

IN THE SUPREME COURT OF THE STATE OF ARIZONA

FILED
FEB 19 1985
S. ALAN COOK
CLERK SUPREME COURT
BY

IN THE MATTER OF: STANDARDS FOR
JUDICIAL EDUCATION IN ARIZONA

ADMINISTRATIVE
ORDER NO. 85-2

SECTION 1

Preamble

The following standards for judicial education are intended for the following general purposes:

- A. To comply with the requirements, policies, and goals of the Arizona Supreme Court as set forth in its Administrative Order No. 83-10.
- B. To bring about an awareness by judges¹ that orientation before or as soon as practicable after appointment or election, and continuing judicial education from time to time thereafter, are necessary in order to obtain and maintain professional competence.
- C. To provide state and local government and courts with information concerning judicial education in order to bring about recognition of the need to support judicial education.
- D. To provide guidance in the selection of appropriate opportunities for judges to attend education programs in

¹ As used in these standards, the term "judge" includes a full-time judge, commissioner, or referee employed on a permanent basis and excludes a traffic hearing officer.

procedural and substantive law, skills development, national legal trends, and judicial administration, and related fields.

SECTION 2

Responsibilities

- A. The State of Arizona, through the Arizona Supreme Court, should continue to make funding available for Arizona judges to attend educational opportunities at state and national levels. The Supreme Court should also, when necessary, transfer judges between counties so as to permit judges to complete the educational requirements of these standards. County and city funds should also continue to be made available to support educational efforts of judges. Reasonable increased state appropriations should be requested by the Supreme Court when necessary to satisfy the educational needs of judges or to enhance the quality of educational efforts.
- B. Each judge should obtain and maintain professional competence through judicial education, spend such time as may reasonably be required to accomplish that purpose, and support and assist the court work of other judges who may be participating in judicial education programs, including service as faculty.
- C. When reasonably able to do so, judges should teach in judicial or legal education programs. Teaching in an

approved program will be credited toward satisfaction of the requirements of Section 4 of these standards.

SECTION 3

Curriculum - General Standards

- A. Judicial education should address the areas of judicial competence, performance, case management, and administration.
- B. Judicial education programs should impart knowledge, improve skills and techniques; increase the understanding of judges regarding their responsibilities and their impact on the judicial process, the people involved, and society; and attempt to meet the educational needs of judges at various stages of their careers.
- C. Judicial education programs should include:
 - 1. Orientation before or as soon as practicable after a judge takes office.
 - 2. Education for new judges on major legal subjects and practical skills needed by them and appropriate to the jurisdiction of the court in which they serve.
 - 3. Periodic educational offerings for all judges on the substantive, procedural, and evidentiary laws of Arizona, the ethics of the profession, U.S. constitutional law, and applicable federal law.

4. Continuing education programs emphasizing new developments in the law and judicial administration, procedural and technological developments in the judicial system, and other programs to enhance the efficiency, abilities and knowledge of each judge.
5. Advanced and specialized programs;
6. Independent learning opportunities for judges including bench books, outlines, checklists, video and audio tapes, and other aids.

SECTION 4

- A. COJET. The Council on Judicial Education and Training shall approve and recommend such educational programs² submitted by judicial, public, and private agencies and educational institutions which appear to be appropriate and helpful for judges. The Council is authorized to establish such advisory committees as it deems necessary to assist it in carrying out its responsibilities. The Council is responsible for planning the annual judicial conferences. Those conferences, if practicable, should

² A list of approved educational organizations is maintained and available at the Administrative Office of the Courts. Programs of other organizations may be approved by the Administrative Director of the Courts. If the Director intends to disapprove such a program he shall first consult with the Council or its chairman.

not be held in the same location more often than once every three years.

B. Standards for appellate court judges.

1. Initial orientation. Before assuming office, or as soon as practicable thereafter, an experienced judge of the court in which a new appellate judge will sit shall provide an orientation on procedures and functions of that court and procedural and substantive law applicable to it. Within nine months after appointment, an appellate judge shall attend a regional or national course in appellate opinion writing.
2. Continuing education. Each calendar year appellate judges shall attend the Annual Judicial Conference and an additional eight hours of approved local, regional, or national programs. At least every three years, in satisfaction of these requirements, a judge should attend a program of regional or national scope. At least every second year, the chief judges of the Court of Appeals, in satisfaction of these requirements, should attend the annual seminar or meeting of the Council of Chief Judges of the Courts of Appeal.
3. Appellate court judges shall certify by December 31 each year on a form approved by the Supreme Court that they have complied with these standards. The

certification form shall be filed with the Administrative Office of the Courts.

- C. Standards for judges of courts of general jurisdiction.
1. Initial orientation. Before assuming office, or as soon as practicable thereafter, a judge shall receive orientation from an experienced judge of the county in which the court is located or an adjacent county and shall attend the orientation program for new judges in Maricopa County. Such orientations shall include procedures and functions of the court and procedural and substantive law applicable to it. Within nine months of assuming office, a judge shall attend the general jurisdiction course of the National Judicial College.
 2. Additional orientation. Whenever a judge assumes a new specialized calendar, special orientation in an approved program shall be completed.
 3. Continuing education. Each calendar year judges shall attend the Annual Judicial Conference and an additional eight hours of approved local, regional, or national programs.
 4. Judges shall certify by December 31 each year on a form approved by the Supreme Court that they have complied with these standards. The certification form shall be filed with the Administrative Office of the Courts.

- D. Standards for judges of courts of limited jurisdiction.
1. Initial orientation. Before assuming office, or as soon as practicable thereafter, a judge shall receive orientation from an experienced judge of that court system and shall attend the orientation program for judges of courts of limited jurisdiction offered by the Arizona Supreme Court. Such orientations shall include procedures and functions of the court and procedural and substantive law applicable to it. Within nine months of assuming office, a judge shall attend the limited jurisdiction course of the National Judicial College.
 2. Continuing education. Each calendar year, judges shall attend the Annual Judicial Conference and an additional eight hours of approved local, regional, or national programs.
 3. Judges shall certify by December 31 each year on a form approved by the Supreme Court that they have complied with these standards. The certification form shall be filed with the Administrative Office of the Courts.
- E. Attendance by judges at Supreme Court annual educational conferences is currently required pursuant to administrative order and absence from such conferences are only permitted upon written request to the Chief

Justice of the Supreme Court and subject to his approval.

SECTION 5

Faculty

- A. The judicial education faculty should consist primarily of judges and members of the legal community who have expertise in the curriculum, knowledge of adult education principles, and who are capable of preparing and presenting educational material effectively. Authorities from other disciplines may be utilized where their expertise will contribute to the goals of the programs.
- B. As resources permit and to the extent possible, judges serving as faculty for education programs should receive instruction in adult education methods and assistance in their preparation.

SECTION 6

Supreme Court Program - Financial Assistance

- A. Supreme Court education funds designated by the Administrative Director of the Courts for assistance to judges for attendance at national programs should be utilized according to the following priorities whenever possible:
 1. Newly elected or appointed judges seeking to attend a suitable comprehensive resident national judicial

education program or school.

2. Judges who have been unable to attend a suitable comprehensive resident national judicial education program or school within the first two years of their taking office.
3. Judges who last attended a resident national judicial education program or school three or more years prior to seeking financial assistance from the Supreme Court.
4. Judges wishing to attend non-resident seminars and educational conferences applicable to their judicial responsibilities and jurisdictional level who are in compliance with these standards.
5. Where a specific demonstrated judicial need of importance or urgency exists, a judge can be considered for financial assistance more than once during the same year, assuming the availability of funds taking into account the needs of other judges in the foregoing priority categories.

B. Supreme Court education funds designated by the Administrative Director of the Courts for assistance to judges to attend in-state educational programs should only be utilized when local funds have not been provided to assist the judge, but county and city funding should continue to be provided to enable judges to attend the Supreme Court's annual judicial conferences.

These standards are effective as of January 1, 1986.

DATED this 19th day of February, 1985.

ARIZONA SUPREME COURT / /

WILLIAM A. HOLOHAN, Chief Justice

FRANK X. GORDON, JR., Vice Chief
Justice

JACK D. H. HAYS, Justice

JAMES DUKE CAMERON, Justice

STANLEY G. FELDMAN, Justice