

## GUIDELINES FOR COMPLETION OF EDUCATION HOURS - Municipal Judges -

A municipal judge is required to complete 18 hours of approved continuing judicial training as required by A.R. 36 and complete a judicial orientation course within the first three months of taking office. The annual training provided by the Judicial Branch Education Commission is the preferred method for compliance.

A municipal judge who is unable to attend the preferred training session may arrange for and complete the required hours of training by either completing a mentorship or attending alternative education programs. Approval from the Judicial Branch Education Commission, as cited in Rule 6, Section (a) and (b) of A.R. 36, is required for CJE credits obtained through alternative education programs. Credit for mentorships will be limited to 6 hours for each reporting period.

Requirements for compliance are as follows:

- 1) **Mentorship:** Complete a mentorship under a district judge or law-trained municipal judge. The following are guidelines for the operation and reporting of a mentorship.
  - a. The municipal judge is responsible for contacting and determining the willingness of a judge to act as a mentor judge. Participation by the mentor judge is voluntary.
  - b. Due consideration should be given to organizing the mentorship to correspond with and not disrupt the mentor judge's schedule or regular duties.
  - c. The municipal judge and mentor judge should define the objectives of the mentorship based upon the perceived needs of the municipal judge. Dependent upon those needs, the content of the mentorship must relate to the responsibilities and duties of a municipal judge and may include areas such as:
    - (1) Case processing/ file management
    - (2) Courtroom procedure
    - (3) Methods of statutory interpretation
    - (4) Burdens of proof
    - (5) Review of precedent
    - (6) Evidentiary issues and rulings.
  - d. The municipal judge and mentor judge should allocate specific time for their interaction and should document the time actually spent.

- e. The municipal judge is responsible for reporting the time and content of the mentorship in a manner acceptable to the Judicial Branch Education Commission.

2) **Alternative Education Programs**

- a. A municipal judge, at the judge's or the city's expense, may attend an alternative education program in lieu of attendance at the yearly Municipal Judges Seminar. The program agenda must relate to the responsibilities and duties of a municipal judge.
- b. A municipal judge is responsible for submitting documentation of attendance at the alternative education program(s).

3) **Self Study**

The commission may grant credit for self-study courses and other educational means approved in advance on a case-by-case basis. Six (6) of the required hours for any reporting period may be acquired through self-study

4) **Credit for Serving as Faculty**

A municipal judge who serves on the faculty of an approved judicial education or continuing legal education course is entitled to claim as continuing judicial education hours an amount of time equal to the judge's actual presentation and up to two times the presentation time for preparation. A judge who serves on a panel may claim the entire time of the panel presentation as presentation time.

A municipal judge claiming continuing judicial education hours for faculty participation shall list those hours on the Judicial Education Report provided to the judge annually or by separate affidavit. A municipal judge may claim no more than six (6) judicial education hours for faculty participation in any one reporting period.

5) **Self-Reporting Requirements**

Within 30 days after the end of each reporting period, commencing July 1, 2008, each individual subject to the mandatory training or educational requirements of this Rule must submit, on a form furnished by the commission, a statement of the courses and hours completed during the reporting period.

