
**TRIBAL COURT CLERK TRAINING: A WEB-BASED
COURSE
OCTOBER 26-NOVEMBER 20, 2009/ ONLINE/NO
TUITION: GRANT-FUNDED**

Why should I take this course?

This course will enhance the ability of court clerks to evaluate their performance in key areas (such as customer service, ethics, calendaring, case management, and professional responsibilities) and develop practical approaches for making improvements.

What will I learn?

After this course, participants will be able to:

- Identify and describe the roles and responsibilities of the judge and the court clerk;
- Recognize the components of a service-oriented court; and
- Apply appropriate case management strategies for more proficient court administration.

Who should attend?

Tribal court clerks who need training or might desire a refresher course on the basics.

Who are the members of the faculty?

Members of the faculty include judges and court administrators from around Indian Country.

How is this course taught?

The faculty uses a variety of interactive tools including online web conferences, quizzes, and an online discussion board to engage the online learner. Participants will have weekly assignments including online group discussions. It is anticipated that participants will spend between two to four hours per week completing the required assignments.

Please visit our website at www.judges.org/ntjc.html or contact Christine Folsom Smith at cfsmith@judges.org OR (800)255-8343, EXT. 202.

REGISTRATION IS LIMITED TO 15 PARTICIPANTS.



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