



ARIZONA COURT MANAGER (ACM) PROGRAM APPLICATION AOC EMPLOYEE ONLY APPLICATION



Name:		Contact Phone #:	
Job Title/Grade:			
AOC Division:		Email:	
Supervisor:		Supervisor Phone#:	
Length of service at AOC (Year began): _____		Length of service in AZ courts (Year began): _____	

I meet the minimum criteria to fill an AOC slot in the Arizona Court Manager (ACM) program:

- Occupy an AOC position at Grade 21 or above (Spec V), AND
- Have completed the Arizona Court Supervisor (ACS) program, currently supervise others or have been approved by the Director or Deputy Director to participate in ACM.
If you have completed the ACS program, please indicate completion date: _____
Number of direct reports: _____

Using a separate sheet of paper, please respond to the questions below in support of your application to the Arizona Court Manager Program.

1. Why do you feel you should be accepted into the Arizona Court Manager program?
2. What has been your highest level management assignment in the courts?
3. What are your future plans in serving the court and applying the knowledge you gain in this program?

**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 Resources (2.5 days)

Arizona Plus - Manager

- Managing Diversity* (½ day)
 - ADR/Specialty Courts* (½ day)
 - Capstone (2½ days) / Graduation Ceremony
 - Governance, Inherent Powers, Civil Case Process, Jury Mgmt., Records Mgmt., Probation Mgmt., Court Mgmt. 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.

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

Date

I **recommend** this employee for the ACM program and will coordinate with this employee and their supervisor to ensure that he/she is available to attend all courses for which registered.

Division Director Signature of Approval

Date

I **approve** the employee's participation in the ACM Program.

AOC Director or Deputy Director

Date