

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
ARIZONA CODE OF JUDICIAL) Administrative Order
ADMINISTRATION § 1-302:) No. 2014 - 135
EDUCATION AND TRAINING) (Affecting Administrative
) Order No. 2014-75)
)
_____)

An amendment to the above-captioned section of the Arizona Code of Judicial Administration having come before the Arizona Judicial Council on December 11, 2014, and having been approved and recommended for adoption,

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that Arizona Code of Judicial Administration § 1-302 is amended as indicated on the attached document. All other provisions of § 1-302 remain unchanged and in effect.

IT IS FURTHER ORDERED that the effective date of this amendment shall be January 1, 2015.

Dated this 24th day of December, 2014.

SCOTT BALES
Chief Justice

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 1: Judicial Branch Administration
Chapter 3: Judicial Officers and Employees
Section 1-302: Education and Training

A. Definitions. In this section the following definitions apply:

“Computer security/network security training” means training addressing measures that strengthen the security of the Arizona judiciary’s data, systems and network to protect confidentiality, integrity and availability of information.

B. through D. [No change]

E. 1. through 3. [No change]

4. ~~Dual~~ Concurrent accreditation. Courses of at least two hours in duration may be accredited for ~~two~~ more than one required areas, including ethics, ~~and~~ core curricula, and computer/network security.

5. **[No Change]**

6. Faculty Credit. COJET recognizes the educational mastery necessary to teach a course and values teaching by judges and court staff. An individual may receive up to eight hours of faculty credit in a calendar year in accordance with the following criteria:

a. Credit hours may be granted to faculty at the rate of three-for-one the first time a course is taught and two-for-one the second and each consecutive time that course is taught;

b. Credit hours may be granted to a program facilitator at the rate of two-for-one for the time spent facilitating the program; ~~and~~

c. Credit hours may be granted for developing curriculum not to exceed four credit hours in a calendar year-; and

d. Faculty credit for live trainings can be used to meet the live training requirement.

7. through 9. **[No change]**

F. through G. [No change]

H. General Requirements for Compliance.

1. All full-time judges and court personnel governed by these standards shall complete at least sixteen credit hours of judicial education each year, including ethics training, computer security/network security training, and ~~at least~~ six hours of live training.

~~2. New full-time judges and court personnel shall complete the requirements according to a prorated schedule.~~

~~3.2. New fFull-time judges, and full-time and part-time court personnel starting employment between after January 1, as well as court personnel with a regular part-time schedule shall complete the requirements (including live training, core curricula, ethics and computer security/network security training) according to a prorated schedule:~~

- ~~a. January 1 — March 31 must complete twelve credit hours of judicial education, including orientation, ethics and core curricula; Those starting between January 1 – March 31 or with part-time schedule of between 30 and 39 hours each week shall complete seventy-five percent of the requirements;~~
- ~~b. April 1 — June 30 must complete eight credit hours of judicial education, including orientation, ethics and core curricula; Those starting between April 1 – June 30 or with part-time schedule of between 20 and 29 hours each week shall complete fifty percent of the requirements;~~
- ~~c. July 1 — September 30 must complete four credit hours of judicial education, including orientation, ethics and core curricula Those starting between July 1 - September 30 or with a part-time schedule of less than 20 hours each week shall complete twenty-five percent of the requirements; or~~
- ~~d. Those starting between October 1 – December 31 must shall complete orientation and ethics as appropriate to the job position.~~

~~4. Part time court personnel regularly scheduled each week, who are neither judges nor new employees:~~

- ~~a. Between 30 and 39 hours shall complete twelve credit hours of judicial education each year, including ethics;~~
- ~~b. Between 20 and 29 hours shall complete eight credit hours of judicial education each year, including ethics; or~~
- ~~c. Less than 20 hours shall complete four credit hours of judicial education each year, including ethics.~~

~~5.3. Specialized training.~~

- ~~a. Core Curricula. The court has identified areas of education essential to performing duties in the court system effectively. Administrators, clerks, probation and court personnel shall complete training in the following two core curricula, to be alternated annually as determined by COJET:
 - ~~(1) Current and local issues within Arizona’s court system; and~~~~

(2) Public service, effective communication and customer service.

b. Judges, clerks and staff who process Orders of Protection and Injunctions Against Harassment shall attend training on such orders and injunctions on a regular basis.

64. Non-compliance. Judges not meeting requirements and without an exemption are subject to disciplinary action in accordance with the Code of Judicial Conduct. Probation and court personnel not meeting requirements and without an exemption may be subject to disciplinary action by their respective administrative authorities.

I. [No change]

J. Standards for Administrators, Clerks and Court Personnel.

1. Education requirements. All administrators, clerks and court personnel shall complete the general requirements.

2. Orientation. Orientation for administrators, clerks, probation and court personnel shall take place no later than 90 days after assuming duties and shall include an explanation of their specific job duties and familiarization with court structure and procedures, including an overview of:

a. The Arizona judiciary, including the structure and function of each court;

b. Current issues in the courts;

c. Expectations when dealing with the public in the courts;

d. An introduction to effective communication skills for court employees;

e. Computer/network security awareness;

f. Local court-related issues; and

g. Judicial education.

3. through 4. [No change]

K. through N. [No change]