



THE SUPREME COURT of OHIO JUDICIAL COLLEGE

FOR MUNICIPAL AND COUNTY COURT CLERKS

Legal Responsibilities of Clerks

Course Date & Time

Thursday, September 27, 2012
9:55 a.m. to 3:45 p.m.
Registration begins at 9:00 a.m.

Location

Thomas J. Moyer Ohio Judicial
Center
65 South Front Street
Columbus, OH 43215-3431
MUST BRING PHOTO ID

Hotel Accommodations

DoubleTree Suites by Hilton
50 South Front Street
Columbus, Ohio 43215

For the night prior to the course, the room rate is \$80 plus tax. Call the hotel at 614.228.4600 before August 24 to receive this special Judicial College rate. *Group code: Clerks Course.* *DoubleTree parking is \$18/day

Tuition Free

Materials, lunch and refreshment breaks are provided.

No Credit Hours

Cancellation

If you cannot attend, please notify us by September 21.

Special Needs

Please supply special needs, such as vegetarian meals, when you register.

Course Description. Clerks play a critical role in the operations of municipal and county courts around the state. Their responsibilities are wide and varied – from collecting and disbursing monies to accurately and safely maintaining the public record, to dealing with a diverse population of court users and their needs day in and day out, to everything in between. The purpose of this course is to delineate the legal responsibilities of municipal and county court clerks so that they may effectively, efficiently, and completely fulfill their obligations in this important role. This course will be a refresher for experienced clerks and an introduction for newer clerks. Those at all experience levels will find this detailed overview beneficial not only for themselves but for members of their staff as well.

This one-day program will focus on laws and Supreme Court Rules related to the legal duties and responsibilities of municipal and county court clerks. An overview of the Rules of Superintendence, Ohio Revised Code, and Rules of Practice and Procedure (Criminal, Civil, and Traffic) will be presented, along with a detailed look at specific laws and rules most relevant to court clerks and their staff. The program will also include time for Q & A and information sharing.

As a result of participating in this session, students will be able to:

- Identify the responsibilities of the clerk’s office and understand the accompanying tasks and legal requirements required to fulfill those duties.
- Distinguish between the responsibilities of the court and the clerk and identify areas for discussion to effectively perform these responsibilities.

The Judicial College is partnering with the Ohio Association for Municipal and County Court Clerks (OAMCCC) to develop a series of courses on topics specific to clerk of court duties. This series will loosely follow the popular certification series offered by OAMCCC and Kent State University some years ago.

This is the first course in the series; look for these topics and others to be offered in a combination of live courses and webinars:

- Records management
- Financial management
- Cash handling
- Technology

If you have suggestions for other topics for clerks, please email Margaret Allen at Margaret.Allen@sc.ohio.gov.



To view the Judicial College homepage for course calendars and additional information, please visit www.supremecourt.ohio.gov/Boards/judCollege/default.aspx.

QUESTIONS? Contact Judicial College staff at 614.387.9445 or judicialeducation@sc.ohio.gov

Course Content

Margaret R. Allen, Education Program Manager
Margaret.Allen@sc.ohio.gov

Registration Information

Patti Reid, Registrar
Patti.Reid@sc.ohio.gov



LOGIN INFORMATION AND REGISTRATION INFORMATION

1. Click the following box  or go to www.judicialedcademy.ohio.gov
2. Select “**Login or create an account**” at the upper right corner of the page.
3. To log in: *Please note that you will not be registered for a course until you complete steps 4 and 5.*

SCO HOME » ACCOUNT » SUPREME COURT OF OHIO LOGIN

Login

Username:
(or Attorney Registration Number)

Password:
*Case sensitive

Remember me

[Forgot your username/password?](#)

Non-Attorneys: Log in on the **left side** using your Judicial eCademy username and password that was e-mailed to you by the Supreme Court. *Do not use “New User? Register” box.*

Ohio Attorneys: Log in on the **left side** using your Ohio Attorney Registration Number (username) and Attorney Services password. *Do not use “New User? Register” box.*

Frequently Asked Login Questions

❖ **I do not remember my username and/or password. How do I obtain them?**
 Click the “[Forgot your username/password?](#)” link under the login box and follow the specific instructions for if you are an Ohio attorney or a non-attorney. If you have an account, an e-mail will be sent from “donotreply” to reset password.

❖ **I clicked on “forgot your username/password?” and followed the instructions. I received a message stating “the username or email address you provided is invalid, please try again.” How do I log in?**
You do not have a recognized account based on the information you have entered. Please go to “[New User? Register](#)” on the right side of login screen and follow the instructions to create your own credentials.

- You will receive an email within 3 business days with your approval status. **Please note that you will not be registered for a course until you complete steps 4 and 5.**

New User? Register

Attorneys registered in Ohio do not need to create a new account. Please use your Ohio attorney registration number to log in.

Username:

Email Address:
*Note - This email address will be used ONLY for account registration/verification purposes.

Password:

Password Again:
*Note - The password is case sensitive.

Choose or enter a security question: Choose Enter my own

Security Answer:



Type the two words:

4. Once you have logged in to Judicial eCademy, scroll down to the search results window.
5. Select the course you wish to attend and click “**Register online,**” then follow the steps to complete your registration. Be sure to click the “Complete Registration” button at the bottom right corner.
6. A course registration confirmation e-mail will be sent after you complete your course registration.

TO VIEW A COURSE BROCHURE

1. Once you have logged in to Judicial eCademy, scroll down to the search results window.
2. Select the course you wish to view and click “**View course brochure.**”

For questions or login assistance, please contact the Judicial College at 614.387.9445.

Please do not reply to this email. To ensure delivery, please add judicialedcademy@sc.ohio.gov to your address book.

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COURT PERSONNEL EMAIL REGISTRATION

(Please use only if registering more than one staff member.)

Name of Course: _____

Date of Course: _____

ATTENDEE #1:

Name: _____ Job Title: _____

Court Name: _____

Court Address: _____

Court Phone: _____ Email: _____

Special Needs/Vegetarian Meals: _____

ATTENDEE #2:

Name: _____ Job Title: _____

Court Name: _____

Court Address: _____

Court Phone: _____ Email: _____

Special Needs/Vegetarian Meals: _____

ATTENDEE #3:

Name: _____ Job Title: _____

Court Name: _____

Court Address: _____

Court Phone: _____ Email: _____

Special Needs/Vegetarian Meals: _____

ATTENDEE #4:

Name: _____ Job Title: _____

Court Name: _____

Court Address: _____

Court Phone: _____ Email: _____

Special Needs/Vegetarian Meals: _____

FOR COURSE ATTENDANCE PURPOSES ONLY (List one for all attendees)

Supervisor Name: _____

Supervisor Email: _____

Scan and email document or email information to patti.reid@sc.ohio.gov

QUESTIONS? Contact Judicial College staff at 614.387.9445.

Registration Information
Patti Reid, Registrar