



ARIZONA COURT MANAGER (ACM)



Name: _____ Phone: _____

Court/Organization: _____

Job Title: _____

Address/City/Zip: _____

E-mail: _____

Supervisor: _____ Phone: _____

Total length of service in any court/probation department:
Year began _____

Length of service in Arizona courts/probation:
Year began _____

As a part of my expected leadership responsibilities, I (check all that apply):

- Supervise staff (indicate number of direct reports: _____)
- Manage supervisors (indicate number of supervisor direct reports: _____)
- Manage projects or programs (please describe): _____
- Serve as lead for: _____
- Other: _____

If you have previously completed any ICM Phase I course, please note the date and location below:

If non-AOC-sponsored course, please attach a copy of certificate(s) of completion.

- ◆ Managing Human Resources AOC-sponsored Non-AOC-sponsored, certificate copy attached
Date: _____ Location: _____
- ◆ Fundamental Issues of Caseflow Management AOC-sponsored Non-AOC-sponsored, certificate copy attached
Date: _____ Location: _____
- ◆ Court Performance Standards: CourtTools AOC-sponsored Non-AOC-sponsored, certificate copy attached
Date: _____ Location: _____
- ◆ Purposes & Responsibilities of Courts AOC-sponsored Non-AOC-sponsored, certificate copy attached
Date: _____ Location: _____
- ◆ Managing Court Financial Resources AOC-sponsored Non-AOC-sponsored, certificate copy attached
Date: _____ Location: _____
- ◆ Managing Technology Projects & Resources AOC-sponsored Non-AOC-sponsored, certificate copy attached
Date: _____ Location: _____

This application is for the Arizona Court Manager (ACM) certificate which includes completion of the following courses.

Institute for Court Management (ICM)

Certified Court Manager (CCM) Seminars:

- Managing Human Resources (2.5 days)
- Fundamental Issues of Caseflow Management (2.5 days)
- Court Performance Standards: CourtTools (2.5 days)
- Purposes & Responsibilities of Courts (2.5 days)
- Managing Court Financial Resources (2.5 days)
- Managing Technology Projects & Technology Resource (2.5 days)

Arizona Plus - Manager:

- Managing Diversity *(½ day)
- Alternative Dispute Resolution - Specialty Courts* (½ day)
- Capstone (2½ days) / Graduation Ceremony
 - Governance, Inherent Powers, Civil Case Process, Jury, Records, Probation & Court Management Functions, Political Activity, Court's Role.

* (Half day following the associated ICM Phase I class.)

As participants in the ACM program, you are reminded that the same rules, conduct and ethical behavior expectations that apply in your regular court/work assignment also apply while participating in the Leadership Institute program.

This application is for the Arizona Plus sessions only.
(Check this box if you have already completed all ICM Phase I courses.)

To remain an active participant in the ACM program, I am committed to successfully completing **at least one ACM required course per year and completing the entire program within seven years.**

Participant Name (print)

Participant Signature of Commitment

Date

I support my employee's full participation in the ACM program and will coordinate with my employee to ensure that he/she is available to attend all courses for which he/she is registered.

Supervisor Name (print)

Supervisor Signature of Approval

Date

I approve the time and funding (i.e. travel expenses) for this court/probation employee to attend and complete the ACM program.

Court/Probation Department Head (print)

Court/Probation Department Head
Signature

Date

***ACM participants are required to notify the Leadership Institute office edreg@courts.az.gov of any address change, as soon as possible, to ensure program records are accurate. Court/probation department agency changes will require participant to complete a new application with signature approval from the local authority.*

Applications may be submitted online or by mail. To submit online, you may scan the completed form and email it or you can click on "Submit Application to Leadership Institute" button above once all electronic signatures have been collected. To sign the form electronically, click the signature box and if you do not already have an e-signature set up, Adobe will guide you through the process. Please do not select the "windows certificate" option.

If mailing: Tape edges after folding address on outside and apply correct postage.

email completed application to:

edreg@courts.az.gov

or Mail to:

**Arizona Supreme Court
Administrative Office of the Courts, ESD
Attn: Leadership Institute
1501 West Washington
Phoenix, AZ 85007-3232**

Return both pages of this application to address above.

Receipt of this application will be acknowledged by email at the address provided.
Applications without all signatures will be returned.

Questions?

Contact:

edreg@courts.az.gov

or call: (602) 452-3014