



THE SUPREME COURT of OHIO JUDICIAL COLLEGE

FOR JUDGE & COURT ADMINISTRATOR TEAMS

Court Executive Team Seminar

Course Description. This course is designed for leadership teams, consisting of a judge (typically an administrative and/or presiding judge), the court administrator, and others involved in high level decision making. **Note:** Attendance by a judge is required.

Topics included in this two-day program are as follows:

Role and Duties of the Administrative Judge and Court Administrator

Effective Management of the Budget Process

Supreme Court of Ohio Services Overview

Fundamentals of Caseflow Management and Measuring Court Performance

Human Resources for the Executive Team

As a result of attending this course, participants will be able to:

- State the responsibilities of administrative and presiding judges;
- Recognize key competencies for professional court administrators;
- Use Ohio and national resources to work effectively with funders throughout the local budget process;
- Identify which Supreme Court of Ohio resources may be useful in enhancing current programs or creating new programs in their courts;
- Compare caseflow management practices to determine the most effective way to optimize clearance rates;
- Evaluate the performance of their court using validated performance measures;
- Choose effective responses to personnel issues after a review of caselaw, federal and state statutes and discussions of scenarios.

To view the Judicial College homepage for course calendars and additional information, please visit www.supremecourt.ohio.gov/boards/judcollege.

Course Dates & Times

Thurs.-Fri., March 17-18, 2016

Thurs: 10:00 a.m. to 5:00 p.m.

Registration begins at 9:00 a.m.

Fri: 8:30 a.m. to 3:00 p.m.

Location

Quest Conference Center
8405 Pulsar Place
Columbus, Ohio 43240

Hotel Information

Fairfield Inn & Suites
9000 Worthington Rd.
Westerville, OH 43082

The room rate is \$109 plus tax.
Call the hotel at 614.568.0770
before February 15 to receive
this special Judicial College rate.
Reference Code: COL

Tuition

The \$75 per person tuition
includes meals, refreshment
breaks and all course materials.

Credit Hours

Approval has been requested for
10.5 total general Judicial
College (CJE) credit hours.

Registration

Complete your team
registration using page 2 only.

Cancellation

If you cannot attend, please
notify us by March 11, 2016. No
tuition refunds will be issued
after this date.



QUESTIONS? Contact Judicial College staff at 614.387.9445.

Course Content

Margaret R. Allen
Education Program Manager

Registration Information & Assistance

Terri Bidwell, Education Program Assistant
judicialedcademy@sc.ohio.gov

THE SUPREME COURT of OHIO JUDICIAL COLLEGE

COURT EXECUTIVE TEAM SEMINAR, PART I EMAIL REGISTRATION MARCH 17-18, 2016

INSTRUCTIONS: Please fill out this form for your entire team. Then, scan and email the document or email your information to judicialedcademy@sc.ohio.gov.

REMINDER: This course was designed for the court executive team. Often the team consists of the judge and court administrator; however, we encourage courts to send those leaders whose duties most closely relate to the course topics, regardless of title. While the team may include *up to* four attendees (but four is not required), it *must* include one judge, preferably the administrative judge.

ALL TEAM MEMBERS:

Court Name: _____

Court Address: _____

TEAM MEMBER #1—JUDGE (REQUIRED):

Name: _____ Job Title: _____

Attorney Number: _____

Court Phone: _____ Email: _____

Special Needs/Vegetarian Meals: _____

TEAM MEMBER #2:

Name: _____ Job Title: _____

Attorney Number: _____

Court Phone: _____ Email: _____

Special Needs/Vegetarian Meals: _____

TEAM MEMBER #3:

Name: _____ Job Title: _____

Attorney Number: _____

Court Phone: _____ Email: _____

Special Needs/Vegetarian Meals: _____

TEAM MEMBER #4:

Name: _____ Job Title: _____

Attorney Number: _____

Court Phone: _____ Email: _____

Special Needs/Vegetarian Meals: _____

QUESTIONS? Contact Judicial College staff at 614.387.9445.