Arizona Code of Judicial Administration
§1-108

Committee on Judicial Education and Training

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 1: Judicial Branch Administration
Chapter 1: Leadership
Section 1-108: Committee on Judicial Education and Training

A. Definitions. In this section, unless otherwise specified, the following definitions apply:

"Faculty" means an individual who plans, prepares and presents an education program, including those who serve as moderator or coordinator of a panel, and individuals who perform one-on-one training activities where measurable educational outcomes are achieved and pre-planning occurs.

"Faculty skill development" means a training program designed to foster quality adult education in Arizona courts, build a network of trainers at all levels of the judiciary, bring educational opportunities to the local level and promote effective use of educational resources.

"Judicial education" means continuing professional education for judges, probation and court personnel.

"Standards" means the educational policies adopted by the supreme court that apply to all full-time and part-time judges, probation officers and court personnel.

B. Committee on Judicial Education and Training. The Committee on Judicial Education and Training (COJET) is a standing committee of the Arizona Judicial Council (AJC). The committee assists the council in carrying out its concerns for maintaining judicial competence throughout the state court system by developing and implementing educational policies and standards for the court system, monitoring the quality of educational programs, recommending changes in policies and standards and approving guidelines for accrediting training programs.

C. Membership. COJET shall include the following members:

1. One supreme court justice or court of appeals judge;

2. Two superior court judges, one representing urban courts, the other representing rural courts;

3. One justice of the peace and one municipal court judge, one to be a lawyer, the other to be a non-lawyer;

4. The AOC administrative director or deputy director;

5. One superior court administrator;

6. One chief adult probation officer and one juvenile court director, one of whom must be from an urban court and the other from a rural court;

7. One superior court clerk;

8. One limited jurisdiction court clerk or administrator;

9. One judicial assistant;

10. One court reporter;

11. Chairs/deans of all COJET standing advisory committees; and

12. Other members appointed at the discretion of the chief justice.

D. Terms of Membership. The chief justice shall appoint members to COJET and its advisory committees for three-year terms. Terms shall be staggered so that approximately one-third of the members shall be subject to replacement or reappointment each year. Upon recommendation of the chair, the chief justice may replace any member absent from two consecutive meetings or who fails to meet the responsibilities of membership.

E. Responsibilities of Members. Members of COJET shall participate in the delivery or development of educational programs and evaluate the effectiveness of educational programs.

F. Organization. The chief justice may appoint COJET leadership, including a chair and vice chair, as needed to organize COJET affairs. In addition to the standing advisory committees appointed by the chief justice, the chair may create other subcommittees and workgroups as needed to help COJET carry out its responsibilities.

G. Meetings. COJET shall meet no less than twice a year. The chair, or upon majority vote of COJET, may call additional meetings. All meetings shall be noticed and open to the public.

H. Actions. COJET shall adopt rules for conducting its business. These rules shall prescribe the quorum and majority needed to constitute COJET actions.

I. Staff. Under the direction of the chief justice, the administrative office shall provide staff for COJET and shall conduct or coordinate program planning, management projects and research as recommended by COJET.

J. Standing Committees. Standing advisory committees shall include:

1. Judicial College of Arizona.

   a. Purpose. The Judicial College of Arizona (JCA) coordinates, directs and provides education and training for all Arizona trial and appellate judges. The JCA shall:

(1) Design and implement a judicial education program for judges in Arizona, including curriculum development, program development and delivery, faculty selection and training, written publications, and administration of mentor programs;
(2) Develop and implement a comprehensive curriculum for judicial education;
(3) Uphold the educational standards established by COJET;
(4) Foster participation of judges at all levels of the state court system in JCA activities;
(5) Ensure that JCA programming is responsive to the needs of all Arizona judges;
(6) Evaluate potential educational programs for inclusion in JCA curricula;
(7) Establish methods of delivery of education programs that are most effective, economical and appropriate;
(8) Ensure that program faculty are trained to utilize effective and appropriate education methods;
(9) Develop a systematic plan for judicial education expansion and refinement;
(10) Maintain a forum for communication between JCA planning committees; and
(11) Provide information and make recommendations to the supreme court, COJET and AJC regarding judicial education.

b. Membership. The JCA shall include the following members:

(1) One supreme court justice;
(2) One court of appeals judge;
(3) Four superior court judges;
(4) Two justices of the peace;
(5) Two municipal court judges;
(6) One law professor from Arizona State University, University of Arizona, or Phoenix School of Law;
(7) One attorney;
(8) One member of the public; and
(9) Other members appointed at the discretion of the chief justice.

c. Organization.

(1) The chief justice shall appoint the dean and associate dean for two-year terms. The dean shall preside over meetings. In the absence of the dean, the associate dean shall preside.
(2) JCA shall adopt by-laws and rules of procedure to assist in carrying out its responsibilities.
(3) The JCA dean may create subcommittees and workgroups as needed.

2. Committee on Probation Education.

a. Purpose. The Committee on Probation Education (COPE) coordinates, directs and provides oversight for statewide uniform probation education in Arizona. COPE shall:

(1) Provide educational programs that serve the probation community including, Institute for Intensive Probation Supervision, Detention Officer Academy, Defensive Tactics Academy, and Firearms Academy;
(2) Develop and implement a comprehensive probation staff education program;
(3) Uphold the educational standards established by COJET;
(4) Foster participation of probation professionals in probation education;
(5) Ensure that COPE programming is responsive to the needs of all probation staff;
(6) Evaluate potential educational programs for inclusion in the COPE curriculum;
(7) Establish methods of delivery of education programs that are most effective, economical and appropriate;
(8) Ensure that program faculty are trained to utilize effective and appropriate education methods;
(9) Develop a systematic plan for training probation officers, surveillance officers and detention officers;
(10) Maintain a forum for communication between COPE planning committees; and
(11) Provide information and make recommendations to the supreme court, COJET, the Committee on Probation, and AJC regarding probation education.

b. Membership. COPE shall include the following members:

(1) Eight chief adult probation officers or juvenile court directors;
(2) Two superior court judges;
(3) Two public members;
(4) One member associated with law enforcement training;
(5) Two AOC division directors or designees; and
(6) Other members appointed at the discretion of the chief justice.

c. Organization.

(1) The chief justice shall appoint the chair and vice chair for two-year terms. The chair shall preside over all meetings. In the absence of the chair, the vice chair shall preside.
(2) COPE shall adopt by-laws and rules of procedures to assist in carrying out its responsibilities.
(3) The COPE chair may create subcommittees and workgroups as needed.

3. Judicial Staff Education Committee.

a. Purpose. The Judicial Staff Education Committee (JSEC) works with training coordinators statewide to assist in coordinating, directing and providing education and training for all judicial staff. JSEC shall:

(1) Develop and implement a comprehensive curriculum for judicial staff education;
(2) Uphold the educational standards established by the supreme court;
(3) Foster participation of judicial staff in education programs at all levels of the state court system;

(4) Ensure that JSEC programming is responsive to the needs of all judicial staff;
(5) Evaluate potential educational programs for inclusion in JSEC curriculum;
(6) Establish methods of delivery of education programs that are most effective, economical and appropriate;
(7) Ensure that program faculty are trained to utilize effective and appropriate education methods;
(8) Develop a systematic plan for judicial staff education expansion and refinement; and
(9) Provide information and make recommendations to the supreme court, COJET, and AJC regarding judicial staff education.

b. Membership. JSEC shall include members from each of the categories listed below. Individual members shall represent at least one, but not more than two, of the categories listed below:

(1) Support staff;
(2) Bailiff;
(3) Court interpreter;
(4) Court reporter;
(5) AOC Information Technology Division;
(6) AOC Court Services Division;
(7) Court manager;
(8) Security officer or court security personnel;
(9) Appellate jurisdiction;
(10) General jurisdiction judicial assistant;
(11) General jurisdiction court clerk;
(12) General jurisdiction court administrator;
(13) Limited jurisdiction court clerk;
(14) Limited jurisdiction chief court clerk or court administrator;
(15) Training coordinator representing general jurisdiction courts;
(16) Training coordinator representing limited jurisdiction courts;
(17) Regional training committees;
(18) Members of the public; and
(19) Others at the discretion of the chief justice.

c. Organization.

(1) The chief justice shall appoint the chair and vice chair for two-year terms.
(2) The chair shall preside over all meetings. In the absence of the chair, the vice chair shall preside.
(3) JSEC shall adopt by-laws and rules of procedures to assist in carrying out its responsibilities.
(4) The JSEC chair may create subcommittees and workgroups as needed.

4. Court Leadership Institute of Arizona.

   a. Purpose. The Court Leadership Institute of Arizona (CLIA) coordinates, directs and provides oversight for court management and leadership education in Arizona. CLIA shall:

      (1) Provide meaningful, comprehensive management and leadership programs for current and future court leaders;
      (2) Design programs specifically for supervisors, project managers, program managers, court administrators, clerks of court, judges with administrative duties, probation managers and other executive-level court administrators;
      (3) Ensure that leadership education programs are accessible to all of the Arizona Judiciary and address the court community's educational needs;
      (4) Develop and monitor a program of study promoting sound management and leadership principles;
      (5) Recommend policies and procedures related to education standards for court leadership, including curriculum development, program content, faculty selection and training and ensure programs align with supreme court standards and strategic agenda;
      (6) Provide policy direction regarding partnerships with educational agencies, inclusion of educational programs into the CLIA curriculum and program delivery methods; and
      (7) Provide information and make recommendations to the supreme court, COJET, and AJC regarding leadership and management education.

   b. Membership. CLIA shall include members from each of the categories listed below. Individual members shall represent at least one, but not more than two, of the categories listed below:

      (1) AOC staff;
      (2) Appellate judge;
      (3) Superior court administrator;
      (4) Limited jurisdiction court administrator;
      (5) General jurisdiction court manager;
      (6) Limited jurisdiction court manager;
      (7) Limited jurisdiction judge representing urban courts;
      (8) Limited jurisdiction judge representing rural courts;
      (9) General jurisdiction judge representing urban courts;
      (10) General jurisdiction judge representing rural courts;
      (11) Clerk of the court;
      (12) Adult probation administrator representing urban courts;
      (13) Adult probation administrator representing rural courts;
      (14) Juvenile probation administrator representing urban courts;
      (15) Juvenile probation administrator representing rural courts;
      (16) Juvenile detention administrator;
      (17) Academic/education agency;

(18) The general public; and
(19) Others at the discretion of the chief justice.

c. Organization.

(1) The chief justice shall appoint the chair and vice chair for two-year terms. The chair shall preside over all meetings. In the absence of the chair, the vice chair shall preside.
(2) CLIA shall adopt by-laws and rules of procedures to assist in carrying out its responsibilities.
(3) The CLIA chair may create subcommittees and workgroups as needed.

Adopted by Administrative Order 2006-119, effective January 1, 2007. Amended by Administrative Order 2011-39, effective March 30, 2011