or more judges to attend the National College of State Trial Judges. Such assignment shall be made with the consent of the judge or judges concerned. Nothing in this Rule shall prevent a judge not so assigned from attending the National College of State Trial Judges during his annual vacation.

(The National College of State Trial Judges is now called the National College of the State Judiciary.)

Rule 1226(1) indicates the objectives of the Maryland Judicial Conference and provides that "[t]here shall be a Judicial Conference, to be known as 'The Maryland Judicial Conference,' to consider the status of judicial business in the various courts, to exchange ideas with respect to the improvement of the administration of justice and the judicial system in Maryland."

Judicial Programs

Annual Judicial Conference. Judges of all Maryland courts are required to attend the Annual Judicial Conference which lasts

for a period of two and one-half to three days each year. A portion of each conference is devoted to judicial education, usually with panels, seminars, and workshops, although lectures are sometimes used. Topics are selected by the Education Committee of the Judicial Conference, and the programs are organized by the Director of the Administrative Office of the Courts in his capacity as Executive Secretary of the Judicial Conference. Most of the speakers and panel members are Maryland judges, although judges from other states, law professors, court administrators, and personnel of agencies of the executive branch are also utilized.

District Court Programs. Program format is varied, but it generally consists of lectures followed by seminars and discussions. Topics are selected by the Judicial Education Committee. The Committee attempts to ascertain those areas of law which are of maximum interest to participating judges. Although most of the lecturers have been district judges, in some instances lectures have been given by judges from other parts of the Maryland judiciary and in a few instances by members of the bar.

Court Support Programs

Court personnel. State Department of Personnel offers various courses to state employees. Court personnel take courses offered and are provided with per diem allowance. Tuition must be paid by the attendee.

Programs sponsored by the Circuit Court Clerks Association and the Center for Adult Education at the University of Maryland are available to court employees.

Programs offered by national training organizations are attended by members of support personnel.

MASSACHUSETTS

Authorization

None.

Judicial Programs

Limited Jurisdiction. Justices of the District Court. Semi-annual conference held twice each spring and fall for one and one-half days. Conferences are held in various parts of the state on a rotating basis. Attendance, 1 chief justice, 67 full-time justices, 75 special justices, and 16 part-time justices; cost, \$5,000 per semi-annual meeting.

Clinical Court Orientations. New district court judges, clerks, and assistant clerks. Attendance, varies; two week course.

New District Court Judges. Two weeks of clinical court orientation with experienced justices of that court.

Probate Court Judges. Three week orientation in clinical courts. All clinical court orientations are conducted at no out-of-pocket cost to any agency.

Probate Court Judges. Semi-annual conferences usually for two days. Attendance, 27; cost, approximately \$2,000 funded by state match.

New Probate Court Judges Clinical Court Orientation. A three week course.

Legal lecture series for district court judges consisting of five half-day sessions. Four lectures on legal subjects and four on forms.

General Jurisdiction. Orientation of new justices. Various program modes are used, i.e., superior court justices are usually assigned to jury-waived sessions as a first assignment, two or three each year; a series of small, intensive regional seminars on selected topics of interest to newer justices of superior court.

Attendance, approximately 20 per seminar; cost, approximately \$1,000 each.

Semi-annual conferences for judges of the superior court. These conferences are held for all 46 of the state trial judges of the Massachusetts Superior Court and a number of representatives from other state court systems, i.e., chief justices, the supreme judicial court and appeals court, and invited professional guests. Cost, approximately \$8,500 financed through the Office of the Executive Secretary.

Other. Newly Appointed Justices Seminar. For new justices at various levels.

District and superior court judges. Monthly dialogue sessions are held. Attendance, 15-20.

Programs offered by national and regional training organizations are attended by new state justices of superior courts.

Court Support Programs

District court clerks. Annual meeting. Attendance, 72; cost, \$2,800.

Assistant district court clerks. Two one-day seminars on civil procedure and three regional one-day seminars. Attendance, approximately 185.

Registers and assistant registers. Semi-annual seminar for orientation to new Massachusetts Rules for Civil Procedure. Attendance, 55.

Superior court clerks, assistant clerks, registers, and assistant registers. Orientation to new Massachusetts Rules for Civil Procedure, semi-annual seminar. Co-sponsored by the Office of the Executive Secretary and Massachusetts Continuing Legal Education, Inc. Attendance, 75.

MICHIGAN

Authorization

Michigan Statutes Annotated, § 27A. 1450 provides for annual judicial meetings called by the court administrator and further provides:

The court administrator, under the supervision and direction of the supreme court, [shall] call an annual statewide meeting of the circuit judges [and] the judges of the recorder's court of the city of Detroit and an annual statewide meeting of the probate judges of the state, and such additional statewide and regional meetings of such judges, or any number of them, as he may at the direction of the supreme court, from time to time determine, for the purpose of studying the organization, rules, methods of procedure and practice of the judicial system of this state, the problems of administration confronting the courts and the judicial system in general and making recommendations for the modification or amelioration of existing conditions, for harmonizing and improving laws or for amendments to the rules and statutes relating to practice and procedure in the judicial system of the state.

Judicial Programs

Limited Jurisdiction. District court magistrates seminar. Conducted by the Center for Administration of Justice at Wayne State University.

General Jurisdiction. Juvenile court training programs. In-service training curriculum on basic law and treatment, 15 days, 75 hours. Attendance, 600; cost, \$22,500.

Regional juvenile court training program. Six days, 10 regions. Attendance, 600; cost, \$80,000.

Appellate Jurisdiction. A regional appellate judges institute is being scheduled for July 1976.

Other. Center for the Administration of Justice, Wayne State University, conducts the following programs:

Seminars for newly elected judges

Visitations

Special Survey Seminar

- (a) Civil Procedure and Evidence
- (b) Criminal Procedure and Evidence
- (c) Judicial Administration
- (d) Role of the Judge
- (e) Special Procedural Problems in Circuit, Probate and District Courts

Mentally Ill Offenders Seminars

Sentencing Institutes

Traffic Law Administration Seminars

- (a) Invitational Seminar on Traffic Law Reform
- (b) Basic Traffic Cases Seminar

Impact Decisions and Legislation Seminar

Criminal Trial Practices Seminar

Evidence Seminar

Constitutional Law of Interrogation and Identification Seminar

Civil Trial Practice Seminar

Civil Process Servers Seminar

Annual judicial conferences and regional conferences.

The primary goal of the annual state and regional conferences is the improvement of judicial administration through the interchange of ideas related to specific concerns of the judges. The program varies each year as training needs are identified. Attendance, approximately 450.

Court Support Programs

None.

MINNESOTA

Authorization

Minnesota Statutes Annotated, § 480.18 provides:

The Supreme Court of this State may provide by rule or special order for the holding in this state of an annual conference of the judges of the courts of record of this state, and of members of the respective judiciary committees of the legislature and of invited members of the bar, for the consideration of matters relating to judicial business, the improvement of the judicial system, and the administration of justice. . .

Minnesota Rules Relating to Continuing Professional Education, Order of Promulgation states "IT IS HEREBY ORDERED, that the attached Rules for continuing professional education of lawyers admitted to practice in Minnesota are adopted, and shall be distributed to the attorneys and judiciary of this state, to be effective immediately. . ."

Judicial Programs

Limited Jurisdiction. Minnesota County Judges Association has previously held seminars on topics including caseload management, jury management, evidence, and sentencing.

General Jurisdiction. *Sentencing institute for judges of district court.*

Juvenile judges conference.

Appellate Jurisdiction. *Seminar on appellate advocacy.*

Other. *Judicial Institute I* (orientation program).

Supplementary Seminar I (civil and criminal evidence).

Judicial-Police-Prosecutor-Defender-Corrections Relationships Seminar.

Judicial-Police-Prosecutor Relationships Seminar III. Ninth Annual Criminal Justice Course.

Court Support Programs

Seminar on Law Office Management for prosecutors, judges, clerks, and court administrators sponsored by the County Attorney's Council.

Certification Program for Minnesota Court Personnel, Phase I: The Court Environment

MISSISSIPPI

Authorization

Mississippi Code Annotated, Title 10, § 1803.2 requires all justices of the peace before beginning the functions of office to complete a course of training conducted by the attorney general. Section 1803.2 provides:

No justice of the peace elected for a full term of office commencing on or after January 1, 1968, except one who has been admitted to practice law in this state, shall exercise the judicial functions of his office or be eligible to take the oath of office unless he has filed in the office of the circuit clerk a certificate of completion, in the form to be prescribed by the Attorney General of the State of Mississippi, of a course of training and education approved by the Attorney General, held within six months of the beginning of the term for which such justice is elected.

Judicial Programs

Limited Jurisdiction. *Juvenile court judges and referees.* Two annual omnibus programs.

Justice of the peace. Three programs presented regionally three times per year.

Municipal judges. An annual program.

Other. *Appellate Judges and General Trial Court Judges Conference.* Three meetings per year.

In 1975, the Mississippi Supreme Court rendered a decision which requires that judges give certain specified forms of instructions to juries. This decision has resulted in the appointment of a Model Jury Instructions Committee composed of seven judges who meet monthly to consider model jury instructions. To date, one volume of civil instructions and two volumes of criminal instructions have been published, and others are in progress.

Court Support Programs

Probation and parole personnel. Five programs per year.

Court reporters. Two programs each year.

Chancery clerks. Two programs per year.

Circuit court clerks. Two programs per year.

Jury Commissioners. One program every four years following the general election.

Programs offered by national training organizations are attended by court personnel.

MISSOURI

Authorization

Annotated Missouri Statutes, (1973), § 476.320 provides: There is hereby established "The Judicial Conference of the State of Missouri." The conference shall consist of the judges and commissioners of the Supreme Court, and the Court of Appeals, the circuit judges, judges of the St. Louis

Court of Criminal Correction and the judges of courts of common pleas. . .

The conference is held annually and duties of the conference are enumerated.

Section 476.350 provides:

It shall be the duty of said judicial conference and its executive council to study the organization, rules, methods of procedure, and practice of the judicial system of this state, the work accomplished, and the results produced by that system in its various parts and judicial tribunals; the problems of administration confronting the courts and the judicial system in general.

Judicial Programs

Limited Jurisdiction. *Municipal judges.* Five one-day seminars. Attendance, 120.

General Jurisdiction. *Juvenile judges.* One two-and-one-half day seminar. Attendance, 20.

Other. *Missouri College for Trial Judges.* A one week program annually. Attendance, 100.

Court Support Programs

Court reporters. One one-day seminar. Attendance, 96.

Law clerks. A two-day seminar. Attendance, 30.

MONTANA

Authorization

Montana Revised Code, Article VII, § 5 (1972 Constitution) requires that all non-lawyer justices of the peace take a mandatory training course after the general election and before taking office.

Constitution Article VII, § 5 provides that "[t]here shall be elected in each county at least one justice of the peace with qualifications, training and monthly compensation as provided by law. There shall be provided such facilities that they may perform their duties in dignified surroundings."

Section 93-401(4), (5), (6) states:

Before the county clerk may file the oath the elected or appointed justice must satisfy the clerk that he is either:

- (a) an attorney at law authorized to practice law in the state of Montana, or
- (b) a person who has held the office of justice of the peace within the preceding five (5) years, or
- (c) a person who has completed the orientation course of study held under the direction of the University of Montana Law School; or if a person is appointed after the course is offered he must agree to take the course at the next offering and failure to do so will disqualify him.

The University of Montana Law School shall present a course of study as soon as is practical following each general election. Mileage and per diem shall be paid the elected or appointed justice of the peace for attending the course and shall be a proper charge against the county wherein the justice of the peace will hold court.

There shall be an annual training session for all elected and appointed justices of the peace. This training session, which may be held in conjunction with the Montana magistrates' association convention, shall be supervised by the supreme court. Mileage and per diem shall be paid the elected or appointed justice of the peace for attending the course and shall be a proper charge against the county wherein the justice holds court.

Judicial Programs

Montana has no programs at this time.

NEBRASKA

Authorization

Revised Statutes of Nebraska, Title 24, § 508, Associate Judge; qualifications, provides in subsection (3):

No person shall take office for the first time as an associate county judge until he has attended an institute on the duties and functions of the office, unless such attendance is specifically waived by the Supreme Court.

The Supreme Court shall provide for the establishment of such institute, and also shall provide for annual institutes or training courses for all county judges and associate county judges. No associate county judge shall be eligible for reappointment if he does not have a satisfactory record of attendance at such annual institutes or training courses, unless such attendance is specifically waived by the Supreme Court.

Judicial Programs

Limited Jurisdiction. *Annual Institute for Associate County Judges* (mostly laymen). Mandatory attendance, 100; cost, approximately \$10,000.

Annual Institute for County Judges. Attendance, 43; cost, approximately \$6,000.

Other. Although there is no formal training plan, a system of training priorities has been developed. Newly appointed judges have first priority; those who have not been to training in three years are next, and so on.

Programs offered by national training organizations are attended by members of the judiciary. There are, however, no funds for training for nonlawyer associate county judges.

Court Support Programs

A training manual for court stenographers has been developed.

NEVADA

Authorization

Nevada Revised Statutes, Title I, deals with mandatory training and instructions for justices of the peace. Section 4.035 provides that the ". . . clerk of the Supreme Court shall, at the direction of the Chief Justice, arrange for the giving of instruction at the National Center for the State Judiciary in Reno, Nevada, or elsewhere. . ." Section 4.036(1) provides that each justice of the peace appointed after the effective date of July 1, 1971, shall attend ". . . on the first occasion when such instruction is offered unless by written order of a judge of the district court in and for his county which shall be filed with the clerk of the Supreme Court." Section 4.036(2) states "If a Justice of the Peace fails to attend such instruction without securing a written order, pursuant to subsection 1, he forfeits his office."

Judicial Programs

Most judicial training is conducted by the National College of the State Judiciary in Reno, Nevada.

Court Support Programs

Traffic and Alcohol Highway Safety Workshop. Two and one-half days. Attendance, 50; cost, \$50,000.

Criminal Justice Education. Four days. Attendance, 50; cost, \$7,000.

NEW HAMPSHIRE

Authorization

Supreme Court Rule provides for district and municipal court judges to attend annually the state judicial conference or any other conference or seminar approved by the New Hampshire Judges Association.

Judicial Programs

Judicial training programs are organized on an ad hoc basis as deemed necessary. Usually 40-50 attend.

Criminal Justice Education. Four days. Attendance, 50; cost, \$7,000.

Other. Programs offered by national training organizations are attended by members of the judiciary.

NEW JERSEY

Authorization

State of New Jersey Rules, rules governing the courts of the state, Rule 1:35-2 Conference of Judges provides:

At least once a year there shall be a conference of all justices and judges in the State, except the judges of the municipal courts, held at such times and places as the Chief Justice shall designate, and at which the Administrative Office of the Courts shall serve as secretariat. At least once each year there shall be a conference in each county of all municipal court judges in the county to be held at such times and places as the Assignment Judge of the county shall designate. The purpose of these conferences is to raise the standards of performance and to make more uniform the operation and administration of the courts of the State.

Judicial Programs

Limited Jurisdiction. Orientation for Municipal Court Judges. This is a two-day program. Attendance, 40; cost, \$4,000.

A two-day seminar for judges handling juvenile matters on a regular basis. Attendance, 35; cost, approximately \$3,600.

Other. Newly Appointed Judges Orientation Seminar. A five-day annual orientation seminar for newly appointed judges will be offered. Attendance, 20-25; cost, approximately \$8,400.

Judicial Conferences. Each year there is a judicial conference to assist the state Supreme Court in the consideration of improvements in the practice and procedure of the courts and in the administration and organization of the judicial branch of government. Attendance, 300; cost, approximately \$40,000.

There is at least one conference a year for all justices and judges in the state. At least once each year there is a conference in each county of all municipal court judges in the county to raise the standards of judicial performance and to make more uniform the operation and administration of the courts of the state.

New Jersey also had for all judges a three-day seminar organized similar to a university. A course catalog was sent to judges for review and preregistration for three to four courses out of approximately ten offered.

Trial Judges Correctional Institution Visitation. This is done on nonmotion Fridays and Saturdays. Attendance, 240; cost, nominal.

Miniseminars are held in various parts of the state on topics of interest to judges, such as handling of juvenile offenders, drug users, bail, diversion programs, plea bargaining, and sentencing. These are one-day programs. Attendance, 40 per seminar; cost, approximately \$6,000.

Programs offered by national training organizations are attended by members of the judiciary.

Court Support Programs

A two-day seminar for trial court administrators, assistant trial court administrators, and assignment judges is held to consider standardization of operation of trial court administrators' offices in all counties, use of computers, calendar control, jury selection and diversion programs. Attendance, 12 administrators, 12 assistant administrators, 12 assignment judges, 6 Administrative Office of the Courts staff personnel; cost, approximately \$3,600.

Court Reporters. Two one-day seminars are held to improve competency in reporting of criminal cases. Attendance, 75 per seminar; cost, \$3,400 for all seminars.

Court Interpreters. There are two one-day seminars. All full-time or frequently used court interpreters are required to attend at least one of these sessions. Attendance, 15 per seminar; cost, \$1,500 for all seminars.

Seminar on Probation. Among other topics, this program deals with administration of probation programs. Attendance, staff, probation officers, and judges.

A regional program is attended by operators of recording equipment in municipal courts.

NEW MEXICO

Authorization

New Mexico Statutes, § 16-9-1(A) provides that "[t]here is created the 'judicial conference' of New Mexico consisting of all justices of the Supreme Court and all judges of the court of appeals and district court, each of whom shall serve ex officio as a member of the judicial conference." Section 16-9-1(C) provides:

The judicial conference shall meet as provided by its rules, but at least once each year, to discuss methods for improving the administration of justice and to make recommendations with respect to its findings to the legislature, the governor, and the Supreme Court. It shall conduct other business as may be provided by law or by rule of the Supreme Court.

Chapter 37, § 1-10 requires municipal judges to receive training as a condition of discharging their duties. § 37-1-10 provides:

Each municipal judge shall annually as a condition of discharging the duties of that office, successfully complete a judicial training program conducted under the authority, or with the approval of, the court administrator unless exempted from this requirement by the chief justice of the Supreme Court. No municipal judge holding office after December 31, 1973, shall receive any salary until he has successfully completed, or been exempted from, the required judicial training program.

Chapter 36, § 2-3 concerning qualifications for a certificate of magistrate provides in subsection (B):

Each applicant for a certificate of magistrate qualification who has not previously held such a certificate shall attend a qualification training program conducted by the administrative officer as a prerequisite to the issuance of his first certificate. The administrative officer shall prescribe the content of the qualification training program so as to inform applicants with reference to judicial powers and duties. Chapter 36, § 2-4 provides:

A. As a qualification for continuing in office, each magistrate shall attend at least one (1) magistrate training

program each year unless excused in writing by the chief justice of the Supreme Court for good cause shown.

B. The administrative office of the courts shall prescribe and conduct annual magistrate training programs designed to inform magistrates with reference to judicial powers and duties and to improve the administration of justice, and shall notify each magistrate of times and places designated for such training programs each year. All officers, agencies, and institutions of the state shall cooperate and assist with magistrate training programs upon request of the administrative office.

C. Any magistrate who fails to attend and remain present through all proceedings of at least one magistrate training program during any calendar year without being excused as provided in Subsection A shall be held to have resigned his office, and the administrative office shall revoke his certificate of magistrate qualification and certify the existence of the vacancy to the governor.

D. Magistrates shall be reimbursed per diem and mileage for one round trip to attend one magistrate training program each year. Per diem and mileage shall be paid as provided in the Per Diem and Mileage Act.

Judicial Programs

Limited Jurisdiction. Magistrate Judges Training Conference. A five-day session covering civil and criminal proceedings and administration. Attendance, 70; cost, \$30,000.

Municipal Court Judges Training. A two-day training session. Attendance, 65; cost, \$5,000.

Other. Judicial Training Conference. A two-day conference covering civil, criminal, domestic relations, evidence, community relations, sentencing, and administration for judges of appellate and general jurisdiction. Attendance, 42; cost, \$5,000.

Court Support Programs

Magistrate Clerks Conference. A one-and-one-half day program on clerical procedures. Attendance, 45; cost, \$2,500.

District Court Clerks Conference. Concerns systems training, workload management, and court concepts. Attendance, 60.

NEW YORK

Authorization

Consolidated Laws of New York, Uniform Justice Court Act, Volume 29-A, Part 2, § 105 provides:

(a) Training. No town or village justice selected for a term of office commencing on or after September first, nineteen hundred sixty-seven, except one who has been admitted to practice law in this state, shall assume the functions of his office unless he has filed with the clerk of his municipality a certificate of completion of a course of education and training prescribed by the administrative board. The administrative board may issue a temporary certificate enabling a town or village justice to assume the functions of his office pending completion of the earliest such course available thereafter. Such certificates shall be in a form, and subject to terms and conditions, prescribed by the administrative board.

(b) Expenses. Notwithstanding any other law, actual and necessary expenses incurred by a justice elect in carrying out the foregoing requirement shall be a charge against the municipality.

Judicial Programs

Seminars and training programs sponsored and conducted by

the Office of Court Administration usually fall into two general categories: acquainting judges with new legislation affecting their courts and updating judges on recent developments in the law. In the past judicial year, the Office of Court Administration has sponsored the seminars and training programs listed below.

Limited Jurisdiction. Town and Village Justices Training Program. Pursuant to Chapter 704, Laws of 1962, which implemented the provisions of 20(c) of Article VI of the Constitution requiring the training of town and village justices who are not admitted to practice law in this state. The Office of Court Administration sponsored three six-day basic courses in 1975. Attendance, 330.

In addition to these programs, the Office of Court Administration, pursuant to the Uniform Justice Court Rules (22 NYCRR 30.6), requires all reelected or reappointed justices to attend an advanced program in order to retain their certification. These programs are conducted by law school professors, lawyers, justices, and members of other state agencies and included lectures on substantive and adjective law and court administration. An expanded schedule of six advanced courses was conducted in the past year. Attendance, 624.

Nonlawyer Town and Village Justices. Three one-day special evidence seminars. Attendance, 370.

Lawyer Town and Village Justices. A special program was held on recent developments in civil and criminal law. Attendance, 104; cost, \$20,000 not including travel and subsistence.

Surrogates Seminar. Discussions of the estates, powers and trusts law, the Surrogate's Court Procedure Act, and methods of better administration of courts. Attendance, approximately 60; cost, \$2,000 not including travel and subsistence.

Fifth Annual Family Court Workshop. This three-day seminar reviewed legislation, recent decisions, statute development, principles of criminal law in family court, placement, foster care, child abuse, and treatment for troubled juveniles. Attendance, 80; cost, \$2,500 not including travel and subsistence.

Family Court Judges Seminar. A week long seminar held in conjunction with the National Council of Juvenile Court Judges. Selected topics were the Psychology of Violent Offenders, Children with Learning Disabilities, Recent New York Statutory and Case Law Development, Impact of Supreme Court Decisions, Dispositional Alternatives, and State Training Schools. A condensed two-day version was presented to upstate judges. Attendance, 32 for the two-day session and 12 at the condensed version.

Seminar for New York City Civil Court Judges. This is a two-and-one-half day program of panel discussions of recent developments in civil practice law and rules and rules of evidence. Also included were video taping in court, short statute of limitations as applied to municipalities, and new concepts in product liabilities cases. Attendance, 85; cost, \$2,000 not including travel.

General Jurisdiction. Conference of Supreme Court Trial Judges. These workshop seminars were designed for indepth study of the chosen topics and to encourage the interchange of ideas among the justices. Each topic of discussion was presented by a panel of discussion leaders as well as by written materials distributed to the justices prior to the conference. The views expressed in these meetings were recorded by reporters assigned to the panels. This year the subjects chosen for consideration were recent developments in Civil Practice Law Rules, Evidence, Criminal Law and Procedure, the Role of the Trial Judge, and Discretion in Matrimonial Matters. Attendance, 135; cost, \$35,000 not including travel.

Other. Seminars for Newly Elected Judges. The Office of Court Administration sponsors a week long indoctrination

course for newly elected judges. The first part of the program deals with the latest developments in the law, both decisional and statutory. The second part provides a forum for more experienced members of the judiciary to give practical expertise to their newly elected brethren. Attendance, approximately 75; cost, \$9,000 including travel and subsistence.

Sentencing Institute. Two discussions were held regarding recent developments affecting sentencing and sentencing alternatives, as well as discussions of post-sentence considerations. Attendance, 258; cost, \$30,000 not including travel.

Programs offered by national training organizations are attended by members of the judiciary.

Court Support Programs

Uniform Court Officers (bailiffs). Topics at this session included first aid, self-defense, crowd control, and basic court structure. Attendance, 55.

Court Reporters. An update for court reporters was offered in conjunction with the National Shorthand Reporters Association. This two-day seminar covered such topics as medical terms, time management, ballistic terms, and drugs. Attendance, 25.

New York provides tuition reimbursement for nonjudicial personnel to attend recognized universities and schools. Annual budget, \$30,000.

NORTH CAROLINA

Authorization

General Statutes of North Carolina, Article 16 provides for magistrate training (effective July 1, 1975). Section 7A-177 states:

... within six months of taking the oath of office as magistrate for the first time, a magistrate is required to attend and satisfactorily complete a course of basic training of at least 40 hours in the civil and criminal duties of a magistrate. The Administrative Office of the Courts is authorized to contract with the Institute of Government or with any other qualified educational organization to conduct this training. . .

Judicial Programs

Limited Jurisdiction. Two to three seminars are held annually for magistrates.

Magistrates (newly appointed) are required to attend a 40-hour orientation seminar within six months of being sworn in to office.

Three to four seminars are held annually for District Court Judges. Attendance, 118.

General Jurisdiction. Three to four seminars are held annually for Superior Court Judges. Attendance, 55.

Other. Orientation seminars are held for newly elected/appointed superior or district court judges. Six seminars were held at the Institute of Government, University of North Carolina, from November 1974 through March 1975. Sessions were presided over by experienced trial judges, and covered topics were of interest to recently sworn trial judges. Attendance, 8-20.

Programs offered by national training organizations are attended by members of the judiciary.

Court Support Programs

Superior Court Clerks. Two annual seminars for clerks and assistant/deputy clerks of superior court. Attendance, 100 assistant clerks and 100 clerks.

Training manuals are available for jury commissioners. Training is provided for probation staff.

NORTH DAKOTA

Authorization

North Dakota Century Code (1975) § 27-07-42, Continuing education of judges of county court required provides:

Each judge of a county court shall be required, within one year after his election, and at least once each calendar year thereafter, to attend and participate in an educational session designated for that purpose by the Supreme court, unless the judge is excused from such attendance by the Supreme Court.

If any such judge shall fail to attend such educational session within any calendar year, without being excused therefrom by the Supreme Court, the State Court Administrator shall report such fact to the Commission on Judicial Qualifications for such action as it deems appropriate.

Section 27-08-43 provides for continuing education of judges of county court of increased jurisdictions; the provisions are the same as for § 27-07-42.

Judicial Programs

Limited Jurisdiction. North Dakota has one of the most comprehensive mandated training laws in the nation. The North Dakota Judicial Education Plan outlines contemplated in-state and out-of-state training programs for the next four years. Included in the training are municipal judges, county judges (probate), county justices, county judges, court support personnel, court reporters, district clerks of court, county clerks of court, juvenile supervisors, probation officers. Only general jurisdiction (district) judges and appellate level judges are excluded from the mandated training legislation.

Seminar for Judges of Courts of Limited Criminal Jurisdiction. Municipal and county judges attended this seminar. Attendance, 120; cost, approximately \$16,000.

Other. The Bureau of Governmental Affairs retains an active interest in judicial education and has sponsored two programs.

Sentencing Institute. District and county judges. Attendance, 40; cost, approximately \$7,000.

OHIO

Authorization

Ohio Revised Code, § 105.91 provides:

There is hereby established an Ohio Judicial Conference consisting of the judges of the Supreme Court, Court of Appeals, Common Pleas Court, probate courts, juvenile courts, municipal courts, and county courts of Ohio organized and operated upon a voluntary membership basis for the purpose of studying the coordination of the work of the several courts of Ohio, the encouragement of uniformity in the application of the law, rules, and practice throughout the state and within each division of the courts as an integral part of the judicial system, and in general to consider the business and problems pertaining to the administration of justice and to make recommendation for its improvement.

Judicial Programs

Limited Jurisdiction, Municipal Judges Association. An annual meeting with programming supplied as requested.

Probate and Juvenile Judges' Association Annual Meeting. Programming is provided as requested, usually a half day.

General Jurisdiction, Common Pleas Judges Annual Meeting. A two-and-one-half day meeting.

Other, New Judges Conference. Held in March, this two-

and-one-half day conference is designed for judges elected the previous November and those appointed during the prior year; others may also attend. Subject matter depends upon which bench predominates: common pleas, general, probate, domestic relations, and juvenile division; municipal and county courts. Where multiple benches are involved, there are common and concurrent topics. All judicial education programs emphasize some significant substantive or procedural areas of the law with the techniques of bench service being given secondary importance. Attendance, 40-75.

Ohio Judicial Conference. A two-and-one-half day conference held for all courts with common and concurrent topics for multiple benches. Attendance, 375.

In 1975, Ohio began plans for the Ohio Judges College. Its academic program will be for judges; the college will be a traveling group which will locate at various law schools. The program will be operational by midsummer 1976. The school will include a session for newspaper personnel in an attempt to give them better understanding of court procedure. Funds for this program have been gathered through federal and state funds with two concurrent \$67,000 grants.

Court Support Programs

Municipal Clerks. The Adult Education Division of Ohio University conducts five different one-week programs for municipal clerks. Attendance, 30 per week; cost, \$28,000.

OKLAHOMA

Authorization

Article VII, § 6 of the Oklahoma Constitution, provides for two or three in-state training programs per year. General authority for calling these conferences and providing reimbursement of expenses is vested in the Supreme Court and exercised by the chief justice.

Judicial Programs

No information available other than the above.

OREGON

Authorization

Oregon Revised Statutes provide for a Minor Court Rules Committee consisting of approximately fifteen people serving as an advisory committee to the Supreme Court. One of its duties provided by Statute 1.510 is to "[c]onduct and supervise conferences and education programs for judges of courts having jurisdiction over such offenses and violations. It shall be the duty of all such judges to attend or participate in such conferences and programs." (Violations include traffic, boating, game and fish laws, ordinances, etc.)

Statute 1.810-1.840 provides for a judicial conference that meets annually for the purpose of a "continuous survey and study of the organization, jurisdiction, procedure, practice, and methods administration and operation of the various courts within the state." Those included to attend such a conference are "... all judges of the Supreme Court, Court of Appeals, Oregon Tax Court, the circuit courts, and the district court."

Judicial Programs

Limited Jurisdiction, Municipal Judges and Justices of the Peace Conference. Attendance, 70-85; cost, \$9,500-\$12,000 state and LEAA funds.

Traffic Court Conference. Mandatory according to ORS 1.510. Attendance, 100-200; cost, \$1,800-\$2,100 registration

plus expenses. Local funding.

Other, Judicial Conference. This conference is for both trial and appellate judges. Attendance, 120-132; cost, \$8,600-\$12,000 state funding.

New Judge Orientation. Attendance, 7-15; cost, \$800-\$1,200 state and LEAA funding.

Juvenile Justice Institute. Attendance, 60-70; cost, \$4,000-\$5,000 local and LEAA funding.

Circuit Judges and District Court Judges Associations also hold annual meetings, and about half of the meeting is devoted to education.

Programs offered by national training organizations are available to members of the judiciary through the State Court Administrator's Office.

Court Support Programs

Court Staff Education Conference. Attendance, 144; cost, \$8,200 state and LEAA funding.

PENNSYLVANIA

Authorization

Pennsylvania Annotated Statutes, (Adopted April 1968), Constitutional Article 5, § 12(b) provides:

Judges of the traffic court in the city of Philadelphia and Justices of the Peace shall be members of the bar of the Supreme Court or shall complete a course of training and instruction in the duties of their respective offices and pass an examination prior to assuming office. Such courses and examinations shall be provided by law.

Judicial Programs

Limited Jurisdiction, District Justices Training. Mandatory training for initial jurisdiction judges authorized by the Supreme Court and the Administrative Office of Pennsylvania Courts. Program includes rules of evidence, search and seizure, vehicle code, and civil and criminal procedure. Attendance, 150 annually; cost, \$39,362 federal and state funding.

Other, Pennsylvania College for the Judiciary. Orientation course for new judges is mandatory. The College also provides special courses in criminal and civil procedure and sentencing institutes. Programs are for both trial and appellate judges and are authorized by the Supreme Court and the Administrative Office of Pennsylvania Courts. Attendance, 400 annually; cost, \$128,525 federal and state funding.

Seminars of Pennsylvania Conference of State Trial Judges. Available through the Administrative Office of Pennsylvania Courts for trial and appellate judges. The program includes sentencing code, equal rights, juvenile, probate, legislation, and jury verdicts. Attendance, 200 annually; cost, \$50,000 state funding.

Prison Visitation Program. Available through the Administrative Office of Pennsylvania Courts for trial judges. The program includes visits to state and federal penal institutions, juvenile detention centers, and rehabilitation and prerelease centers. Attendance, 100 annually; cost, \$26,936 federal and state funding.

Programs offered by national training organizations are attended by trial and appellate judges and made available through the Administrative Office of Pennsylvania Courts.

Court Support Programs

Trial Court Administrators. Program for administrative personnel includes jury management, calendar control, arbitration, personnel, budgets, labor relations, statistics, and physical

facilities. Provided for by the Administrative Office of Pennsylvania courts. Attendance, 70 annually; cost, \$7,000 federal and state funding.

RHODE ISLAND

Authorization

None.

Judicial Programs

Other. All state judges attend at least one basic course.

Trial court judges and their support personnel hold an annual two- or three-day conference.

Programs offered by national training organizations are attended by members of the judiciary.

Court Support Programs

State seminars. State-based training for court clerks and other court administrative personnel. Attendance, 50-70; cost, variable.

State Incentive Increment Program. Under this program, state employees (including court personnel) are encouraged to take courses directly related to their jobs. After successfully completing four specifically approved 30-hour courses, an employee is granted an incentive salary increase equal to the next step in the salary range. Thirty-nine court employees have qualified for such incentive increases.

Trial court support personnel attend an annual conference for trial court judges and their staffs.

SOUTH CAROLINA

Authorization

Summary courts in South Carolina are unusually powerful. It has been estimated that these courts (magistrates and municipal judges) handle over 90% of all the state's criminal justice cases. There are 309 magistrates and 302 municipal court judges. Additionally, there are 36 other types of courts unified into three levels by Article V of the Constitution as amended in 1973 ("The Unified Judicial System"). Almost all judges are appointed by the Governor who is designated by law as the state's "Chief Magistrate." Since only 17 of the magistrates and 75 or 80 of the municipal judges are attorneys, judicial education is a prime concern. Yet, a recent Attorney General's opinion held that once a judicial officer is appointed, he or she cannot be required to take training, thus invalidating a standing order of the Chief Magistrate (Governor). Paragraph A refers to Magistrates Schools. There are several of these schools sponsored with the cooperation of the South Carolina Criminal Justice Academy. About 30 to 50 individuals attend each school, and room and board is provided.

Judicial Programs

Magistrates Schools, Planning Districts. It is not possible for all of the 329 judges of the magistrate courts to attend the scheduled judicial education schools. The only practical way to provide these judges with the information about changes in the law and decisions of the Supreme Court is to take the schools out to the judges in the law enforcement planning districts. This arrangement makes it possible for the judges to continue to hold criminal trials while they receive their judicial education.

Other. Annual Judicial Conference. All circuit judges, county judges with criminal jurisdiction (about ten), and all supreme court judges attend.

SOUTH DAKOTA

Authorization

South Dakota Compiled Laws Annotated, Title 16 makes a special provision for nonlaw trained magistrates.

Statute 16-12A-8 provides that "[m]agistrates shall not take office for the first time as magistrates until they have attended an institute on the duties and functionings of the magistrate's court to be held under the supervision of the Supreme Court, unless such attendance is waived by the Supreme Court."

Statute 16-12A-9 provides that "... the Supreme Court shall establish the institute and shall provide that the institute be held at least once every two years. ..." (Adopted 1973).

Statute 16-14-1 provides "... a conference for the improvement of the administration of justice is hereby established to be known as the judicial conference of the State of South Dakota composed of the judges of the Supreme Court and circuit courts as members."

Statute 16-14-4 provides that "... the presiding judge of the Supreme Court of South Dakota shall annually summon all the members of the judicial conference to attend a conference. ... It shall be the duty of all persons so summoned to attend such annual and special meetings."

Judicial Programs

Limited Jurisdiction. Lay Magistrates Conference. South Dakota requires that all lay magistrates attend this conference every two years. Attendance, 130; cost, \$20,000 LEAA funding.

Court Support Programs

Court Clerks Conference. Provided by legislative appropriation for clerks and their employees. Attendance, 64; cost, \$2,000.

Court Reporters Conference. Provided by legislative appropriation for court reporters. Attendance, 41; cost, \$1,500.

Court Service Workers (Probation) Conference. Provided by legislative appropriation. Attendance, 40; cost, \$3,000.

Administrative Assistants have an annual conference provided by legislative appropriation. Attendance, 10; cost, approximately \$500.

TENNESSEE

Authorization

None.

Judicial Programs

Judicial seminars of two-and-one-half days each are held in April and October. Attendance, approximately 100.

Training seminars have been held for court reporters, clerks of court, limited jurisdiction judges, general jurisdiction judges, and appellate judges.

Other. Programs offered by national training organizations are attended by members of the judiciary.

TEXAS

Authorization

Texas Statutes, Title 100, Article 5972(b) presumes a justice of the peace who has not successfully completed a training program is incompetent. Subsection (b) provides:

In the case of a justice of the peace who is not a licensed attorney, "incompetency" also includes the failure to successfully complete within one year from the date of this

Act, a forty-hour course in the performance of his duties and a twenty-hour course each year thereafter; said course to be completed in any accredited state-supported school of higher education.

Judicial Programs

Limited Jurisdiction. Juvenile Justice Conference. State-wide conference for juvenile court judges. Attendance, 55; cost, \$5,500.

The Texas Justice Court Training Center offers both basic and advanced in-service training to the states' nine hundred justices of the peace. All newly elected/appointed justices who are not attorneys must complete the basic forty-hour course within one year of assuming office. The forty-hour course is structured to provide the neophyte justices with basic guidelines and understanding in practically every area of their jurisdiction. Cost, \$400 per person.

The advanced twenty-hour course is designed to expand upon the forty-hour course by thoroughly analyzing a few areas of jurisdiction. The justices who were required to complete the forty-hour course must also complete a twenty-hour course each year he remains in office. Each course delves into the areas of law, procedure, and administration with which the justice should become familiar. Cost, \$200 per person.

Other. The Texas Center for the Judiciary is responsible for training judges from county courts up through other levels.

Court Support Programs

Municipal Clerks' Association. The Municipal Clerks' Association holds annual state-wide conventions which use lectures, seminars, discussions, panels, and other training media. The Association's "In-Service Training" committee is currently working on manuals, cassettes, and video material for court use throughout the state.

District Clerks State-wide Seminars.

UTAH

Authorization

Utah Code Annotated, Enacted 1971, Title 78-5-27 of the Judicial Code provides:

All justices of the peace shall attend one of two annual institutes to be supervised by the Utah Supreme Court. Any justice not attending one institute during the year shall vacate his office unless he has obtained a written excuse for good cause from the chief justice of the State Supreme Court.

Title 78-5-28 provides that all justices of the peace attending the institute shall be reimbursed.

Utah Code § 78-3-27 provides for a Judicial Conference: "There shall be established an annual judicial conference for all courts of this state, the purpose of which shall be to facilitate the exchange of ideas among all courts and judges and to study and improve the administration of the courts."

Judicial Programs

Limited Jurisdiction. There is an annual seminar for judges of courts of limited jurisdiction.

Training of justices of the peace is conducted by the League of Cities and Towns under a Highway Safety Act grant. The Office of the State Administrator coordinates these training activities as part of an overall state training program.

Training for juvenile court judges is handled through the Office of the Juvenile Court Administrator.

Other. By statute, an annual judicial conference is held to

facilitate exchange of ideas among all courts and judges and to study and improve the administration of the courts. The conference consists of a two-and-one-half day meeting of all state judges at all levels. Attendance, 60; cost, \$5,000 funded by state appropriations.

Judges also attend continuing legal education programs which are sponsored by the Utah State Bar Association and are customarily held during the year at the University of Utah Law School.

Programs offered by national training organizations are attended by members of the judiciary.

VERMONT

Authorization

None.

Judicial Programs

Vermont has no program at this time.

VIRGINIA

Authorization

Code of Virginia, Title 9, § 16.1-218 provides for the establishment of a judicial conference for courts not of record. Section 16.1-220 provides:

The Conference shall meet at least once in each calendar year at the call of the president and at such other times as may be designated by him or by the executive committee for the purpose of discussing and considering means and methods of improving the administration of justice in this state. If any active member shall for any cause be unable to attend, he shall promptly notify the president. Unless excused from attendance, it shall be the duty of each active member to attend and remain throughout the proceedings of the Conference.

In conjunction with said meetings and as a part thereof, the Conference shall conduct a session at least once each year devoted to the consideration of and instruction on the State's motor vehicle and traffic laws and their proper administration. Unless excused from attendance, "shall be the duty of each active member whose jurisdiction includes cases involving violations of such laws to attend this session. The Executive Secretary of the Supreme Court of Appeals shall be responsible for preparing the program for this session, and the office of the Attorney General, Department of State Police and Division of Motor Vehicles shall cooperate with him in preparing for this session.

Code of Virginia, Title 10, §§ 17-228 and 230 provide for similar conferences for courts of record.

Judicial Programs

Limited Jurisdiction. Judicial Conference of Virginia. One mandatory and one nonmandatory conference to discuss means of improving the administration of justice. For courts not of record. Attendance, 314; cost, \$45,600 of which \$45,450 is LEAA and \$150 state.

Magistrates Conference. Two sessions annually to discuss methods of improving the administration of justice. The conference was established in accordance with supreme court policy but is not mandatory. Attendance, 800; cost, \$84,000 funded 90 percent by LEAA.

Other. Judicial Conference of Virginia. One mandatory and one nonmandatory conference to discuss means of improving the administration of justice. Provided for by statute. Attendance,

204; cost, \$57,000 of which \$41,000 is LEAA and \$16,000 state funds.

Orientation Programs. Cyclical curriculum for judges, magistrates, and court employees established in accordance with Supreme Court policy. Not mandatory. Topics include procedural and substantive law, jury relations, and court administration. Cost, \$36,990 funded 90 percent by LEAA.

Programs offered by national training organizations are attended by members of the judiciary.

Court Support Programs

District Court Clerks Conference. Two sessions annually for the purpose of discussing methods of improving the administration of justice. The conference was established in accordance with Supreme Court policy but is not mandatory. Attendance, 800; cost, \$84,000 funded 90 percent by LEAA.

WASHINGTON

Authorization

Revised Code of Washington, § 2.56.040 provides: The supreme court of this state may provide by rule or special order for the holding in this state of an annual conference of the judges of the courts of record of this state, and of invited members of the bar, for the consideration of matters relating to judicial business, the improvement of the judicial system and the administration of justice. Each judge attending such annual judicial conference shall be entitled to be reimbursed for his necessary expenses to be paid from state appropriations made for the purposes of this chapter.

Although this statute does not specifically provide for training programs, there was created during the 43rd legislature, the Washington Criminal Justice Training Commission pursuant to Senate Bill 2132. This Commission now has the legal mandate to set staff training standards and to provide training for all criminal justice personnel at state, county and municipal levels.

Judicial Programs

Limited Jurisdiction. Magistrates Seminar. A three-day in-residence seminar for judges of limited jurisdiction. Attendance, approximately 120; cost, \$3,000 funded by LEAA and state appropriations.

General Jurisdiction. Superior Court Judges Conference. One day of the annual conference is devoted to education. Attendance, 100; cost, \$1,000 funded by LEAA and state appropriations.

Appellate Jurisdiction. Appellate Judges Seminar. A three-day program for appellate judges. Attendance, 21; cost, \$1,600 funded by LEAA and state appropriations.

Other. Judicial Conference. Topics at the most recent conference included sentencing and sentencing philosophies, disposition of criminal offenders, and medical malpractice. The program is authorized by WRC 2.56.040 and is funded by a state appropriation of \$14,000. Attendance, approximately 120.

Orientation to the Judiciary. An annual one-week in-residence program for new trial judges. Attendance, approximately 50; cost, \$2,410 funded by LEAA and state appropriations.

Court Support Programs

Clerks of Courts of Limited Jurisdiction Orientation. A three-day in-residence program for clerks with less than two years of experience. Attendance, 50; cost, \$2,330 funded by the Washington State Traffic Safety Commission (WSTSC).

Midmanagement Development. A two-day in-residence program for clerks of courts of limited jurisdiction. Attendance, 40; cost, \$2,275 funded by the WSTSC.

Clerks of Courts of Limited Jurisdiction: Update. A two-day in-residence program focused on changes in statutes and court rules. Attendance, 50; cost, \$1,800 funded by the WSTSC.

Clerks of Courts of Unlimited Jurisdiction: Specialization. A two-day in-residence program for experienced clerks of superior courts who specialize in probate, criminal, appeals, and accounting. Attendance, 60; cost, \$2,600 funded by LEAA and state appropriations.

Clerks of Courts of Unlimited Jurisdiction: Procedural update. A three-day program for supervisory clerks.

WEST VIRGINIA

Authorization

The legislature recently mandated training for justices of the peace but such a program has not yet begun.

Judicial Programs

The Office of the Administrative Director of Courts is presently working with the American Judicature Society to develop a program possibly by the end of summer 1976.

WISCONSIN

Authorization

In the Matter of a Supreme Court Rule Requiring Continuing Education for Wisconsin's Judiciary

Whereas the Wisconsin Supreme Court Judicial Education Committee on the 9th day of January, 1975, did petition the Court for a rule requiring compulsory continuing education for Wisconsin's Judiciary; Whereas the Wisconsin Supreme Court on the 27th day of May 1975, did announce its support for compulsory continuing education for Wisconsin's Judiciary and did direct the Judicial Education Committee to submit a detailed plan for compulsory continuing education:

THEREFORE BE IT RESOLVED, that the Judicial Education Committee petitions the Wisconsin Supreme Court for the adoption of the following rules setting out a detailed plan for compulsory continuing education for Wisconsin's Judiciary.

Wisconsin Statutes Annotated, § 257.17 provides for the creation of a judicial conference. Subsections 5-a through 5-c enumerate the functions of the conference and provide that the conference shall:

(a) . . . consider the business and the problems appertaining to the administration of justice in this state, and to make recommendations for its improvement.

(b) . . . conduct instructive programs and seminars at its annual meeting in order to better equip the members of the conference in the performance of their judicial duties.

(c) . . . provide for the creation of committees to study particular subjects appertaining to the administration of justice and its improvement and report the results of their study together with their recommendations to the next meeting of the conference. The membership of each such committee shall be appointed by the administrative committee.

Judicial Programs

Limited Jurisdiction. Orientation for Municipal Justices. Attendance, 4.

Graduate Seminar for Municipal Justices. Attendance, 4.
General Jurisdiction. Wisconsin Judicial Conference. Attendance, 93 County judges, 40 circuit judges.

State Bar Advanced Training Seminars. Seminars are on Civil Rules and Procedure for County and Circuit Judges. Attendance, 23.

Other. State Bar Advanced Training Seminars. Attendance, 4.

Civil Law Seminar. Attendance, 35.

Administrative Districts Training Seminar. Procedural training for judges and clerks of court.

Judicial Writing Seminar.

Criminal Law Sentencing Institute.

Programs offered by national training institutes are attended by county, circuit, and juvenile court judges.

Court Support Programs

Prison Tour and Orientation. Attendance, 28 law students and law examiners.

Clerks of Circuit Court Institute. Attendance, 45.

Programs offered by national training organizations are attended by clerks of court, deputy clerks, and Supreme Court law examiners.

WYOMING

Authorization

Wyoming Statutes, § 5-114.16 provides that "[t]he Supreme Court of Wyoming may provide by rule of the Supreme Court, for instruction by means of institutes or manuals for instruction for the instruction of judges of the county courts."

Wyoming Administrative Rules of Justice Courts, Rule 2(f) of Qualifications of Justices of the Peace provides that "[t]he candidate must agree to attend, and attend, the first available training school after election or appointment -- and each training school thereafter while in office, or be subject to disciplinary action. . . ."

Judicial Programs

Wyoming has no judicial training program at this time; \$1,000 is provided in the Judicial Budget for use as match.

DISTRICT OF COLUMBIA

Authorization

None.

Judicial Programs

General Jurisdiction. Superior Court Seminar. Sessions are held every 19-20 months for this group.

Other. Programs offered by national training organizations are attended by members of the judiciary, including trial and appellate level judges.

Court Support Programs

Trinity College. Funded by the Law Enforcement Assistance Program, the program is basically in court management and is oriented towards court employees with a high school diploma. Attendees in this program range from clerks of the court to keypunch operators, messengers, and probation officers. This program leads to a BA degree and has a partial minimum requirement of ten courses including, for example, Introduction to Court Management, mock presentations dealing with the Components of the Legal System, Juvenile Delinquency, Small Claims, Landlord-Tenant, and Data Processing. Attendance, 75; cost, \$50,000.

Court Institute. In 1975, representatives of the judiciary, legislature, community leaders, prosecutors, and public defenders met on a rotating basis and discussed court related matters.

Improved English Skills. This course is intended to improve written and oral skills for minority groups as part of an affirmative action/upward mobility program. Attendance, 105.

State Training Agency Directory

Listed below are the names, addresses and telephone numbers of the agency or agencies and/or staff persons responsible for judicial education in each state.

Alabama

Department of Court Management
800 South McDonough Street
Montgomery, Alabama 36130
(205) 832-6710
Hon. Howell Heflin, Chief Justice
Charles Y. Cameron, Court Administrator
Herbert M. Huie, Personnel Training Officer

Program of Continuing Legal Education
Box CL
University, Alabama 35486
(205) 348-6230
Mrs. Canille W. Cook, Director

Alaska

Alaska Court System
303 K Street
Anchorage, Alaska 99501
(902) 274-8611
Arthur H. Snowden II, Administrative Director

Arizona

Administrative Director of the Courts
201 Southwest Wing
State Capitol
Phoenix, Arizona 85007
(602) 271-4359
Marvin Linner, Administrative Director

Arkansas

Judicial Department
Justice Building
Little Rock, Arkansas 72201
(501) 371-2295
C. R. Huie, Executive Secretary
Jack Jarret, Manager, Continuing Judicial Education
Larry Jegley, Court Planner

California

Judicial Programs
California Center for Judicial Education and Research
808 Great Western Building
2150 Shattuck Avenue
Berkeley, California 94704
(415) 549-0926
Paul M. Li, Director

Conference of California Judges
806 Great Western Building
2150 Shattuck Avenue
Berkeley, California 94704
(415) 843-7118

Judicial Council of California
Administrative Office of the Courts
4200 State Building
455 Golden Gate Avenue
San Francisco, California 94102
(415) 557-2356
Ralph N. Kleps, Director
John David Pevna, Project Manager

California Judges, Marshals and Constables Association
P.O. Box JC
Pacific Grove, California 93950
Hon. Richard C. Eldred, Executive Director

Support Personnel Programs
Office of Criminal Justice Planning
Regional Training Center Program
7171 Bowling Drive
Sacramento, California 95823
(916) 985-0427

Judicial Administration Program
The John and Alice Tyler Building
3601 South Flower Street
Los Angeles, California 90007
(213) 746-7973

This office offers an advanced degree program for court administrators.

Skyline College
3300 College Drive
San Bruno, California 94066
(415) 355-7000
Douglas Oliver, Project Director

Department of Administration of Justice
San Jose State College
125 South Seventh Street
San Jose, California 95112
(408) 277-2993

Extension Department
University of California at Santa Cruz
Santa Cruz, California 95060
(408) 429-2351
William McVey, Administrator

California Court Administrators Association
c/o Bernard Ward, President
Court Administrator
City Hall, Room 480
San Francisco, California 94102
(415) 558-3169

MEMORANDUM

TO : SAC, [illegible]

FROM : [illegible]

SUBJECT: [illegible]

DATE: [illegible]

RE: [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Nevada

Supreme Court of Nevada
Capitol Complex
Carson City, Nevada 89710
(702) 855-5182
John C. De Graff, Acting Court Administrator

New Hampshire

Administrative Committee of District and Municipal Courts
State House, Room 6
Concord, New Hampshire 03301
(603) 271-3592
Samuel L. Hays, Executive Secretary

Superior Court

Belknap County Superior Court
Laconia, New Hampshire 03246
(603) 524-7310
Max D. Wiviott, Administrative Assistant to the Chief Justice

New Jersey

Administrative Office of the Courts
State House Annex
Trenton, New Jersey 08625
(609) 292-8470
Hon. Arthur J. Simpsor, Jr.,
Acting Administrative Director
Richard L. Saks, Chief, Judicial Education

New Mexico

Administrative Office of the Courts
Supreme Court Building, Room 25
Santa Fe, New Mexico 87503
(505) 827-2711
L. D. Coughenour, Director
Adjudication/Diversion Task Force Study Committee
Supreme Court Building
Santa Fe, New Mexico 87501
(505) 827-2812
Hon. Donnan Stephenson, Chairman

New York

Office of Court Administration
270 Broadway
New York, New York 10007
(212) 488-2780
Michael F. McEneny, Director of Training and Education

North Carolina

Administrative Office of the Courts—Agent of Responsibility
P.O. Box 2448
Raleigh, North Carolina 27602
(919) 829-7107
Bert M. Montague, Director

Institute of Government—Agent of Action
University of North Carolina
Chapel Hill, North Carolina 27514
(919) 933-1304
C. E. Hinsdale, Director

North Dakota

State Court Administrator's Office
State Capitol
Bismarck, North Dakota 58505

(701) 224-2221

William G. Bohn, State Court Administrator
Ted Gladden, Assistant State Court Administrator

Bureau of Governmental Affairs
University of North Dakota
Grand Forks, North Dakota 58201
(701) 777-3041
Boyd L. Wright, Assistant Director

Ohio

Supreme Court
Judiciary Building
Columbus, Ohio 43215
(614) 466-2653
William D. Radcliff, Administrative Director

Ohio Judicial Conference: Agent of Sponsorship
Judiciary Building
Columbus, Ohio 43215
(614) 466-4150
Allan H. Whaling, Director

Ohio Legal Center Institute: Agent of Implementation
33 West 11th Avenue
Columbus, Ohio 43201
(614) 421-2500
James L. Young, Director

Oklahoma

Administrative Office of the Courts
State Capitol
Oklahoma City, Oklahoma 73105
(405) 521-2318
Marian P. Opala, Director

Oregon

Oregon Judicial Conference
State Court Administrator's Office
Oregon Supreme Court
Supreme Court Building
Salem, Oregon 97310
(503) 378-6046

Oregon Judicial College (a committee of the Judicial
Conference)
Multnomah County District Court
Multnomah County Courthouse
Portland, Oregon 97204
(503) 248-3731
Hon. Richard Unis, Dean

State Court Administrator's Office
Oregon Supreme Court
Supreme Court Building
Salem, Oregon 97310
(503) 378-6046
Loren D. Hicks, State Court Administrator

Juvenile Court Judges Association
12th Judicial District
Polk County Courthouse
Dallas, Oregon 97338
(503) 623-8171
Hon. Darrell J. Williams, President

Pennsylvania

Administrative Office of the Pennsylvania Courts
317 Three Penn Center Plaza
Philadelphia, Pennsylvania 19102
(215) 567-3071
Hon. Alexander F. Barbieri, State Court Administrator
Carlyle King, Executive Director, Pennsylvania College of
the Judiciary

Rhode Island

Office of the State Court Administrator
Providence County Courthouse, Room 705
Providence, Rhode Island 02903
(401) 277-3266
Walter J. Kane, State Court Administrator
Robert C. Harrall, Deputy State Court Administrator

South Carolina

South Carolina Court Administrator
Supreme Court
P.O. Box 11788
Columbia, South Carolina 29211
(803) 758-2961
William A. Dallis, Director

Judicial Education
State Court Administrator's Office
Supreme Court
P.O. Box 11788
Columbia, South Carolina 29211
Dr. Neal Fomey, Director

South Dakota

State Court Administrator
South Dakota Supreme Court
Capitol Building
Pierre, South Dakota 57501
(605) 224-3474
Ellis Pettigrew, State Court Administrator
Dan Schenk, Personnel and Training Officer

Tennessee

Tennessee Judicial Conference
c/o Executive Secretary to the Supreme Court
300 Supreme Court Building
Nashville, Tennessee 37219
(615) 741-2687
Hon. Brooks McLemore, Executive Secretary

Texas

Texas Justice of the Peace Training Center
Southwest Texas State University
San Marcos, Texas 78666
(512) 245-2340
Ronald D. Champion, Executive Director

Texas Center for the Judiciary
State Bar of Texas
P.O. Box 12487, Capitol Station
1406 Colorado
Austin, Texas 78711
(512) 478-9857
Jack H. Dillard, Executive Director

Utah

Office of the Court Administrator
250 East Broadway, Suite 240
Salt Lake City, Utah 84111
(801) 533-6371
Richard V. Peay, Administrator
Arthur G. Christean, Deputy Court Administrator

Utah Juvenile Court
339 South Sixth East
Salt Lake City, Utah 84102
(801) 328-5254
John F. McNamara, Administrator

Vermont

Court Administrator
Supreme Court Building
111 State Street
Montpelier, Vermont 05602
(804) 828-3281
Laurence J. Turgeon, Court Administrator

Virginia

Office of the Executive Secretary
Supreme Court of Virginia
1101 East Broad Street
Richmond, Virginia 23219
(804) 786-6981
Robert N. Baldwin, Executive Secretary
Sarah M. Ray, Education Officer

Washington

Office of the Supreme Court Administrator
Temple of Justice
Olympia, Washington 98504
(206) 753-5788
Phillip B. Winberry, Administrator for the Courts

Washington State Criminal Justice Training Commission
Olympia, Washington 98504
(206) 753-7453
James C. Scott, Executive Director

West Virginia

West Virginia has no judicial training program at this time.

Wisconsin

Judicial Education
110 East Maine Street, Room 510
Madison, Wisconsin 53703
(608) 266-7807
Sofron B. Nedilsky, Director

Wyoming

Wyoming has no judicial training program at this time.

District of Columbia

Executive Officer
District of Columbia Courts
613 G Street, N.W.
Washington, D.C. 20001
(202) 727-1770
Arnold M. Malech, Executive Officer

National Training Agency Directory

Listed below are the names, addresses, and telephone numbers of the national agencies responsible for judicial education. A description of their programs as well as an annotated bibliography of their training materials can be found in the following section.

American Academy of Judicial Education
Suite 737, Woodward Building
1426 H Street, N.W.
Washington, D.C. 20005
(202) 783-5151

Institute for Court Management
Executive Tower Inn, Suite 1800
1405 Curtis Street
Denver, Colorado 80202
(303) 534-3063

Institute of Judicial Administration
40 Washington Square
New York, New York 10012
(212) 598-7721

National College of Juvenile Justice
Post Office Box 8978
University of Nevada
Reno, Nevada 89507
(702) 784-6012

National College of the State Judiciary
Judicial College Building
University of Nevada
Reno, Nevada 89507
(702) 784-6747

Appellate Judges' Seminars
American Bar Association
1155 East Sixtieth Street
Chicago, Illinois 60637
(312) 947-4000

Judicial Training Materials of State Training Agencies

The original conception of this project included the development of an annotated bibliography of state and national training materials. Unfortunately, not all states provided copies of their training materials for annotation. As such, the National Center is able to provide Profile users with a listing only of state training materials.

Alabama

- Bench Manual for Circuit Judges of the State of Alabama. Alabama Department of Court Management and Cumberland School of Law. 1974.
- Bench Manual for Probate Judges of the State of Alabama. Alabama Department of Court Management and Cumberland School of Law. 1974.
- Alabama Appellate Court Law Clerk's Manual. Alabama Appellate Court Law Clerks Workshop. 1974.
- Manual for Clerks and Registers of the Circuit Courts of the State of Alabama. Department of Court Management and University of Alabama School of Law. 1974.
- Circuit Court Judges receive sketches of recent decisions. A Five Year Continuing Education Proposal for Alabama Court and Prosecution Personnel. June 1974.
- Alabama Training and Education Master Plan for Criminal Justice Personnel.

Alaska

- Magistrates Handbook.

Arizona

- Arizona Manual for Justice Courts. Supreme Court of Arizona. 1962.
- Conference materials.

California

(Annotations were paraphrased from CJER Annual Report 1974-75.)

- Administrative Manual for Clerks of Municipal Courts. Association of Municipal Court Clerks. 1968.
- California Manual of Procedures: Civil. Association of Municipal Court Clerks. 1970, 1973.
- California Manual of Procedures: Criminal. Association of Municipal Court Clerks.
- California Municipal and Justice Courts Manual. Judicial Council of California and Conference of California Judges. 1974.
- Criminal Procedures Manual. Association of Municipal Court Clerks. 1973.
- A Guide to the Municipal Courts of California. Association of Municipal Court Clerks. 1961.
- Manual for Court Clerks. California Municipal Court Clerks. 1961.
- Manual for Research Attorneys. Court of Appeals, 1st Appellate District. 1972.
- Manual of Procedures: Appeals from Municipal Courts. Association of Municipal Court Clerks.

- Manual of Procedures: Default Judgment by Clerk. California Association of Municipal Court Clerks. 1971.
- Manual of Procedures for Civil Appeals. Association of Municipal Court Clerks. 1970.
- Manual of Procedures for Civil Court Clerks and Default Judgments by Clerks. Association of Municipal Court Clerks. 1967.
- Manual of Procedures for Superior Court Clerks. Department of County Clerks. 1969.
- Manual of Procedures in Small Claims Cases. Association of Municipal Court Clerks. 1971.
- Municipal Court Judges Handbook for Use in Civil and Misdemeanor Jury Trials. Vernon Hunt. 1960.
- Criminal Trial Judges' Benchbook and Criminal Trial Judges' Deskbook (Los Angeles Superior Court, 1971). These companion books were authored by the Los Angeles Superior Court and edited by Judges Richard F. C. Hayden and William B. Keene. These books are designed to provide "a workable compilation, organized in such a manner that it may be kept up to date; designed for use in a criminal department, both on the bench and in chambers as handy reference sources for 'magic words,' and as a caution against easily overlooked pitfalls in familiar courtroom situations, as well as a quick introduction and perhaps sufficient guide through less familiar courtroom situations."

The books cover the following areas: Preliminary hearings; grand jury; arraignment and plea; attorney; appointment; bail; O.R. release; calendar management; disqualification of judges; change of venue; motions to stop proceedings; consolidation and severance of trials; amending pleadings; discovery; pretrial probation reports; motions to suppress; prisoners' rights and privileges; proceedings in aid of process; trials with and without a jury; motion for new trial; motion in arrest of judgment; insanity at sentencing; probation report; presentence diagnostic report; judgment and sentence; possible types of probation and sentence; and motions after judgment.

Family Law Symposium (Los Angeles Superior Court, 1972). This book was prepared for the 1971 Family Law Symposium sponsored by the Los Angeles County Bar Association. It was written by the judges and commissioners assigned to the Family Law Department of the Los Angeles Superior Court.

Subjects covered mainly in outline form are jurisdiction; orders to show cause; custody; contempt; Uniform Reciprocal Enforcement of Support Law; enforcement of child support orders under Civil Code Section 4702; trials;

discovery; foreign judgments; adoption; conciliation; family law rules and forms; general information about the Los Angeles Superior Court Family Law Department and the mechanics of handling matters before that department (directed primarily at attorneys and court clerks); and information on available legal assistance.

Misdemeanor Procedure Benchbook (College of Trial Judges, 1971). This book was written under the direction and supervision of the California College of Trial Judges. It was edited and published under special arrangement with the California Continuing Education of the Bar. This book is based on Judge Hector P. Baida's Misdemeanor Proceedings Judges Manual and is designed "to help the busy Municipal Court Judge quickly find answers to procedural questions that frequently arise."

Subjects covered are prearraignment; arraignment; pleadings; pleas; trial setting; release procedures; preplea probation report; pretrial publicity order; disqualification of judge; change of venue; process of the court; discovery; motion to return or suppress; discharge and dismissal; immunity for voluntary testimony; continuances; disposition of disabled dependants; motions and proceedings before trial; pronouncement of judgment and sentence; choice of sentence and probation; and proceedings following judgment.

California Evidence Benchbook (Conference of California Judges, 1972). Judge Bernard S. Jefferson authored this book, which was published under special arrangement with CEB. The book is intended to "constitute a useful and practical tool for both trial judges and trial lawyers in dealing with evidence problems that may be expected to arise during the course of most trials, both civil and criminal."

Subjects covered, in a restatement or hornbook style, are the hearsay rule; exceptions to the hearsay rule; principles of relevancy; determination of preliminary or foundational facts to the admission of evidence; witnesses; writings; evidence affected or excluded by extrinsic policies; privileges; burden of proof and presumptions; and judicial notice.

California Juvenile Court Deskbook (California College of Trial Judges, 1972). This deskbook was authored by Judge Homer B. Thompson and was published under special arrangement between the Conference of California Judges and CEB. The foreword by Judge Thompson states the purpose of the book is "to provide a ready reference source for use by the juvenile court judge. It is especially designed for the newly appointed judge and for the judge who is first assigned to the juvenile court. The emphasis is on the practical problems involved in conducting juvenile hearings."

Subjects covered are the purpose and scope of juvenile law; jurisdiction and venue; guidelines for petitioning minors; calendaring hearings; conducting hearings; detention hearings; jurisdiction hearings; disposition hearings; certification hearings; and supplemental hearings.

California Justice Court Manual (Judicial Council of California, 1969). This manual was authored by a number of California judges and the Judicial Council staff in response to a request by the Judges, Marshals, and Constables Association that a manual of procedure and uniform forms for use in California's Justice Courts be designed.

Subjects covered include an explanation of the California court system; general information concerning Justice Court Judges and their duties; Justice Court

facilities and equipment; records, accounts, and reports; jurisdiction and venue; procedure in civil cases before trial; civil trials; civil appeals; proceedings after civil judgment; Small Claims Court; procedure in criminal cases before trial; criminal trials; sentence, probation, and appeal; traffic offenses; infractions; and evidence.

Trial Judges College Session Materials include the following: Criminal Proceedings Before Trial (298 pages). This manual includes materials on arrest procedures; search warrants; arraignment proceedings; bail and O.R. release; right to counsel; grand jury; preliminary hearings; joinder of charges; severance of trials; amendment of accusatory pleadings; demurrer; present sanity; juvenile court referrals; pleas; right to speedy trial; motion to set aside information or indictment; dismissals in furtherance of justice; submission on transcript; discovery; prosecutor's duty to disclose; compelling disclosure of the identity of a confidential informant; motions to suppress; illegally seized evidence; confessions; line-up and photo identification; immunity; right to jury trial; protective orders against pre-judicial pretrial publicity; and change of venue.

Trials (429 pages). This manual covers the role of the trial judge; specific areas of practice and procedure, and courtroom ground rules; pretrial procedures; the jury; the conduct and control of trial; jury deliberations and conduct; mistrials; and the receiving of verdicts.

Calendar Management and Court Administration—Superior Courts (171 pages). This manual covers the problems of court congestion; trial management; criminal trial management; boards, commissions, and offices to which the Superior Court makes appointments; officers and personnel of the court; budget policies and procedures; bench-bar relationships; relations with the Board of Supervisors; rules governing the Superior Court; internal government of the court; the role of court executive officers and administrators; and computer techniques and services.

Calendar Management and Court Administration—Municipal Courts (65 pages). This manual includes calendar control; various calendaring systems; departmental assignments; expediting trials and dispositions; clerks' setting dates for traffic trials; court administration generally; the office of presiding judge; administrative orders; judges of the court; court officers and personnel; court-appointed counsel; computers in judicial administration; emergency and security procedures; and public relations.

Superior Courts Selected Subjects (306 pages). The subjects included in this manual are domestic relations; marital hearings; law and motion calendars; probate, adoptions, and minors' settlements; grand juries; defaults and uncontested calendar; extraordinary writs; injunctions; receivers; and Juvenile Courts.

Municipal Courts Selected Subjects (159 pages). The subjects covered in this manual are alcohol and other drug offenders; traffic; and small claims.

Ethics for Judges (40 pages). The first part of this manual covers ethics for judges; a digest of California judicial ethics opinions; problem areas; how to obtain advice on ethical questions; and sanctions.

Also included in this manual is "New Developments in Civil Procedure," by B. E. Witkin (6 pages).

Recent developments are covered in the areas of jurisdiction; actions; summary remedies; pleadings and parties; dismissal; impeachment of verdict; and motions for new trials.

The College Session manuals also include extensive and un-

edited collections of articles, related literature, charts and forms in various appendices.

The California Center for Judicial Education and Research publication activities include the following:

Master Outline for Judicial Education: Clearinghouse. CJER gathers, classifies, and indexes all existing judges' materials and has prepared from these materials a master outline of topics important to everyday judicial work. This outline is being used to plan and coordinate future judges' programs and publications so that all pertinent topics would be systematically covered in a professional manner. CJER will centralize in one place the responsibility for producing educational materials for the California judiciary and for disseminating these materials through a variety of educational programs. Finally, CJER is serving as a clearinghouse for the dissemination of these materials among California judges.

California Municipal and Justice Courts Manual (Cal. CJER 1974). This manual covers all areas of practice and procedure in these courts and includes 110 standard court forms. Totalling some 850 pages, the manual has been distributed to all California Appellate Department Judges and all Municipal and Justice Court Judges, commissioners and referees.

California Judges Benchbook—Evidence Objections (Cal. CJER 1974). Judge M. Ross Bigelow, Los Angeles Superior Court. This 150-page benchbook focuses on the courtroom where the judge, during trial, must promptly and correctly control the admission of evidence. To facilitate courtroom use, it centers on evidence objections in a new, experimental "visible binder," enabling the judge to find swiftly and precisely the evidence points needed. In the pocket part to this benchbook, for general retrieval, are basic considerations on presenting evidence at trial, rules on the trial judges' role, and procedures for objecting to evidence.

Annotations to Trial Judges' Guide on Objections to Evidence (Cal. CJER 1974). To facilitate the California Justice Court Judges' use of Trial Judges Guide to Objections to Evidence, CJER assisted the California Judges, Marshals, and Constables Association in organizing a special presentation of this guide at its September 1974 Judicial Workshop. As part of this presentation, CJER distributed a list of the California statute and case annotations to the evidence guide by Judge M. Ross Bigelow of the Los Angeles Superior Court.

CJER Journal. CJER has published a quarterly CJER Journal to provide a forum for the exchange of information, ideas, and educational materials among California judges. The journal, a looseleaf publication, provides judges with many types of helpful information:

Articles of general interest concerning emerging theories and issues of policy.

Practical working tools on specific areas of civil and criminal court practice and procedure that are to be used by judges, and not merely to be "read."

Procedural forms and checklists, both oral and written, to be used in handling particular court proceedings.

Up-to-date synopses of recent impact cases and legislation affecting judicial work.

Complete list of issues currently pending before the California Supreme Court, with selected issues pending before the United States Supreme Court.

Periodic reviews of recent books and research dealing with judicial work.

A calendar of current events, judicial news, and letters from judges discussing conflicting methodologies and policy issues.

California Misdemeanor Procedure Benchbook (Cal. CJER 1971).

Syllabus for December 6-7, 1974 Institute for California Municipal and Justice Court Judges (62 pages).

Summary of Critiques for above institute (10 pages).

Syllabus for January 31-February 1, 1975 Criminal Law Institute for California Superior Court Judges (544 pages).

Summary of Critiques for above institute (12 pages).

Syllabus for March 20-22, 1975 Institute for Juvenile Court Judges (210 pages).

Summary of Critiques for above institute (10 pages).

Suggested Guide for Seminar Leaders for above institutes (3 pages).

Syllabi for Judicial Workshops of the California Judges, Marshals and Constables Association (2 pages).

Guide for Advisor Judges (6 pages, revised 1974), by Judge Philip M. Saeta, Los Angeles Municipal Court.

Orientation Programs and Materials for New Judges (9 pages).

Brochure on Maximum and Minimum Sentences for Common Misdemeanors by Judges Philip M. Saeta and Sheldon Sloan, Los Angeles Municipal Court (4 pages).

Videotapes on Psychiatry and Law. Assistance of Dr. Seymour Pollack.

Audio-cassette Tape Programs on Selected Areas of Judicial Practice and Procedure (13 tape programs totalling 46 one-hour tapes and 9 printed syllabi for above programs).

Report on Use of CJER Audio Programs (14 pages).

Notebooks for California Trial Judges 1974 College Session (c. 2500 pages in 5 volumes).

Author's Guide for Preparing 1974 College Session Materials (17 pages).

1974 College Session Brochure (15 pages).

Schedule of Classes and Events for 1974 College Session (8 pages).

Suggested Guide for Seminar Leaders at the 1974 College Session (13 pages).

Summary of Critiques of 1974 College Session (47 pages).

Notebooks for California Trial Judges 1975 College Session (c. 2500 pages in 5 volumes).

Suggested Guide for Seminar Leaders at the 1975 College Session (24 pages).

1975 College Session Brochure (18 pages).

Schedule of Classes and Events for 1975 College Session.

Master Outline of Judicial Education Topics (4 pages).

California Annotations to Trial Judges; Guide on Objections to Evidence, by Judge M. Ross Bigelow, Los Angeles Superior Court (24 pages).

New Developments: California Misdemeanor Procedure Benchbook (35 pages).

Papers presented at 1974 National Judicial Educators Conference at the University of Mississippi, sponsored by the National Center for State Courts.

Orientation and Training of New Judges (15 pages).

Planning Conferences for Judges (15 pages).

Checklist for Judicial Education Publisher (7 pages).

CJER Institute Hotel Checklist (4 pages).

New Look in California Judicial Education, 49 Los Angeles Bar Bulletin 421 (September 1974).

Videotape on proper and improper courtroom practices for judges prepared by Judge Philip M. Saeta, Los Angeles Municipal Court (one-hour tape).

Education, Treatment, or Rehabilitation. Drug Offender Diversion Programs in California. California Health and Welfare Agency, November 1975.

Proposal for year-round, individualized orientation program for new California trial judges (9 pages).

CJER publications in progress include the following:

California Civil Trials Benchbook. Careful attention will be given to producing a top-quality publication that will provide judges with practical guidance on handling all aspects of civil trials in Superior, Municipal and Justice Courts.

California Civil Law and Motion Benchbook. CJER is preparing a benchbook that is oriented toward the everyday problems of law and motion judges and judges handling civil ex parte matters. The practical aspects of these proceedings, guidance for which is often not found in the statutes or cases, are being given special attention. A "how-to-do-it" approach is being taken.

Syllabus on Appellate Court Opinions. CJER is assisting Mr. B. E. Wilkin of the San Francisco Bar in revising his nationally known Syllabus on Appellate Court Opinions for CJER publication.

California Sua Sponte Instructions Benchbook. CJER will publish, initially as an experimental "do-it-yourself" benchbook in the CJER Journal, a checklist of sua sponte instructions recently prepared by the San Mateo Superior Court. This checklist is designed to assist Superior Court Judges in ascertaining quickly and accurately what California Jury Instructions Criminal sua sponte instructions must be given in a particular criminal case. CJER will publish this checklist in the CJER Journal. The journal would then advise judges on how they can individually prepare benchbooks for their local court use with this journal checklist.

Colorado

Colorado District Judges Benchbook. Colorado District Judges Association, 1973.

Colorado Municipal Court Manual. Office of the State Court Administrator, 1970.

Volunteer Probation Manual. County Court Manual.

Judges' movie.

Connecticut

Benchbook for Connecticut Trial Judges. Connecticut Judicial Department 1974.

Manual for Judges' Orientation and Seminar.

Delaware

Newsletter #221 published by the Deputy Administrator is of a training nature.

Law Forum. Biweekly newspaper of the Delaware Law Forum.

Georgia

Handbook for Ordinaries of Georgia. Institute of Law and Government, School of Law, University of Georgia. 1965, Supp. 1967.

Georgia Courts Journal. Newsletter.

Idaho

Trial Judges Manual.

Judges Sentencing Manual.

Illinois

Manual on Recordkeeping in the Circuit Courts of Illinois.

Administrative Office of the Illinois Courts. 1974.

Benchbook for Illinois Trial Judges (Criminal Cases). Illinois Judicial Conference Committee on Criminal Law for Illinois Judges. 1974.

Reading materials are prepared for all sessions.

Indiana

Benchmarks (6 issues). A bimonthly bulletin reporting new developments affecting Indiana courts, exchange of ideas and information, grant and training opportunities, national trends, Center news. Sent to judges, court personnel, government agencies, interested citizens.

Case Clips (50 issues). A weekly sheet of brief excerpts from Indiana appellate decisions—an "early warning" of new law. Sent to judges only.

Benchbriefs (4 issues). A quarterly booklet of notes on Indiana decisions and selected U.S. Supreme Court cases on criminal law and procedure. Extensively indexed for reference. Sent to judges only.

Legislative Bulletins. Weekly reports of action or bills of interest to the justice system. Sent to judges only.

Casebooks and Manuals (Beginning 1973). The Center has developed a series of looseleaf bound casebooks and "how-to" manuals to give ready access to Indiana law and practice for all judges:

Bail and Pre-Trial Services.

Preliminary Hearings.

Guilty Pleas.

Mental Competency and the Insanity Defense.

Journalism and the Legal Process.

Hearsay.

Sentencing Alternatives.

Guide to Corrections.

Manual on Omnibus Hearings.

Indiana Search and Seizure.

Court Reporters Manual. Indianapolis Center for Judicial Education. 1973.

Handbook for Indiana Court Reporters. Indianapolis Center for Judicial Education. 1973.

Iowa

Training manuals are prepared for each conference.

Kansas

Kansas Municipal Court Manual: For Handling Traffic and Municipal Ordinance Violations. Kansas Judicial Council. 1974.

Orientation Manual for Judges.

Manuals are prepared for seminars.

Kentucky

Benchbook for Circuit Judges of the Commonwealth of Kentucky. Kentucky Judicial Conference. 1973.

Training Manual for Bailiffs.

Penal Code Training Notebooks.

Criminal Law Manual.

Lower Court Bench Manual.

Maryland

There are no formal training publications. Some printed materials are circulated in connection with particular topics. A bench book is under development.

Massachusetts

A conference booklet of working papers pertinent to various

meetings is produced; material is assembled for individual seminars—usually in looseleaf form.

Michigan

Manual for Law Clerks and Prehearing Research Attorneys. Michigan Court of Appeals. 1972.

Court Executive Training Program. June 6-9, 1974.

An extensive training manual is provided the Probate and Juvenile Court personnel at the conclusion of the 90-hour basic certification program.

Focus. A monthly newsletter published by the Supreme Court is sent out to all the courts in Michigan.

Course materials for each seminar series:

Basic Traffic Cases Manual.

Readings on the Judicial System.

Introduction to Michigan Civil and Criminal Procedure and Evidence.

Minnesota

Court Practice and Procedure. Minnesota Office of the State Court Administrator.

Minnesota County Court Manual. Haugh and Rehak. 1972.

Misdemeanors and Moving Traffic Violations Manual: For Prosecutors, Defense Lawyers, and Peace Officers. Oliphant, Tinkham, and Peterson. 1973.

Training publications are prepared as a compilation of representative law review articles, pamphlets, books.

Handbook for Mississippi Justices of the Peace. Mississippi Law Center, 1973. An extensive training manual covering all phases of pleading and practice, civil and criminal, for Justices of the Peace.

Volume I, Model Civil Jury Instructions.

Volumes I and II, Model Criminal Jury Instructions.

Jurors Handbook.

Chancery Clerks Handbook.

Missouri

Missouri Municipal Judges Handbook.

Benchbook for Missouri Trial Judges.

Nebraska

Manual for Court Stenographers. Nebraska County Court System. 1973.

Nevada

Orientation Manual for Lower Court Judges.

New Jersey

Disposition Manual for Juvenile Judges. Administrative Office of the Courts. 1972.

Manual for Clerks of the County District Court. Administrative Office of the Courts. 1973.

Manual for Judges Hearing Juvenile Narcotic and Drug Abuse Cases. Administrative Office of the Courts. 1972.

Manual for the Selection of Grand and Petit Jurors. Administrative Office of the Courts. 1973.

Sentencing Manual for Judges. Administrative Office of the Courts. 1971.

Sentencing Manual for Judges in Narcotic and Drug Abuse Cases. Administrative Office of the Courts. 1972.

New Jersey Judges' Orientation Seminar Manual.

Municipal Court Judges' Orientation Seminar Manual.

Plea Bargaining Manual.

Orientation Seminar Program, December 2-6, 1974.

Municipal Judges Orientation Seminar, February 12-14,

1975.

Manual for Petit Jurors in the Courts of the State of New Jersey (7 pages).

The Judiciary, the Bar, the Press—Statement of Principles (leaflet).

Standards for Publication—Judicial Opinions, May 2, 1974 (Xeroxed pages).

Manual on Style—Judicial Opinions, May 2, 1974 (Xeroxed pages).

Administrative Regulations Governing Reporters in the New Jersey Courts, April 1972.

Sound Recording Manual and Administrative Regulations Governing Sound Recording in the New Jersey Courts, September 10, 1973.

New York

Clerk's Manual. New York Supreme Court, Appellate Division, First. 1972.

Procedures Manual for Criminal Term Parts and Clerks' Office. Economic Development Council of New York. 1973.

Manual, Small Claims Part. Civil Court of City of New York. 1973.

Benchbook for Trial Judges.

Various materials are prepared and distributed at training sessions.

North Carolina

Pattern Jury Instructions for Judges.

North Carolina's General Court of Justice, 2d ed.

North Carolina Manual for Magistrates, Vol. I: Civil Matters. Manual for Jury Commissioners.

Misdemeanors with punishments not exceeding fine of \$50 or imprisonment of thirty days in North Carolina. November 1974.

Punishment Chart for Crimes of General Interest in the Superior Courts of North Carolina.

North Dakota

North Dakota Judicial Education Plan, July 1975.

Personnel Administration Manual for the Cuyahoga County Juvenile Court. Arthur Young. 1973.

Traffic Manual.

Clerks' Manual.

Criminal Code Transition Manual.

Publications of the Ohio Legal Center Institute.

Oregon

Oregon Judges Sentencing Manual. Criminal Justice Research Associates. 1974.

Materials assembled for various seminars.

Pennsylvania

Pennsylvania Judicial Orientation Seminar.

The Judicial Reference Manual used at the orientation course for trial judges in 1974.

The training manual used by the Institute for Courts of Initial Jurisdiction in 1975.

The program for the Judicial Orientation Seminar for new trial judges, March 31-April 3, 1976.

Program for the conference of trial court administrators, March 19-20, 1976.

Proposed curriculum for 1976 for the Pennsylvania College of the Judiciary.

Rhode Island

Materials for seminars assembled as needed.

South Carolina

Bail in Criminal Cases and Bond Procedures, October 1975.
Harman on Warrants, 1975.
Instructions for Filing, Indexing, Numbering, and Preserving Records within the judicial System of South Carolina.
Coleman on Common Law Peace Bond, April 1974.
Information for Magistrates About Bad Check and Stop Payment Checks, April 1975.
Dropping Criminal Complaints at the Request of Victim, Prosecutors, or Witnesses, April 1975.
Magistrate's Qualifications and Criminal Law and Administrative Duties, April 1975.

South Dakota

South Dakota Manual for Justice Courts. Driscoll and Jewett, 1972.

Tennessee

Use materials from the National College of the State Judiciary.

Texas

Manual for Texas Juvenile Court Judges. Civil Judicial Council, 1973.
Texas Adult Probation Manual.
New Judges Notebook (orientation publication).
County and District Clerk's Manual.
Benchbooks for Texas Trial Judges, Parts I and II.
Justice Court Deskbook. This 450-page text is a complete authoritative publication discussing the law and procedure of all Justice Court jurisdictional areas.
The Training Center develops and maintains a library of

video-taped lectures and trial simulations, standard cassette taped lectures, in-depth papers on selected Justice Court topics, and state-wide justice court activity and background statistics. The Training Center publishes a quarterly newsletter as well as providing updates to previously distributed materials.

Utah

District Court Clerks' Handbook. Gibson. Office of the Court Administrator. 1974.
Bailiff's Handbook, October 1973.

Virginia

Virginia Magistrates Manual.
Court Commentaries. Newsletter.

Washington

Washington State Manual for Justice Courts. Administrative Office of the Courts. 1971.
Monthly Judicial Newsletter.
Press Relations Handbook for Criminal Justice Agencies.
Criminal Jury Instructions (Superior Court).
County Clerks Manual.
Criminal Code Manual.
Traffic Court Manual.

Wisconsin

Judicial Benchbook for Trial Courts of Wisconsin. Wisconsin Judicial Education Committee. 1970.
Notebook for Judicial College.
Municipal Justices Orientation Handbook.

Wyoming

Criminal Procedure Manual for Wyoming Minor Courts. Laird. 1974.

Annotated Bibliography of Selected Training Materials of National Training Agencies

During the last three years, the National Center for State Courts has been the grantee for three successive Court Improvement Training Package Grants. Subgrantees have included the American Academy of Judicial Education, the Louisiana State University-Appellate Judges' Seminars, the Institute for Court Management, the Institute of Judicial Administration, the National College of Juvenile Justice, and the National College of the State Judiciary.

This section contains a brief description of the subgrantees and an annotated bibliography of training materials developed in association with these grants.

The Institute for Court Management Suite 1800 1405 Curtis Street Denver, Colorado 80202

Program Description

The Institute for Court Management was created to develop a program of professional education for administrators and judge-administrators of the courts. An ICM student may choose to enroll in only a portion of the total programs offered. The entire program is divided into two phases: Phase I, The Operational Side of Court Management; and Phase II, The Justice Environment in Managerial Perspective in the Courts.

As a prerequisite for attending Phases I and II, an individual usually attends a workshop entitled Introduction to Court Management. This workshop is established to give students (1) an introduction to the concepts of modern court management, (2) an overview of the basic operational processes in court management, and (3) a picture of career opportunities in the court management field.

Representative topics covered throughout the course of the ICM study are Court Personnel Systems and Functions; Budgeting, Planning, and Financial Controls in the Courts; Case Flow Management; Modern Technology and Records Management in Courts; Court Management Information Systems; Role and Function of the Court Executive; Modern Management Theory and Practice; The Art and Process of Organizational Change; The Art and Function of Court; The Effects of Legal Training and Thinking on the Justice Environment. The above courses are offered on a regional as well as a national-residential basis.

Materials Description

Institute for Court Management. *Court Executive Development Program Phase I: The Technology of Modern Court Administration. Book I.* Denver: 1975, various pagings.

This publication was developed as a looseleaf workbook for the ICM program held at Snowmass-at-Aspen, Colorado, June 19 to July 24, 1975. The introductory information includes administrative information such as class schedule, list of participants, biographical sketches of facilitators, and a list of required reading.

The content of the workbook includes materials in these general areas:

Planning, problems in the criminal justice system, and planning strategy;
Decisionmaking, decision processes, and decisionmaking as it applies to the work of probation officers;
Court calendaring and caseload management;
Jury system management.

This workbook is compiled of speeches, articles, and excerpts from books and reports from various authors and organizations.

Institute for Court Management. *Court Executive Development Program Phase I: The Technology of Modern Court Administration. Book II.* Denver: 1975, various pagings.

This publication is the second volume of a looseleaf workbook for the ICM program held at Snowmass-at-Aspen, Colorado, June 19 to July 24, 1975. It contains administrative information such as biographies of facilitators and a list of required reading. Specific subjects covered include the following:

Criminal Justice Information Systems and their Applications to Courts in Regard to Calendar Management;
Case Management;
Research and Evaluation;
General Uses of Computers in Court Systems;
The Need for Automated Legal Research;
The Science of Cybernetics as it applies to Organizations;
Records Management;
The Development of Court Information Systems;
Computer Training for Court Personnel;
A Bibliography of Publications Dealing with Computer Training;

Examples of Statistical Techniques Used to Develop Manpower Requirements;
Reports on Budgeting and Finance in Court Systems.

The section on project management is limited to two articles: one which deals with user and supplier problems and the other which covers the topic of preparing "functional specifications" in setting up computer systems.

This workbook is compiled mainly of articles, reports, and excerpts from books by various authors and organizations. Institute for Court Management. *Court Executive Development Program Phase II: The Justice Environment and Managerial Perspective in Courts. Book I.* Denver: 1975, various pagings.

This publication is the first volume of a looseleaf workbook

for the Institute for Court Management program held at Snowmass-at-Aspen, July 31 to August 28, 1975. It contains class schedules, participant list, biographical sketches of faculty, and a list of required reading. The following specific subjects are covered:

Dissatisfaction with Administration of Justice;
Substantial and Functional Rationality;
Exclusionary Rule;
Due Process;
Attorney-Client Privilege;
Warranty or Fraud in Selling;
Negligence;
Implied Warranty;
Judicial Conduct Code;
Professional Responsibility Code for Lawyers;
Inherent Power and Court Administration;
Unitary Budgeting.

This workbook is compiled from reports, excerpts from books, and opinions of the U.S. Supreme Court and several state courts. It also includes copies of the *U.S. Constitution*, the *First Ten Amendments to the Constitution*, the *Rules of Civil Procedure, Nos. 25-37*, and the *Declaration of Independence*.

Institute for Court Management. *Court Executive Development Program Phase II: The Justice Environment and Managerial Perspective in Courts. Book II*. Denver: 1975, various pagings.

This publication is the second volume of a looseleaf workbook for the ICM program held at Snowmass-at-Aspen, July 31 to August 28, 1975. Specific subjects covered include the following:

Changing Roles of Trial Courts in the Criminal Justice System;
Policy Formulation in Problem-Solving;
Alternative Approaches to Court Organization;
State Judicial Budgets;
State Funding of Court Systems;
Organization and Management of Court Systems;
Overview of Court Administration;
Administrative Change in Organization.

National Council of Juvenile Court Judges
Box 8978
University of Nevada
Reno, Nevada 89507

Program Description

The National College of Juvenile Justice located in Reno, Nevada, is the training facility for the National Council of Juvenile Court Judges. Its programs are directed toward all juvenile court personnel including judges, referees, and support personnel servicing the courts.

The Juvenile College conducts four major training sessions per year. Each session is of two weeks duration and geared toward judges who have not previously attended a training session. Representative courses offered include Behavioral Science Applications; Participant/Use Encounters; The Role of the Psychologist in the Juvenile Court; Pretrial Intake Hearings; Dependency and Neglect; Evidence; The Review and Implementation of Recent Supreme Court Decisions; Adoption; Child Abuse; Drug Use and Abuse; Institutions and Their Alternatives; and several other courses dealing with legal and substantive issues. Among the faculty are judges, behavioral scientists, and law professors.

NCJJ also offers a graduate session consisting of an annual

one week course. This session exists for persons who have had previous training in the area of juvenile justice and allows them to continue their education on various topics not covered in the basic program. The graduate students examine problems of police conflicts, strengthening court and community relations, and unified state services for juvenile courts.

Materials Description

Arthur, Lindsay G. and Gauger, William A. *Disposition Hearings: The Heartbeat of the Juvenile Court*. Reno: National Council of Juvenile Court Judges, 1974, 85 pp. (A volume in the Juvenile Justice Textbook Series.)

The discussion covers the disposition hearing from preparation for to review of. It details the following areas:

The court report, what it is and how it is prepared;
The hearing room, the hearing environment and its importance, several room plans with comments on their advantages and disadvantages;
The participants, who they are and what they do;
The hearing, how it is conducted and what results;
The review, statutory requirements, the supervision of the disposition plan and control of the delegated authority, methods of court review, the progress report and modifications of the disposition.

Drawings of room arrangements and sample court reports are included.

Boxerman, Lawrence A. ed. *Computer Applications in Juvenile Court*. Reno: National Council of Juvenile Court Judges, 1974, 78 pp. (A volume in the Juvenile Justice Textbook Series.)

This anthology of articles on computer applications is a brief introduction to the status and potential of computers in the nation's courts. The introduction by the editor explains the two purposes for which computers are generally used in juvenile courts—automated records system for collection, dissemination, and monitoring of information, and a tool for compiling statistics for managerial and research purposes. It lists examples of uses and current trends in juvenile justice information systems.

Altman, Michael L. "Juvenile Information Systems: A Comparative Analysis."

This paper examines reasons for practicing caution in moving toward automation of juvenile information systems and analyzes state legislation—or absence of—pertaining to juvenile justice information systems, listing issues attended by legislation (and which states) as well as areas not covered by any state legislation.

Horvath, Janice. "A Non-Technical Description of the Michigan Youth Services Information System (MYSIS)."

The description discusses objectives, development, methodology and benefits of MYSIS. The paper was written during the second phase, fiscal year 1973-74 in the five phase plan. It names the Security and Privacy Manual which resulted from phase one.

Phillips, Michael R. "Design and Implementation of PROFILE, Utah's Juvenile Court Information System."

Beginning with a brief description of Utah's Juvenile Court organization and present processing and information system, the author lists his experiences with PROFILE, from the viewpoint of a court employee without previous technical background but now with hindsight.

Cornelison, Ronald G. "JURIS: A Juvenile Court Information System."

Juvenile Uniform Referral Information System is a Man-

agement Information System designed to serve administration, judicial, and correction activities. The author describes in detail this system in St. Louis, Missouri.

MacDonald, Malcolm E. "Confidentiality and Security of Computerized Records."

After illustrating the difference between confidentiality and security and defining his usage of the terms, the author discusses concerns relating to the confidentiality and security of computerized court records, especially in the protection of juveniles.

Czajkoski, Eugene H. "Computer Backfire on the Ethical Mission of Juvenile Justice."

The essay discusses issues relating to computerization in juvenile justice, focusing on four—massive but incomplete information causing delay of decisionmaking; sterility of computer information in value-based problems; computers working against individualization in juvenile justice system; and blockage of certain ethical goals attached to the juvenile offender.

Hoffman, Beatrice. "Man-Machine Interface: Evaluation of Phase I of the Colorado Court and Probation Automated System."

This paper is an evaluation of Phase I of Colorado's automated system, concentrating on the relationship between ADP planners, informants, and users of the system.

A data processing glossary is included in the volume.

Browne, Elizabeth W. *The Right to Treatment Under Civil Commitment*. Reno: National Council of Juvenile Court Judges, 1975, 160 pp. (A volume in the Juvenile Justice Textbook Series.)

This book discusses the legal theory of the right to treatment for persons confined by the states; its origin, constitutional procedural questions, and applications to juvenile justice. "Implementation of the right to treatment theory through court authority may be the valuable tool needed to allow the juvenile justice system to retain its jurisdiction and realize the goals of its founders."

Chapter topics include the following:

Origins of the Right to Treatment Theory;
Constitutional Procedural Questions and Criminal Designation of Physical Condition;
Challenges to Civil Commitment or Conditions of Confinement for Mental, Physical or Behavioral Impairment
A. Testing Condition of Confinement by Habeas Corpus
B. Testing Condition of Confinement by Class Action
C. Testing Condition of Confinement by Federal Civil Rights Act

D. Testing Condition of Voluntary Confinement;
A Constitutional Right to Treatment for Civilly Committed Persons;

Juveniles—Grounds of Jurisdiction,

A. Parens Patriae
B. Due Process
C. Equal Protection
D. Cruel and Unusual Punishment;

Dispositions and Remedies;

Appropriateness of Disposition;

Inherent Powers of the Court.

An index of cases is included.

Fox, Vernon. *Handbook for Volunteers in Juvenile Court*. Reno: National Council of Juvenile Court Judges, 1973, 46 pp. (A volume in the Juvenile Justice Textbook Series.)

This concise description of volunteer programs discusses the

philosophy behind the development of volunteer programs in the juvenile court, the historical need for volunteers, different approaches to assisting children, the reasons people volunteer. The handbook explores recruitment, assignment, and training of volunteers; it lists steps for implementing and makes suggestions for coordination of a volunteer program; it points out specific things that volunteers can do to relieve the burden of the professional; and it discusses the importance of the support of judges for the volunteer program.

Garff, Reginal W. *Handbook for New Juvenile Court Judges*. Reno: National Council of Juvenile Court Judges, 1973, 52 pp. (A volume in the Juvenile Justice Textbook Series.)

The monograph is a guide to source material in specific areas purposing to ease the adjustment of judges newly appointed to the juvenile justice system. Each chapter heading is one of the specific areas covered.

The Philosophy and Theory of the Juvenile Court;
The Role of the Juvenile Court Judge;
The Constitution, Due Process and Changing Times;
Rules of Practice and Procedure; Role of the Attorney;
Detention and Shelter Use and Practice;
Neglect, Dependency, Child Abuse and Protective Services;
Juvenile Court Administration.
Source materials are listed for each area.

Paulsen, Monrad G. and Whitebread, Charles H. *Juvenile Law and Procedure*. Reno: National Council of Juvenile Court Judges, 1974, 207 pp. (A volume in the Juvenile Justice Textbook Series.)

This textbook is intended to give a basic background to persons who are interested in studying either particular points or the general area of the nation's juvenile justice system. The following areas are covered:

Historical information regarding juvenile court philosophy;
Differences of opinion over the lawyer's role in the juvenile court—whether he assists the court in assuming positions and tactics aimed at the child's best interest, takes the advocate's role similar to the defense in criminal court, or is guided by decisions of a guardian ad litem;

The four kinds of cases under the jurisdiction of the juvenile court—the delinquent child, the child in need of supervision, the neglected child, the dependent child;

Court opinions in relation to police investigations of juveniles, custody, searches, admissions and confessions, identification procedures, waiver of rights;

Detention procedures after arrest, when is detention justified and how is the decision made, the place of detention;

Intake, preliminary screening procedures to eliminate matters over which the court has no jurisdiction, to eliminate cases which are insufficiently supported, to eliminate less serious cases, to arrange adjustment without stigma of court adjudication;

Waiver of jurisdiction, transferring a case to be tried under ordinary rules of criminal law, the waiver hearing and requirements;

The adjudicatory hearing, applicable rules of evidence and rights of the juvenile as held by case opinions;

The determination by hearing of the proper disposition, admissible evidence, the judge's discretion, probation and parole;

Cases and relevance to the judicial review—the right to appeal created by statute.

Romero, Leo M. *An Administrative Model of Juvenile Justice*.

Reno: National Council of Juvenile Court Judges, 1975, 55 pp. (A volume in the Juvenile Justice Textbook Series.)

This study is concerned with what happens to a juvenile offender who is a dependent of a member of the armed forces or a member of a civilian component attached to the armed forces and stationed in a foreign country; this study focuses specifically on Germany. The receiving state has jurisdiction since the offender is not subject to American military law or American civil law; but the receiving state permits the U.S. military authorities to administer a juvenile's case.

The report makes recommendations for further study.

Appendices are included:

Agreement regarding the Status of Forces of Parties to the North Atlantic Treaty, 1951 (Cmd. 9363);

The Agreement regarding Foreign Forces stationed in the Federal Republic of Germany, supplementary to the Agreement on Status of Forces of Parties to the North Atlantic Treaty, 1959 (Cmd. 852);

U.S. Army Regulation No. 1-33, subject: Dependent Misconduct;

Dependents in Western Europe and Related Areas as of September 30, 1973 (a table).

Traittel, Richard B. *Dispositional Alternatives in Juvenile Justice: A Goal-Oriented Approach*. Reno: National Council of Juvenile Court Judges, 1974, 78 pp. (A volume in the Juvenile Justice Textbook Series.)

This publication on disposition is a condensation of the materials which accumulated as a result of requests to Council members for information on successful dispositional alternatives. It was done with the purpose of assisting judges in decisionmaking in individual cases and in dispositional planning to meet collective needs.

Setting specific goals in individual cases is stressed. The report illustrates what goals are, the processes for achieving the goals, and the differences between the goals and the processes. It gives an overview of the current trends in disposition. A table of alternatives reported in use as of 1972-73 is provided.

A large section deals with case types which frequently are confronted. For each case type, a description, the goals for the individual child, general processes, and specific methods are discussed.

A list of references and an index of sample dispositional resources are included.

Weinstein, Noah. *Legal Rights of Children*. Reno: National Council of Juvenile Court Judges, 1974, 32 pp. (A volume in the Juvenile Justice Textbook Series.)

This publication is a compilation of juvenile cases which defines the rights of children in 31 general areas. A case is cited under a general category depending upon its effect in that area. The major areas are the following:

- Parents Rights Versus Children's Rights (Intrafamily);
 - Right to Counsel in Neglect and Dependency;
 - Vagueness of Statutory Language in Neglect and Dependency—Constitutional Challenge;
 - Jurisdiction in Dependency and Neglect;
 - Disposition;
 - Right to Counsel—Delinquency;
 - Arrest or Custody;
 - Confessions;
 - Transfer from Juvenile Court to Criminal Court.
- A table of cases is included.

Weinstein, Noah. *Supreme Court Decisions and Juvenile Justice*. Reno: National Council of Juvenile Court Judges, 1973,

30 pp. (A volume in the Juvenile Justice Textbook Series.)

This volume summarizes Supreme Court cases involving juveniles and examines the effects of the decisions upon juvenile justice specifically in the following areas:

- Procedural Rights of Due Process;
- Rights of Illegitimate Children;
- Parental Rights;
- Rights of AFDC Recipients (Aid to Families with Dependent Children);
- Rights of Children Vis-a-Vis Rights of Parents.

The Institute of Judicial Administration
40 Washington Square South
New York, New York 10012

Program Description

Since 1956, the Institute of Judicial Administration has conducted summer training sessions for appellate court judges. Two seminars are held each year. One seminar is for judges of the highest state appellate courts and the U.S. Court of Appeals. The other seminar is for judges of the state intermediate appellate courts. These seminars are composed of approximately twenty judges and seven faculty members, including prominent judges and law professors.

The subject matter included In-Depth Discussion of the Nature and Function of the Appellate Judicial Process in the United States; The Administrative Problems and Procedures of Appellate Courts; The Relation of Appellate Courts to the Entire Judicial System; Judicial Ethics; New Functions and Ideals for the Legal System; The Interrelationships of State and Federal Courts; The Preparation and Publication of Judicial Opinions; The Appellate Function in Review of Criminal Cases and in Review of Administrative Decisions; The Interrelation of Trial; The Intermediate and Top Appellate Courts; Judicial Lawmaking and the Separation of Powers; and new developments in such fields as Negligence; Conflicts; Land and Environmental Law; Insurance.

The Institute of Judicial Administration has also conducted a seminar on News Media and The Courts. The goal of the News Media and The Courts seminar was to bring together journalists and representatives of the legal profession to discuss problems and explore various means of improving media coverage with hope that an informed public would stimulate judicial reform. Twenty-three newspaper, radio and television reports and assignment editors from around the nation attended the conference. The seminar consisted of three-hour sessions on Criminal Trial, The Appellate Courts, The Prosecutor, Government Corruption, and The Rights and Obligations of Journalists. Seminar discussion leaders included representatives of the news media, law school professors and deans, judges, and lawyers.

Materials Description

Institute of Judicial Administration. *Intermediate Appellate Judges Seminar, July 1-10, 1975*. New York: New York University School of Law, 1975, 125 pp. (Mimeographed).

This collection of papers was developed for an intermediate appellate judges seminar and is essentially the same as that for the senior seminar. The following topics are covered:

- Judicial Administration by Appellate Courts;
- Appellate Review in Criminal Cases;
- Nature and Function of the Appellate Judicial Process;
- Preparation of Judicial Opinions;
- Current Trends in Accident Law;
- Appellate Control over the Judge-Jury Relationship;
- Principles and Techniques of Statutory Interpretation;

Appellate Control over Rules of Evidence;
 New Developments in Conflict of Laws;
 New Functions and Ideals for the Legal System;
 Technological Aids.
 Reading lists are also provided.

Institute of Judicial Administration. *Senior Appellate Judges Seminar, July 14-25, 1975*. New York: New York University School of Law, 1975, 75 pp. (Mimeographed).

The collection of papers from this senior seminar includes a synopsis of the topics covered and a reading list for certain of those topics. Each reading list varies in length, reflecting the approach of the instructor. The topics listed are these:

- Judicial Administration by Appellate Courts;
- Appellate Review in Criminal Cases;
- Nature and Function of the Appellate Judicial Process;
- Preparation of Judicial Opinions;
- State Courts and the Federal System;
- Current Trends in Accident Law;
- Appellate Control over Rules of Evidence;
- Appellate Control over the Judge-Jury Relationship;
- Appellate Review of Decisions of Administrative Agencies;
- Principles and Techniques of Statutory Interpretation;
- Current Trends in Constitutional Law;
- New Developments in Conflict of Laws;
- New Functions and Ideals for the Legal System;
- Law and the Computers.

The Office of Commissioner and the Prehearing Division, Michigan Court of Appeals. *Judicial Administration in Appellate Courts—Toward Improving the Appellate Process, Appendix A*. 33 pp. (Mimeographed).

The procedures that were followed in three cases are illustrated. In each case, actual copies of the prehearing report, proposed opinion, and final published opinion are provided. The commissioner's report is also included for one case.

American Academy of Judicial Education
Suite 737, Woodward Building
1426 H Street, N.W.
Washington, D.C. 20005

Program Description

The American Academy of Judicial Education offers an annual two week basic course at the University of Colorado in Boulder, Colorado, for judges of limited and special jurisdiction.

The Academy provides courses on a national level and local programs for individual states in the form of "packaged" programs for judges of limited jurisdiction.

The Academy also provides Specialty Academies such as those offered on the subjects of Search and Seizure; Evidence Problems; How to Issue an Arrest Warrant; Accounting Procedures; Recent Legislation; Handling the Alcoholic Defendant; Standards of Indigency Contempt; Confessions and Admissions; Guaranteeing Effective Representation; Judicial Ethics; Sentencing; and Trends in the Administration of Justice.

The Academy has developed several videotape programs to supplement the national sessions. These video programs available through AAJE are listed below.

Materials Description
Courtroom Series

Competency, Privileges, Opinions and Best Evidence. 50 min-

utes running time; generates 3 to 5 hours discussion.

Twelve to fifteen scenes on problems in each of these four areas of evidence law, including rules on lay and expert opinions and privileged communications between husband and wife, doctor and patient, clergy and confidant, and attorney and client, as well as fact situations covered by the Best Evidence Rule.

Cross Examination. (1 tape) 30 minutes running time; generate 1½ to 4 hours discussion.

This program deals with cross-examination, impeachment, and support. References are provided for adaptation of the discussion to state laws.

Guilty Plea (State v. Brewster). (1 tape) 30 minutes running time; generates 1½ to 4 hours discussion.

This program contains scenes which depict such discussion topics as court participation in plea negotiations, sentence agreements, bench conferences, charging documents, competence to enter plea, adequacy of lawyer services, need to establish defendant's understanding of the offense, rights and consequences of the plea, indirect effects of plea; voluntariness of plea, plea to lesser offense over objection of prosecutor, *Alford* plea, effect of not keeping plea bargain.

Hearsay Hazards. (1 tape) 30 minutes tape running time; generates 1½ to 4 hours discussion.

This tape presents a series of 30 individual scenarios dealing specifically with hearsay problems. References are provided for adaptation of the discussion to state laws.

Judicial Notice and Authentication. (1 tape) 30 minutes running time; generates 2-5 hours discussion.

This program includes eleven scenes of problems dealing with Judicial Notice and fourteen scenes dealing with problems on Authentication. A bibliography of leading case citations is provided.

The Law of Evidence (State v. Martin Driver). (2 tape set) 75 minutes tape running time; generates 3-15 hours discussion.

The program presents scenes of an assault case stemming from a traffic accident and deals with such topics as hearsay, res gestae, Miranda, relevance, best evidence, leading questions, characterizations, conclusions, prior statements, impeachment, and privilege.

Practical Trial Evidence (State v. Brewster). (2 tape set) 75 minutes tape running time; generates 3-15 hours discussion.

This program presents scenes in the context of a shoplifting (felony) trial. Evidence subjects dealt with by this tape include res gestae, judicial notice, hearsay and hearsay exceptions, impeachment, characterizations, best evidence, relevance, leading questions, prior statements, conclusions, and expert testimony. References are provided for adaptation of the discussion to state laws.

Preliminary Hearing (State v. Brewster). (1 tape) 30 minutes running time; generates 1½ to 4 hours discussion.

This tape consists of scenes depicting such discussion topics as need for counsel, effect of indictment, waiver of preliminary hearing, hearsay and compounded hearsay, motions to suppress, admissibility of evidence seized in violation of the Constitution, Jencks and discovery, confession, right to statement of defendant, scope of cross-examination, revealing undercover names pretrial, preservation of testimony, right of defendant to subpoena witnesses, instructions to the defendant, cross-

examination of defendant on the stand, limiting testimony, probable cause, modification of bail conditions.

Presentment (State v. Brewster). (1 tape) 30 minutes running time; generates 1½ to 4 hours discussion.

Presentment scenes depict such discussion topics as uncooperative defendant, *Argersinger v. Hamlin* (need for counsel), standard of indigency, partial payment systems for counsel, court appointment of counsel, court control of calendar, personal recognizance and setting bail, third party custodians, penalties for nonappearance, lineups, mental examinations, discovery at presentment.

Pretrial and Trial Identification Problems. (1 tape) 45 minutes running time; generates 1½ to 3 hours discussion.

This tape presents 20 scenes dealing with identification problems such as lineups, right to counsel, role of counsel at lineups, fairness in identification procedures, on-the-scene identifications, independent source doctrine, lineup as a right and lineup by force.

Relevancy. (1 tape) 35 minutes running time; generates 2-6 hours discussion.

This tape uses 40 scenes to examine the evidence rules of relevancy. A bibliography of leading case citations is provided.

Special Problems in the Conduct of a Trial. (2 tape set) 75 minutes running time; generates 3-5 hours discussion.

This program presents courtroom scenarios depicting problems which may confront a judge in trial situations. Subjects such as courtroom conduct, search and seizure questions, contempt, guilty pleas, and sentencing are included.

Trial Chronology (Judicial Demeanor). (1 tape) 50 minutes running time; generates 1½ to 3 hours discussion.

The Academy uses "live" videotape in conjunction with its National Academy program every year. Each student judge becomes the "star" of his own videotape program and must react spontaneously on camera to courtroom situations. His performance is then reviewed and critiqued from the standpoint of the judicial image he presents. This "Trial Chronology" tape is a compilation of many sequences from the individual judges' performances. It shows examples of such judicial activities as advising defendants of their rights, hearing testimony, controlling courtroom disturbances, swearing in witnesses, and sentencing.

A Suppression Hearing. 45 minutes running time; generates 2 to 4 hours discussion.

Scenes deal with such topics as search incident to a lawful arrest; standing to object; rules of evidence and burdens of proof at a suppression hearing.

Lecture Series

The Fourth Amendment: Cherished Liberty or Communist Conspiracy; A Bicentennial Perspective. 50 minutes running time; Judge Charles Moylan, Jr., of the Maryland Court of Special Appeals.

Judge Moylan, a recognized expert on the Fourth Amendment and the Search and Seizure area has traced the history of the Fourth Amendment to the Revolutionary era and its English Common Law origins.

Irving Younger on Evidence. (7 tape set)

All facets of the law of Evidence with the exception of the Hearsay Rule and exceptions are covered. Professor Younger lectures from the New Federal Rule of Evidence.

Irving Younger on Hearsay Evidence. (6 tape set) 6 hours, taped in 3 parts.

Three tapes on Judge Younger's lectures on hearsay at the Georgetown University Law Center presented on August 8, 9, and 10, 1974. This comprehensive program consists of the following:

- Hearsay: definition, theory, rationale;
- Introduction to the exceptions;
- Extrajudicial statements of witnesses;
- Prior reported testimony;
- Admissions;
- Declarations against interest;
- Dying declarations;
- Business records;
- Governmental records;
- Declarations of physical condition;
- Declarations of mental condition;
- Physical sense impressions;
- Excited utterances;
- The future of the hearsay rule;
- The relationship of the hearsay rule to the Confrontation Clause of the Sixth Amendment.

Judge Irving Younger on Hearsay. (3 tape set) 2½ hours.

This tape presents a lecture on hearsay which was recorded at the AAJE Specialty Academy at the University of Miami, Florida, in February, 1974. It is a refresher course in hearsay evidence for judges in particular and all trial attorneys in general.

Justice Charles Moylan on Search and Seizure. (4 tape set)

This taped lecture was presented at the National Academy at the University of Alabama, August, 1973. Justice Moylan sits on the Maryland Court of Special Appeals and is a recognized expert on search and seizure questions. This tape is a basic resource on the subject.

Recent Decisions Digest

The Recent Decisions Digest is a looseleaf compendium of recent U.S. Supreme Court cases and their significance. It is updated every six months by author Professor Charles H. Whitebread, University of Virginia School of Law. A synopsis is provided for each case and each is analyzed and discussed. The impact the decision has on state procedures is emphasized.

**Appellate Judges Seminars
American Bar Association
1155 East Sixtieth Street
Chicago, Illinois 60637**

Program Description

Until 1975, Louisiana State University Law School conducted seminars annually on a regional basis for appellate judges. Some of the topics included were Recent Developments in Constitutional Law; The Judge's Role in Improving Appellate Advocacy; Improving the Appellate Process; Commercial Law; Federal Rules of Evidence; and Speedy Trial.

Future Appellate Judges Seminars will be conducted entirely by the American Bar Association. Seven regional seminars are planned for 1976 for appellate judges and one for appellate court clerks and law clerks. Locations for these seminars include

Miami, Florida; San Antonio, Texas; Tucson, Arizona; Boston, Massachusetts; Seattle, Washington; and San Francisco, California.

Materials Description

Institute of Continuing Legal Education of the LSU Law School and the Appellate Judges' Conference of the American Bar Association. *Appellate Judges' Seminars.* Baton Rouge: LSU Law School, 1973, 1974, 1975, various pagings.

Workbooks from a series of ten seminars are included in this collection. The workbooks provide outlines of the instructors' lectures; the lectures themselves are not included. The outlines provide an abbreviated guide for research into the various areas covered. Several of the books have readings and others cite cases.

Following are the seminar titles and dates:

- "General Sessions," November 25-29, 1973, San Diego, California;
- "General Sessions," January 6-10, 1974, Miami, Florida;
- "Recent Developments in the Law," October 21-25, 1973, San Francisco, California;
- "Recent Developments in the Law," March 24-28, 1974, New Orleans, Louisiana;
- "Special #2—Criminal Law," February 17-22, 1974, Tempe, Arizona;
- "Special #2—Criminal Law," June 16-20, Mackinac Island, Michigan;
- Untitled, October 13-17, 1974, San Francisco, California;
- Untitled, March 9-13, 1975, San Diego, California;
- Untitled, May 25-29, 1975, Boston, Massachusetts;
- Untitled, October 26-30, 1975, San Francisco, California.

The Institute of Continuing Legal Education of the LSU Law School and the Appellate Judges' Conference of the American Bar Association. *Appellate Judges' Seminar Readings, 1974-75.* Baton Rouge: LSU Law School, 1975, various pagings.

These readings are a collection of selected law review and law journal articles of interest to the appellate judge. Articles are included under the following specific headings:

- Current Developments in the Law;
- The Decision Making Process at the Appellate Level;
- Expediting Appeals;
- Rule Making Power;
- Potpourri;
- The Opinion.

The Institute of Continuing Legal Education of the LSU Law School and the Appellate Judges' Conference of the American Bar Association. *Appellate Judges' Seminar Readings, 1974-75, Volume 1.* Baton Rouge: LSU Law School, 1975, various pagings.

The readings in this book cover the following areas:

- The Decision Making Process at the Appellate Level, discussing assignment, screening, argument, conferences, use of support services, and survey of new practices;
- Rule Making Power, a discussion of this valuable tool;
- Potpourri, ideas for problem solving;
- Appeals from Pretrial Rulings, presenting a survey of problems dealing with frivolous criminal appeals.

The Institute of Continuing Legal Education of the LSU Law School and the Appellate Judges' Conference of the American Bar Association. *Appellate Judges' Seminar Readings,*

1974-75, Volume 2. Baton Rouge: LSU Law School, 1975, various pagings.

The readings in this book cover these areas:

- The Decision Making Process at the Appellate Level, discussing assignment, screening, argument, conferences, use of support services, and survey of new practices;
- The Opinion—Why, When and How, exploring the type of opinion needed, what the essential content should be, the form it should have, and the person it's aimed at.
- Rule Making Power, a discussion of this valuable tool;
- Expediting Appeals, presenting a survey of new techniques and procedures.

Tate, Albert, Jr. and Hebert, Warren J. *Treatises for Judges: A Selected Bibliography.* Baton Rouge: LSU Law School, 1971, 55 pp.

This bibliography lists treatises covering some 97 areas of the law. Each listing is briefly annotated.

**National College of the State Judiciary
Judicial College Building
University of Nevada
Reno, Nevada 89507**

Program Description

The National College of the State Judiciary sponsors both residential, regional, and state programs for judges of general and limited jurisdiction on both a regular and graduate/specialty basis. During 1975 alteration of eligibility requirements occurred so that judges of various jurisdictions could jointly participate in the college's programs.

Sessions include regular four week programs offered once in the summer and once in the fall for relatively new judges of courts of general jurisdiction. Representative offerings at the sessions include Court Administration; Civil Proceedings Before Trial; Judicial Discretion; Evidence; Special Problems in the Judicial Function; the Court in the Community; Sentencing and Probation; and Inherent Powers of the Courts.

The one and two week graduate courses for experienced judges of general jurisdiction include such courses as Criminal Law; Evidence; Sentencing and Criminal Law; New Trends in the Law and Public Understanding; The Trial Judge and The Trial; Minority Perceptions and the Judicial System; Family Law; Probate Law; Misdemeanors; Alcohol; Special Courts; and Court Administration.

Also provided are regular two week sessions for judges of limited jurisdiction. Courses covered include Evidence; Trial Procedure; Criminal Law; Search and Seizure; Community Relations; Alcohol and Drugs; Traffic; Jury and Judicial Initiative; and Sentencing.

Programs offered on a state or regional basis provide courses in various areas including Special Court Seminars; Municipal Judges and Justices of the Peace Conferences; Sentencing Institutes; Seminars for County Judges; Municipal Judges' Seminars; District Court Judges' Seminars; and Traffic Court Institute.

Materials Description

*Brown, Elvin J. *New Developments in Civil Law.* Reno: National College of the State Judiciary, 1973, 167 pp.

Twelve specific areas of new developments have been included:

*Prepared for the use of participants at the National College of the State Judiciary. All rights reserved.

Each topic is introduced with the name of the lecturer and his biographical data. Most required readings are reproduced under each topic heading. In addition, other readings such as media reprints are included.

*National College of the State Judiciary. *Criminal Law, Graduate Session*. Reno: University of Nevada, June 1975, various pagings.

This volume is one of a series of mimeographed materials in looseleaf binder. These topics are covered:

Adversary System in a Criminal Trial;
Discovery, Pretrial and Omnibus Hearing;
Double Jeopardy;
Communication Skills;
Avoiding Successful Habeas Corpus Attacks;
Guilty Pleas and Plea Bargaining;
Confrontation;
Search and Seizure;
Confessions-Privileges Against Self-Incrimination;
Contempt, Trial Disruption and Courtroom Security;
Obscenity;
Communications Overview;
Right to Counsel/Identification.
The class schedule lists several workshops:

Suppression Hearing;
Guilty Pleas;
Motions to Withdraw Pleas;
Trial of State v. Roger Booth;
The Decision is Yours.

Each section is separated by tab dividers, and within it are generally name of the lecturer with brief biographical data, required reading, optional reading, and assorted reprinted material.

This binder also contains general introductory and orientation materials covering diverse areas: social events, school history, various maps, speeches by Chief Justice Warren E. Burger, and evaluation sheets.

*National College of the State Judiciary. *Educational Programs for Judicial Administration Division, 1975 Annual Meeting*. Reno: University of Nevada, 1975, various pagings.

The looseleaf binder contains program materials for the judicial administration division meeting of the 1975 ABA annual meeting at Montreal, Canada. Each program area is divided by tab and introduced by topic, program participants, and recommended readings. The recommended readings are included in the binder. The following program areas are presented:

Courts in the Community;
Judicial Review of Administrative Decisions;
Scientific Evidence;
Decision Making Process;
Role of the Judge in a Dynamic Society;
Impact Decisions of State Appellate Courts;
Creditors;
Remedies in Due Process;
The Civil Rights Act in the Federal Judiciary.

*National College of the State Judiciary. *Evidence*. Reno: University of Nevada, 1974, various pagings.

This looseleaf binder contains the material for the September

*Prepared for the use of participants at the National College of the State Judiciary. All rights reserved.

1974 session on evidence. The following topics are covered:
Overview: History and Background, Applicability of Rules of Evidence to Misdemeanor Courts and New Developments:

Judicial Notice;
Opinion, Best Evidence, Scientific Evidence and Experts;
Competency;
Examination of Witnesses;
Impeachment and Rehabilitation;
Privilege;
Hearsay;
Hearsay and Privilege/Trial Problem;
Presumptions and Burden of Proof.

The introduction by Richard H. Keatings of the Los Angeles bar is a section on the Federal Rules containing an analysis of the preliminary draft of the proposed rules of evidence of the United States District Court and magistrates, as approved by the Judicial Conference of the United States in 1971, and H.R. 5463 as amended and passed by the U.S. House of Representatives, February 6, 1974.

Each topic is introduced by the name, the lecturer and biographical data, a list of required and optional readings, and in some instances, a list of discussion problems. Not all required readings are reproduced and included.

*National College of the State Judiciary. *Evidence*. Reno: University of Nevada, 1975, various pagings.

This looseleaf binder is a compilation of materials prepared for the Graduate Session April 1975. The topics covered are the following:

Judge's Responsibility in the Evidentiary Process;
Significant Developments in the New Sales of Evidence;
Cross-Examination/Impeachment and Support;
Hearsay;
NAC Standards and Goals;
Privileges;
Use and Handling of Real and Demonstrative Evidence;
Statistical Methods of Proof.

*National College of the State Judiciary. *Family Law*. Reno: University of Nevada, 1975, various pagings.

This volume is a looseleaf course binder for the above Specialty Course held May 4-9, 1975. It includes general information for participants, class schedule and list of discussion groups, and is divided into sections with the following headings:

Overview of Family Law;
Structuring the Court and the Caseload;
Getting the Information Needed to Make Constructive Orders and Judgments;
Jurisdictions/Conflicts of Jurisdiction/Long Arm Statutes;
Special Problems of Indigents and Minorities;
Custody and the Family Law Court;
Custody/Visitation and Supervision of Custody;
Support, Alimony and Division of Estate;
Tax Aspects of Separation and Divorce;
Post Judgmental Problems and Contempt;
Reciprocal Support and Conflicting Orders;
The Judge's Responsibilities Under Proposed Standards and Goals;
Termination of Parental Rights;
Civil Commitment.

Sections are made up of required reading materials in the form of outlines, articles, reports, and book excerpts. Also included are court opinions and decisions, sample case forms, and hypothetical problems concerning family law. Most sections contain optional reading suggestions.

*National College of the State Judiciary. *The Judge and the Trial*. Reno: University of Nevada, 1974, various pagings.

This volume is a looseleaf course binder for the Graduate Program VI. It contains registration instructions, participants list, general information for participants, class schedule, and list of seminars and discussion groups. It is divided into sections with the following headings:

Judge's Role in the Adversary System;
Judge's Responsibilities in the Court and Jury Trials;
Judge's Responsibilities Before Trial—Joining Issues;
Judge's Responsibilities Before Trial—Settlement;
Judge's Responsibilities Before Trial—Preparation for Trial:
The Decisionmaking Process;
McGeorge School of Law—Courtroom of the Future;
Judge's Responsibilities During Trial: From Trial Commencement to Taking Evidence;
Communication;
Judge's Responsibilities Under Proposed Court Standards and Goals;
Judge's Responsibilities During Trial: From Taking Evidence to Return of Verdict;
Contempt, Trial Disruption and Argument;
Judge's Responsibilities After Trial.

Each section is composed of required reading in the form of articles, speeches, reports, excerpts from books, and miscellaneous materials.

*National College of the State Judiciary. *National Conference on Criminal Justice Standards for Special Court Judges*. Reno: University of Nevada, 1975, various pagings.

The conference agenda included the following topics:
Introductory Remarks;
Overview of the ABA Standards;
Judicial Process;
Areas of Difference;
Implementation;
Standards (in the areas of Pretrial Release, Guilty Pleas, Sentencing Alternatives, Providing Defense Services, Prosecution and Defense Function, Speedy Trial, Function of the Trial Judge, Demonstration, Grants, Doles, Bench Books, National Conference Role, the Future).

This looseleaf binder includes an agenda, program participants and roster of attendees. However, very few of the materials used at the conference are included.

*National College of the State Judiciary. *New Trends in the Law, the Trial and Public Understanding*. Reno: University of Nevada, 1974, various pagings.

This volume is a looseleaf course binder for the Graduate Program IV, July 28 to August 9, 1974. It contains a class schedule and general information for participants. It is divided into sections which include the following headings:

New Developments in the Law/Torts and Contracts;
New Developments in the Trial;
New Developments in the Law—Declaratory Judgment/Libel and Slander/Obscenity;
Public Understanding;
New Developments in the Law—Jury;
Jury Workshop;
Jury Instruction Project;
McGeorge School of Law—Courtroom of the Future;
Criticisms of the Court;
Communications;
Supervision of State Agencies by the Federal Judiciary;
The Judge as Administrator;

State Court Administrative Systems;
The Decision Making Process;
Writing as Communication;
New Developments in the Law—Criminal Law in the Civil Case;
Pretrial and Preparation;
New Developments in the Law—Family Law;
New Developments in Civil Law;
Legal Aspects of Organ Transplants.

Each section is composed of required reading in the form of reports, outlines, articles, and court rulings and opinions. Optional reading suggestions are also included for each section.

*National College of the State Judiciary. *New Trends in the Law, the Trial as a Public Understanding, Volumes 1 and 2*. Reno: University of Nevada, 1975, various pagings.

These volumes are looseleaf course binders for the Graduate Session, July 1975. The introductory material includes welcoming letters to the participants and spouses, general information about the four week course, class schedule with listing of seminar groups, and evaluation form—presession questionnaire.

The content of the volumes is divided into tabbed sections. Each tabbed section has an index which lists lecture titles and lecturers, required reading list, and optional reading list. Required readings included and color coded in each section are articles, cases, excerpts from books, and miscellaneous materials. Some optional reading materials are included in the section.

The tabbed sections in Volume 1 (sections 1-9) include the following:

New Developments in the Law/Torts and Contracts;
New Developments in the Trial;
Public Understanding;
New Developments in the Law—Jury;
New Developments in the Law—Trends in Judicial Responsibility for Jury Management;
Communications;
New Developments in the Law—Supervision of State Agencies by the Federal Judiciary;
New Developments in the Trial/Judicial Decision Making and Protective Orders;
New Developments of the Law—Criminal Law in the Civil Case.

The tabbed sections in Volume 2 (sections 10-20) include these areas:

Public Understanding/State Court Administrative Systems and the Judge as Administrator;
The System Today and Tomorrow;
New Developments in the Law—Family Law;
New Developments in the Law—The Eyewitness and Credibility;
New Developments in the Trial—Trial Workshop;
New Developments in the Trial/Pretrial and Preparation and Pretrial Workshop;
McGeorge School of Law—Courtroom of the Future;
New Developments in the Law—Comparative Negligence;
New Developments in the Law—Discrimination;
Court Standards and Goals;
New Developments in the Law—Scientific Evidence.

*National College of the State Judiciary. *Search and Seizure*.

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Reno: University of Nevada, 1974, various pagings.

This volume is a looseleaf course binder for the above program held April 21-26, 1974. It includes a pre-session questionnaire, forms for evaluating sessions, sample problems dealing with search and seizure and probable cause, class schedule and list of discussion groups. It is divided into sections with the following headings:

- Principles and Overview of Fourth Amendment;
- Warrantless Searches and Seizures;
- Search Warrants;
- Special Search Situations;
- Motion to Suppress Hearing;
- Current Trends and Future Fourth Amendment Developments Under Federal and State Law.

Sections are made up of reading materials—outlines, articles, reports, and book excerpts—and include court opinions. Each section has a table of contents.

*National College of the State Judiciary. *Search and Seizure*.

Reno: University of Nevada, 1975, various pagings.

This looseleaf binder contains program materials for the 1975 Search and Seizure Specialty sessions conducted by the National College from April 27 to May 2, 1975. Each program area is divided by tab and introduced by topic, program participants, and required readings. The required readings are included in the binder. The following program areas are presented:

- Principles and Overview of the Fourth Amendment;
- Motion to Suppress Hearing;
- Standing to Object;
- Warrant with Searches and Seizures;
- Stopping and Questioning v. Arresting, Searching v. Frisking, Consent Searches, Plain View Doctrine, Searches Incident to the Arrest, Custodial Searches, Emergency Searches, Other Searches—Airport, Border, Abandonment;

What is Probable Cause:

- Search Warrants: Applying for Warrants, Sufficient of Affidavits (Specificity of persons, places, objects in scope); Issuance and Execution;
- Administrative Searches, Searches Re: Obscene Material; Obscene Material;
- Special Search Situation: Eavesdropping, Wiretapping and Electronic Surveillance;
- Current Trends and Future Developments, the Fourth Amendment and State Law.

*National College of the State Judiciary. *Seminar on Criminal Legislation, Judicial Procedures and Other Forms of Social Control in the Prevention of Crime*. Reno: University of Nevada, 1975, various pagings.

This looseleaf binder contains a series of reports prepared on Regional Preparatory Meeting for the Fifth United Nations Congress on the Prevention of Crime and Treatment of Offenders. The following reports are included:

- Report on the Asian Regional Preparatory Meeting, Tokyo, Japan, July 16-21, 1973;
- Report on the Latin American Regional Preparatory Meeting, Brasilia, Brazil, November 5-10, 1973;
- Background paper for the European Regional Preparatory Meeting;
- Report on the European Regional Meeting, Budapest, Hungary May 28-31, 1974;

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Working paper for the Committee on Crime Prevention and Control on its third session;

Report on the Committee on Crime Prevention and Control on its third session, U.N. Office, Geneva, September 23 to October 3, 1974;

Draft report of Australian and South Pacific Regional Meeting, Canberra, Australia, January 28-31, 1975;

Draft report on the African Regional Meeting, Mulungushi Hall, Lusaka, Zambia, March 17-21, 1975.

*National College of the State Judiciary. *Sentencing*. Reno: University of Nevada, various pagings, 1974.

This looseleaf binder contains the program materials for the Sentencing Specialty Court held by the National College of the State Judiciary in September 1974. Each program area is divided by tab and introduced by topic, program participants, and required readings. The required readings are included in the binder. Topics covered are the following:

- Overview and Sentencing in the Criminal Justice Process and the Judges Role in the Sentencing Decision;
- Legal Framework of Sentencing—Constitutional and Statutory Restrictions;
- Psychological Offender Profiles;
- Alternatives to or Diversion from the Criminal Justice System;
- Pre-Sentence Information;
- Plea Bargaining;
- Sentencing Alternatives;
- Sentencing Counsel—Demonstration;
- Sentence Demonstration;
- Probation Eligibility;
- Probation Administration and Revocation;
- Community Based Correctional and Training Programs.

*National College of the State Judiciary. *Sentencing, Corrections and Prisoners' Rights*. Reno: University of Nevada, 1974, various pagings.

This volume is a looseleaf binder for the above Graduate Session held June 9-14, 1974, in Reno, Nevada. It is divided into the following sections:

- Law and Procedure;
- Effectiveness of a Penal System;
- Prisoners' Rights;
- Supplementary Materials.

Sections are made up of reading materials—articles and reports—and contain several court opinions. The supplementary materials section includes a selected bibliography on crime and corrections.

*National College of the State Judiciary. *Sentencing, Corrections and Prisoners' Rights*. Reno: University of Nevada, 1975, various pagings.

This volume is a looseleaf course binder for the above Graduate Session held June 15-20, 1975, in Reno, Nevada; it contains general information for participants and class schedule. It is divided into the following sections:

- Law and Procedure;
- Effectiveness of a Penal System;
- Prisoners' Rights;
- Supplementary Materials.

Sections are made up of reading materials—articles and reports—and contain several court opinions. The supplementary materials section includes a selected bibliography on crime and corrections.

*National College of the State Judiciary. *Session I, 1974*. Reno: University of Nevada, 1974, various pagings.

This looseleaf binder is a compilation of materials prepared for Session I, 1974, of the National College of the State Judiciary. Its contents are divided into the following sections:

- General;
- Court Administration;
- Civil Procedure;
- Discretion;
- Family Law;
- Evidence;
- Special Problems;
- Jury;
- Court and Community;
- Sentencing;
- Criminal Law;
- Civil Law.

Each section is separated by tab dividers and includes names of lecturers, required reading, optional reading, course outline, case citations, references, reprinted material.

*National College of the State Judiciary. *Session II, 1974*. Reno: University of Nevada, 1974, various pagings.

This looseleaf binder is a compilation of materials prepared for Session II, 1974, of the National College of the State Judiciary. Its contents are divided into the following sections:

- General;
- Court Administration;
- Civil Procedure;
- Discretion;
- Family Law;
- Evidence;
- Special Problems;
- Jury;
- Court and Community;
- Sentencing;
- Criminal Law;
- Case Outlines;
- Inherent Powers;
- Civil Law.

Each section is separated by tab dividers and includes names of lecturers, required reading, optional reading, course outline, case citations, references, reprinted materials.

*National College of the State Judiciary. *Special Courts Session—Basic I*. Reno: University of Nevada, 1974, various pagings.

This volume is a looseleaf course binder for the Special Courts Session held June 23 to July 5, 1974, in Reno, Nevada. It includes a preface, table of contents, class calendar, and list of discussion groups. It is divided into sections with the following headings:

- Courts and the Community;
- Criminal Law;
- The Offender;
- Sentencing;
- Jury Relationships;
- Problems of Addiction;
- Traffic;
- Juvenile;
- Civil Law;
- Search and Seizure;
- Evidence;
- Judicial Initiative.

Sections are made up of reading materials—articles, reports,

and book excerpts by various authors—and include court opinions. Most sections contain course outlines and statements of objectives.

*National College of the State Judiciary. *Special Courts Session—Basic II*. Reno: University of Nevada, 1974, various pagings.

This volume is a looseleaf course binder for the above program held July 14-26, 1974, in Reno, Nevada. It includes a class calendar and list of discussion groups and is divided into sections with the following headings:

- Courts and the Community;
- Criminal Law;
- The Offender;
- Sentencing;
- Jury Relationships;
- Problems of Addiction;
- Traffic;
- Juvenile;
- Civil Law;
- Search and Seizure;
- Evidence;
- Judicial Initiative;
- Police Courts/Corrections.

Sections are made up of reading materials—articles, reports, and book excerpts. Also included are court opinions and hypothetical problems concerning search and seizure and evidence. Most sections contain court outlines, statements of objectives, and optional reading suggestions.

*National College of the State Judiciary. *Traffic*. Reno: University of Nevada, 1974, various pagings.

This volume is a looseleaf course binder for the May 12-17, 1974, program. It contains class schedule and list of discussion groups. It is divided into sections with the following headings:

- Role of the Judge in Traffic Court;
- Handling Traffic Arraignments;
- How to Identify, Evaluate and Deal with the Drinking Driver;
- Chemical Tests;
- Scientific Evidence (Skidmarks, Vascar and Radar);
- Admissibility of Scientific Evidence (Chemical);
- Criminal Law and Evidence Problems in Traffic Cases;
- Alternatives in Sentencing;
- Problems in Education and Correlative Penalization of Defendants.

Each section is composed of articles, speeches, reports, and excerpts from books by various authors. Tables of contents are included for most sections, with optional reading lists for a few of the sections.

*National College of the State Judiciary. *Traffic Law. Specialty Course*. Reno: University of Nevada, 1975, various pagings.

This volume is a looseleaf course binder for the May 1975 program. It contains welcoming letters to participants and spouses and general information about the session. It is divided into sections with the following headings:

- Role of the Judge in Traffic Court;
- Handling Traffic Arraignments;
- Problems Involving Rights of Defendants and Accepting Guilty Pleas;
- How to Identify, Evaluate and Deal with the Drinking Driver;

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Chemical Tests;
Admissibility of Scientific Evidence;
Radar—How It Works and New Developments;
Criminal Law and Evidence Problems in Traffic Cases;
The Judge's Responsibilities Under Proposed Court Standards and Goals;
Alternatives in Sentencing;
Problems in Education and Corrective Penalization of Defendants.

The material in each section is meant to serve as a basis for the topics presented and is in the form of reports, articles, book excerpts, and miscellaneous materials including hypothetical problems dealing with traffic matters. Tables of contents are given for each section, with optional reading suggestions for several of the sections.

*National College of the State Judiciary. *Two Week, Session I, 1975*. Reno: University of Nevada, 1975, various pagings.

The two volumes of this collection contain mimeographed materials prepared for the Two Week, Session I, 1975. The contents are divided into tabbed sections which include the names of lecturers, reading assignments, and assorted reprinted materials. Volume I also contains general introductory materials covering orientation, history of the college, and class schedules.

The following topics are included in Volume I:

Role of the Judge;
Criminal Law;
The Offender;
Alcohol and Drugs;
Sentencing;
Standards;
Jury;
Courts and the Community.

The following topics are covered in Volume II:
Court Management;
Traffic;

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Search and Seizure;
Civil Law;
Constitutional Law;
Evidence.

*Revelle, George H. *Sentencing and Probation*. Reno: National College of the State Judiciary, 1973, 394 pp.

The text contains selected articles on the following:
Philosophy of Sentencing and Probation;
Selecting the Disposition;
Sentencing Alternatives and Procedures;
The Sentence, Probation, and Revocation Hearing.

Chapter III, Sentencing Alternatives and Procedures, contains the Model Sentencing Act (2nd ed., 1922) prepared by the National Council on Crime and Delinquency and the standards relating to sentencing as contained in the American Bar Association Project on Standards for Criminal Justice (1922). An appendix to the book is an annotated bibliography of materials pertaining to sentencing patterns and problems.

*Woleslagel, Frederick. *Jury*. Reno: National College of the State Judiciary, 1975, 199 pp.

As stated in the preface, "this text is primarily designed as an instructional aid in the regular courses at the college." The text includes twelve chapters:

Historical Background;
Entitlement to Jury;
Cross Section Jury;
Jury Management: Orientation Through Trial;
Voir Dire and the Challenges for Cause;
Jury Instructions;
Special Instructions: Split Trial, Jury Notification and The Allen Charge;
Communication with Jurors after Trial;
The "13th Juror" Doctrine;
Less Than Unanimous and Less Than Common Law Jury;
The Named Insuror;
An Overview.

Three appendices are also included: Handbook for Juries; Trial by Jury; and Jury Trial Procedure Guide.

The text is liberally interspersed with citations to and excerpts from primary and secondary legal authorities.

Appendix 1: Standard 1.25 Continuing Judicial Education

Reprinted with permission from American Bar Association Commission on Standards of Judicial Administration, *Standards Relating to Court Organization*, pp. 65-67.

1.25 Continuing Judicial Education. Judges should maintain and improve their professional competence through continuing professional education. Court systems should operate or support judges' participation in training and education, including programs of orientation for new judges and refresher education for experienced judges in developments in the law and in technique in judicial and administrative functions. Where it will result in greater convenience or economy, such programs should be operated jointly by several court systems, or regionally or nationally. Provision should be made to give judges the opportunity to pursue advanced legal education and research.

Commentary. Continuing training and education for judges is essential to establishing and maintaining a satisfactory level of professional competence in the judiciary. Newly appointed judges need orientation to their role, which is novel even for lawyers with long experience as advocates. They also need training in the administrative and collegial responsibilities of judicial office, which are quite unlike the ordinary professional experience of lawyers. At the same time, experienced judges need refresher education in substantive and procedural law; the rate of legal change has become so rapid that few can stay abreast simply on the strength of their own efforts. Experienced judges also need training in new techniques in court administration and performance of judicial duties, to benefit from advances and simplifications in these functions.

The tasks of organizing and conducting continuing judicial education are the responsibility of the court system, and should be carried out under the supervision of the chief justice through the court administrative office. Techniques of organizing and presenting programs of continuing judicial education are undergoing constant change. Certain types of programs, such as orientation for new judges and refresher courses for all judges, should be provided through a regular periodic cycle. Other programs are designed to respond to specific new demands on the courts, such as the introduction of new procedural rules. Some states have a large enough judiciary to sustain their own programs in many fields, but organized programs in highly

specialized subjects are beyond the capacity of all but the largest systems. This suggests the need for cooperation between court systems in establishing continuing judicial-education programs. Such cooperation also exposes judges to the experience and outlook of judges from other systems. Like benefits result from exposure of judges to lawyers and legal educators and to the "clientele" of the courts, the latter exemplified in judicial-education programs where judges have visited prisons, jails, detention centers, and mental hospitals to see and talk with their inmates.

The recommendation that judges be provided opportunity to engage in advanced study is based on arrangements to this effect now operative in Oregon and other states. A similar underlying policy has led to the growing practice of establishing such arrangements as a matter of routine in law firms, business organizations, and some government agencies. The opportunity for reflection and redirection of thought has always been an essential aspect of judicial office. In the swift-moving milieu of the modern era, this opportunity can most effectively be provided by temporary disengagement from daily responsibilities.

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Appendix 2: Standard 7.5 Judicial Education

Reprinted from National Advisory Commission on Criminal Justice Standards and Goals, *Report on Courts*, pp. 156-159.

Standard 7.5 Judicial Education. Every State should create and maintain a comprehensive program of continuing judicial education. Planning for this program should recognize the extensive commitment of judge time, both as faculty and as participants for such programs, that will be necessary. Funds necessary to prepare, administer, and conduct the programs, and funds to permit judges to attend appropriate national and regional educational programs, should be provided.

Each State program should have the following features:

1. All new trial judges, within 3 years of assuming judicial office, should attend both local and national orientation programs as well as one of the national judicial educational programs. The local orientation program should come immediately before or after the judge first takes office. It should include visits to all institutions and facilities to which criminal offenders may be sentenced.

2. Each State should develop its own State judicial college, which should be responsible for the orientation program for new judges and which should make available to all State judges the graduate and refresher programs of the national judicial educational organizations. Each State also should plan specialized subject matter programs as well as 2- or 3-day annual State seminars for trial and appellate judges.

3. The failure of any judge, without good cause, to pursue educational programs as prescribed in this standard should be considered by the judicial conduct commission as grounds for discipline or removal.

4. Each State should prepare a bench manual on procedural laws, with forms, samples, rule requirements and other information that a judge should have readily available. This should include sentencing alternatives and information concerning correctional programs and institutions.

5. Each State should publish periodically—and not less than quarterly—a newsletter with information from the chief justice, the court administrator, correctional authorities; and others. This should include articles of interest to judges, references to new literature in the judicial and correctional fields, and citations of important appellate and trial court decisions.

6. Each State should adopt a program of sabbatical leave for the purpose of enabling judges to pursue studies and research relevant to their judicial duties.

Commentary. The tasks of judging have special requirements and demands that are best conveyed through an organized educational program. Changing social and legal conditions also call for a structured program of continuing judicial education. In recognition of the need for continuing education and training, the number and variety of legal education programs have increased substantially in recent years.

Orientation Programs for New Judges. It is more than just a step in a legal career when a lawyer becomes a judge. It is a

major career change to a position involving significantly different functions and requiring different skills and knowledge than were required of the person in his prior professional position. Orientation for new judges on all trial courts therefore should be part of every State judicial education plan. The program should be mandatory for each new judge before or immediately after he begins his judicial duties.

Despite the great need, there are few State orientation programs in the Nation today. An outstanding exception, and a model which other states might emulate, is the Wisconsin Judicial College. It conducts an annual 1-week orientation program for all new State trial judges. Teaching materials have been collected into a looseleaf binder, which can serve as a bench manual and can be updated easily.

Each State should establish an educational program of this sort. Such a program could be placed under the administrative direction of the State supreme court or the State court administrator or the State judicial conference, perhaps with the aid of a law school or the director of the continuing legal education division of the State bar association.

Each orientation program should include visits to the various State institutions to which judges may make commitments. A judge should be fully informed as to the kinds of programs and conditions to which he is sentencing offenders. Care should be taken to assure that the personnel of these institutions understand the purpose of these visits; if the visits are to be meaningful, they must reveal frankly the shortcomings as well as the strengths of institutional programs and facilities.

National Programs. To continue the judicial education process, every State should provide an opportunity for each of its new judges to attend a national in-resident program. Thereafter, judges should be able to attend shorter, in-depth graduate or refresher courses at least every third year.

While the Commission does not specifically endorse any particular program or approach to judicial education, it recognizes that several organizations have attempted to construct meaningful courses and that a number of judicial education programs, now offered on a regional or national level, might satisfy this standard. Educational courses for judges are offered, for example, by the Institute of Judicial Administration (appellate judges 2 weeks at New York University); the American Academy of Judicial Education (limited jurisdiction trial judges, 2 weeks at the University of Alabama); the National College of the State Judiciary (general jurisdiction trial judges, 4 weeks, and limited jurisdiction trial judges, 2 weeks, at the University of Nevada); and the National Council of Juvenile Court Judges (1- to 2-week programs at the University of Nevada).

These national programs encourage a much needed exchange of methods and ideas, and they can attract instructional talent not otherwise available. They provide an opportunity to examine the philosophy of justice, the role of a judge, the doctrine of separa-

tion of powers, the interdisciplinary aspects of the criminal justice system, problems of bail, sentencing, judicial ethics, and other matters with judges from all sections of the Nation. These programs tend to break down self-satisfaction with local ways and the pervasive sectionalism that often has characterized the judicial establishment.

While most judges will be enthusiastic about judicial education, attendance at selected educational programs is so important that the Commission recommends a mandatory educational component of judicial office, with power in a judicial conduct commission to discipline or remove judges who willfully fail to participate in the required programs.

In States that already have created a State college of trial judges, attendance at a national program could wait until the second year of judicial service. In States where there is no program or only a brief orientation or an annual State judicial seminar, attendance at an in-residence national program is more urgent during the first year of judicial service.

Annual State Seminars. Two or 3-day annual seminars for trial and appellate judges should be conducted in each State. If manpower requirements make it difficult to have the State's entire judiciary away from their courts at one time, two separate sessions should be conducted each year. These seminars should include a report from the court administrator on the needs, deficiencies, and innovations of the State system, and a report on national trends in judicial education programs. It also should include courses on techniques and skills used in judging and on matters of substantive law and procedure, such as recent developments in criminal law, sentencing problems, and evidence.

These seminars should be located so that they provide, over a period of years, an opportunity for the participating judges to visit or revisit the State's correctional and mental institutions. They also should be structured to provide an opportunity to open and maintain communications with other parts of the criminal justice system. While most of the seminar schedule should be devoted to law, court procedure, and problems of the judiciary, each program also should devote time to understanding the workings of other parts of the system. Participants from police and correctional agencies might be profitably involved.

Special Subject Programs. Each State should include provisions for specialized subject matter programs in its judicial education plan. One selected subject each year, or each month, should be presented and a limited number of judges invited to participate.

Smaller States might find it worthwhile to pursue a regional approach to special subject programs. Several States, for example, might put on these programs together, with judges from each State participating in each program. Subjects that would be appropriate for judges sitting on criminal cases include psychiatry, social work, and the law; theory of government and separation of powers; computers in courts; poverty law; criminal law—substantive and procedural; criminal law—sentencing; court administration, including special seminars for chief judges of metropolitan courts with emphasis on techniques to assure a speedy trial; the relationship between corrections and courts; the relationship between law enforcement and courts; the relationship between courts and the executive and legislative branches of government; the relationship between courts and the news media; family law; juvenile law; criminal penalties for infractions of environmental law; and opinion writing.

The expense of judicial education is as necessary a cost of a good judicial system as are courtrooms and court clerks. The cost will not be insubstantial. But the Commission believes that money spent on an education program, such as that described in this standard, is well spent, and it recommends that specific

provisions be made for direct costs as well as indirect, such as the loss of judicial time that occurs when judges participate in such programs, either as instructors or as students. Careful examination suggests that the total time taken from a judge's judicial duties by an educational program is not an unreasonable portion of his professional time.

If, during the first 2 years of service, a judge spends 10 court days in orientation, 2 days each year at his own State judicial conference, 5 to 10 days at a State judicial college program, and 20 days at a national educational program, the entire time commitment to education for the new judge will have totaled 39 to 44 days during the first 2 years of judicial service. Thereafter, he would devote only 2 days per year to his State judicial seminar and an additional 10 days each third year to refresher programs of various kinds. In addition, some judges will be asked to make a contribution of their time to judicial education as members of the faculties in the various programs. The court system must accept these time commitments.

In most States, creating and maintaining an effective education program will be an undertaking that requires a full-time professional staff person with necessary support personnel. He could be part of the judicial branch of government, as a member of the State court administrator's staff or the supreme court's staff. Or he could be on the staff of a continuing legal education program, either at a law school or with the State bar association. In any case, he will need to work closely with the judges in order to devise useful programs, and he will need to select carefully the faculty for the State-operated programs and work with them in developing up-to-date course materials.

Some Programs of Interest. The Commission studied a number of innovative programs that provide continuing education for judges. Virginia judges now attend two annual training sessions, each 2 days long, as part of the State's in-service continuing education for judges. The program is separated into sessions for judges of courts of record and for judges of courts not of record; the two sessions are given 6 months apart. In addition, the Virginia Council of Juvenile Court Judges has appointed a five-member committee to develop, plan, and present a 2-day program for judges specializing in juvenile justice. The State-coordinated training sessions keep judges informed of new laws, recent court decisions, and changes in courtroom procedures.

In 1972, West Virginia conducted a 3-day seminar for all State judges, the first of its kind in 3 years. The seminar, under the direction of the National College of the State Judiciary, covered criminal law, evidence, civil proceedings before trial, and the inherent powers of the court. The seminar was sponsored jointly by the Governor's Committee on Crime, Delinquency, and Corrections, and the West Virginia Judges Association, with Safe Streets Act funds.

The Center for the Administration of Justice, Wayne State University Law School, provides a 6-week course for newly elected judges in Michigan. The center also conducts an ongoing series of 1- to 5-day seminars for judges and high-level court administrators in areas of law and court proceedings. Other activities include off-duty extension courses for all members of the State criminal justice system; special leadership conferences explaining the judicial process and its needs to business, professional, and political leaders of the State; and special study projects conducted in cooperation with the Michigan State Supreme Court.

The California Conference of Judges, a voluntary professional organization, has developed a 2-week course, given every year at the University of California at Berkeley Law School, especially for new and recently appointed judges. Called the

College of Trial Judges, the course covers all aspects of judicial responsibility, including criminal law, ethics, and courtroom procedures. Members of the CCJ and professional educators instruct the courses, conduct seminars, and arrange field trips to various criminal justice facilities.

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Related Standards

The following standards may be applicable in implementing Standard 7.5:

- 10.5 Participation in Criminal Justice Planning
- 12.4 Statewide Organization of Prosecutors
- 12.5 Education of Professional Personnel
- 13.11 Salaries for Defender Attorneys
- 13.16 Training and Education of Defenders

Appendix 3: Staff Descriptions of Selected States

ALABAMA¹

Personnel/Training Director

Definition. Under direction of the Court Administrator, is responsible for managerial work in directing Court System personnel activities, including the development and supervision of training programs for professional and nonprofessional judicial court system personnel.

Example of Duties. Plans, develops, and directs all recruitment, orientation, and in-service training programs and activity on a statewide basis; studies and evaluates personnel system and recommends changes; participates in policy development; develops and maintains liaison with other state, federal, and private agencies in implementing recruitment, interviewing, training, and other program activities; directs recordkeeping, writes reports.

Knowledge, Abilities and Skills. Thorough knowledge of recruiting, interviewing, testing, job development, and training practices and procedures; considerable knowledge of business administration, management, supervision, office practices and procedures; good knowledge of applicable laws, rules and regulations and of related state and federal programs; knowledge of courts, prosecution, and defense educational and training needs; knowledge of curriculum and manual development.

Ability to effectively plan and direct program operations; supervisory ability; ability in written and verbal communication; ability to deal with others effectively.

Training and Experience. Possession of a master's degree in the social or behavioral sciences, business, public or personnel administration or closely related field and four years of progressively responsible supervisory and administrative experience; or graduation from an accredited college or university with a bachelor's degree in the social or behavioral sciences, business, public or personnel administration or closely related field and five years of experience of the type specified above; or graduation from an accredited school with an associate degree in business studies, social service studies or closely related field and seven years of experience of the type specified above, each one and one-half years of successfully completed college study in the social or behavioral sciences, business, public or personnel administration or closely related field may be substituted for one year of the required experience. Experience in courts or C5 field.

Salary: \$15,000.

Personnel/Training Assistant

Definition. Under the direction of the Personnel/Training Director, assists in Court System personnel activities, including the recruitment of court personnel, the conduct of training programs, the management of the court personnel system, and performs related work as required.

¹Quoted excerpts from Alabama State Court Administrator's Office.

Example of Duties. Assists the Director and Legal Personnel Specialist in planning and carrying out all recruitment activities for nonjudicial personnel; assists the Director and the Training Specialist in the planning, development, coordination, and conduct of all orientation and in-service training programs and activities on a state-wide basis; assists in the study and evaluation of the personnel system including job classifications, salaries, employee performance and the effectiveness of recruitment and training activities; performs recordkeeping activities.

Knowledge, Abilities, and Skills. Knowledge of recruiting, interviewing, job development, and training practices and procedures; knowledge of business administration, management, supervision, office practices and procedures; knowledge of curriculum and manual development; ability to conduct recruiting activities; ability to conduct oral training programs; ability in technical and expository writing.

Training and Experience. Possession of a master's degree in the social or behavioral sciences, business, public or personnel administration or closely related field; or graduation from an accredited college or university with a bachelor's degree in the social or behavioral sciences, business, public or personnel administration or closely related field and two years experience in the personnel/training field; or graduation from an accredited school with an associate degree in business studies, social service studies or closely related field and five years experience.

Salary: \$12,500.

Training Specialist

Definition. Under the direction of the Personnel/Training Director, is primarily responsible for the planning and development of all orientation and training activities for judicial and nonjudicial personnel; with technical assistance from the Legal Personnel Specialist, responsible for curriculum development and preparation of handbooks and manuals; and performs related work as required.

Example of Duties. Under the Director, plans, develops, coordinates, and supervises the conduct of all orientation and in-service training programs for judicial, professional and non-professional personnel of courts, prosecution and defense system; including seminar and individualized programmed learning activities; with the Legal Research Specialist, directs the curriculum development for all programs; also with technical assistance from the Legal Research Specialist, prepares all handbooks and manuals; operates and trains others in the operation of audio-visual training equipment.

Knowledge, Abilities, and Skills. Knowledge of orientation and in-service training methods and techniques for use with governmental personnel; knowledge of audio-visual training equipment; knowledge of programmed learning techniques; ability to develop curricula and training materials; ability to operate audio-visual equipment including video-tape devices; skill in the conduct of seminars; skill in the preparation of handbooks, including technical and expository writing.

Minimum Experience and Training. Possession of a mas-

ter's degree in the social or behavioral sciences, public or personnel administration and two years experience in the conduct of personnel training programs; or a bachelor's degree in the social or behavioral sciences, or public administration and three years of experience in the training field.

Salary: \$12,500.

Legal Personnel Specialist

Definition. Under the direction of the Personnel/Training Director, is primarily responsible for planning and conduct of recruitment and job development activities for all nonjudicial court personnel; provides assistance in development and conduct of training activities; and performs related work as required.

Example of Duties. Under the Director, plans and develops all recruitment activities for nonjudicial personnel; plans job development activities; provides direction and support in the conduct of these activities; provides technical and legal support in the development and conduct of orientation and in-service training programs; provides legal research and technical writing support in the preparation and revision of all handbooks; develops and maintains liaison with federal, other state and private agencies for purposes of ascertaining new developments in court personnel and training programs.

Knowledge, Abilities and Skills. Knowledge of Alabama courts, prosecution and defense system; knowledge of needs of court personnel; knowledge of needs and developments in judicial and nonjudicial training; knowledge of developments in procedural and substantive law reform; ability to plan and direct recruitment and job development activities; ability to perform legal research; ability to perform technical legal writing; ability in expository writing; ability to communicate effectively with others.

Minimum Experience and Training. Bachelor of Laws degree and one year of experience in Alabama courts systems; experience in personnel or training activities is also desirable.

Salary: \$12,500.

ILLINOIS²

The Illinois Constitution, Article VI, § 16, provides for the appointment of an administrative director and staff to assist the chief justice in his duties. Pursuant to this authority, the administrative office is responsible for a number of administrative functions, including the following:

1. *Statistics*—collection, analysis, and publication of court statistics;
2. *Temporary Judicial Assignments*—the Supreme Court's authority to assign circuit judges to temporary duty on the appellate court or in other districts or circuits is exercised by the chief justice through the administrative office;
3. *Illinois Judicial Conference*—secretariat to the Judicial Conference and its various committees;
4. *Fiscal Services*—administering appropriations to the Supreme Court;
5. *Court Reporters*—testing and allocation of court reporters positions among the various circuits;
6. *Impartial Medical Program*—administering the Supreme Court's ruling on impartial medical examinations and testimony;
7. *Recordkeeping in Circuit Clerk's Offices*—implementation of the Supreme Court's order on uniform recordkeeping in the circuit court clerk's offices;

²Quoted excerpts from Illinois State Court Administrator's Office.

8. *Liaison with the Legislature*—consulting with and appearing before various legislative committees, and preparation of a legislative summary for distribution to the judiciary;
9. *Senior Law Student Program*—administering Supreme Court's rule authorizing senior law students to perform certain limited services in designated agencies;
10. *Secretariat*—planning, preparation, coordination and reporting activities of various Supreme Court committees;
11. *Liaison with the Circuits*—maintaining close working relationship with the Chief Judge of each circuit and serving as secretariat to the Conference of Chief Circuit Judges;
12. *Information and Public Relations*—providing information on the administrative operations of the courts to the news media, other state court administrators, students, bar associations and citizens;
13. *Certification of Associate Judges*—preparation of ballot; tabulation of votes cast by circuit judges, and certification of the selection of applicants for the position of Associate Judge, pursuant to Supreme Court Rule.

The role of the administrative office in judicial education comes within its function as secretariat to the Judicial Conference. The Director and staff, working with the Judicial Conference's Executive Committee and seminar committees, assists in the planning, preparation and coordination of all the judicial education functions.

NEW JERSEY³

Training Coordinator

Under the direction of the Assistant Administrative Director of the Courts, the Training Coordinator will develop a long-range training program for judicial personnel and supporting court executives and supervise the execution of that training effort.

Responsibilities. Stimulates improvement in the management of court operations through the implementation of a comprehensive judicial education program.

Coordinates training efforts with other agencies, including the State Law Enforcement Planning Agency, to preclude the duplication of effort and fund expenditures.

Researches training agencies to determine those which have the capability of delivering the type and quality of instruction desired.

Provides program design assistance to training agencies adopting their instruction material to provide training relevant to the issues and problems which pervade the court atmosphere.

Participates on judicial committees responsible for improving training programs for judges; develops programs to implement the committee recommendations as to specific training needs for judges.

Develops and monitors the consolidated training budget for the judicial and Administrative Office of the Courts.

Supervises in structural development and implementation of in-house training projects designed by the legal research staff of the Administrative Office of the Courts.

Coordinates and administers grant funding for individual training projects; provides evaluation by measuring the quality of course content and instruction, the number of personnel able to participate, the amount of knowledge gained, and the applica-

³Quoted excerpts from New Jersey State Court Administrator's Office.

tion of this increment of knowledge to job performance.

Examines alternatives for higher quality training or equivalent training at lower costs when it is available.

Assures that a consolidated training program will become an integral part of the continuing plan and effort to increase the expertise and efficiency of court professionals.

Recommends alternatives for seminars and workshop locations and arrangements.

Salary: \$16,324-\$22,036.

Principal Clerk Stenographer

Responsibilities. Acts as a secretary to training coordinator; does related work as required. Examples of work include the following: takes and transcribes dictation of varied types, including correspondence, reports, and recommendations of a confidential nature. Reviews, sorts, and routes incoming correspondence and personally prepares letters on routine matters. Prepares other correspondence for the review and signature of the Training Coordinator entailing a comprehensive knowledge of training functions, procedures, and policies. Obtains pertinent materials from the files and other sources and puts them into usable form for the review and use of the Training Coordinator. Acts to relieve the Training Coordinator of detail by providing information to those requesting it, including the Administrative Office personnel, representatives of state, local, and other groups, organizations, and agencies, and to the general public in accordance with judicial policy and when so required, interviews callers. Performs other duties as assigned.

Salary: \$7,478-\$10,096.

SOUTH DAKOTA⁴

Personnel and Training Officers

Definition of Work. This is professional personnel and administrative work of broad scope and complexity.

An employee in this class is responsible for directing and coordinating the personnel management and training program involving court and probation employees and magistrates. Work includes such functions as recruitment, selection, placement, position classification, personnel transactions, employee relations, in-service and new employee training. Work is characterized by considerable involvement in the overall management process of the judicial department and the supervision of subordinates. Work is assigned with general instructions and objectives by the State Court Administrator who provides policy guidelines and evaluates work for adherence to program goals and effectiveness of results.

Examples of Work Performed. (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.) Supervises the maintenance of central personnel records, personnel procedures, and miscellaneous records. Supervises the recruitment and placement activities of the department; interviews applicants; places new employees. Writes and revises job class specifications and descriptions. Makes position audits. Investigates personnel needs and problems within the judicial system. Confers with judicial officials on personnel actions and procedures. Prepares and conducts oral and written examinations. Reviews applications for positions. Determines training needs, plans, develops and implements training programs for both professional and clerical personnel. Schedules classes; selects training materials, speak-

⁴Quoted excerpts from material from the State of South Dakota.

ers and training aids; evaluates training results. Prepares reports and correspondence as directed. Performs related work as required.

Desirable Education and Experience. Graduation from an accredited four-year college or university with major work in psychology, personnel or a closely related field; and considerable experience in personnel administration, or any equivalent combination of education and experience which provides the following knowledge, abilities and skills: considerable knowledge of the techniques and objectives of modern public personnel administration and employee training; knowledge of tests and measurements theory and methods; knowledge of state and federal policies and regulations concerning manpower training programs; knowledge of position classification and service rating techniques and procedures; knowledge of governmental organization and procedure; ability to write clear, complete, accurate, and logical reports, specifications, and test items; ability to supervise the work of others; ability to express ideas clearly both orally and in writing.

WASHINGTON⁵

Education/Information Officers

Definition of Work. Works under the general direction of the Court Administrator and is responsible to the Judicial Training Board for development of in-service training programs for state judicial system personnel. In the development of training programs, consults with representative court employee groups, court administrative specialists and judges to determine availability and adaptability of short course programs for inclusion within judicial training programs of the Criminal Justice Training Commission. Also supervises production of the judicial newsletter.

Examples of Work Performed. Evaluates training needs of different categories of court personnel and judges; plans, develops and coordinates programs on a local, regional and national basis; assists Training Commission staff in the selection of faculty, training materials and aids; evaluates training results; develops techniques and standards for evaluating effectiveness of training programs and utility of training materials; identifies administrative and personnel problem areas which may be alleviated by training and assists in the design of appropriate programs.

Knowledge, Abilities, and Skills. Thorough knowledge of the principles, methods and techniques involved in the development and administration of employee and judicial training programs. Thorough knowledge of the techniques and objectives of modern public, personnel and administration as it applies to the judicial branch of government. Ability to review operating problems analytically and to develop effective training plans and programs to meet the needs of the Judicial Training Board programs. Abilities to present ideas in a clear and concise manner and to lead discussion groups. Ability to establish and maintain harmonious working relationships with department heads and other employees and to maintain effective public contacts.

Education and Experience. Graduation from a four-year college with a degree in behavioral sciences; two years experience in employee training or continuing education. A master's degree in judicial administration may be substituted for the years of experience.

Salary: \$13,860-\$17,688

⁵Quoted excerpts from materials from the State of Washington.

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Court Administrator, Jud. Dept.

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Chief Justice, Supreme Court

Virgin Islands
Cyril Michael
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