

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 or training coordinator from an urban court;
10. One court reporter or training coordinator from a rural court;
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 a law school in Arizona;
- (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. Committee on Leadership and Workforce Excellence (COLAWE).

a. Purpose. The Committee on Leadership and Workforce Excellence (COLAWE) works with judicial branch leadership to coordinate, direct, and provide oversight of judicial branch leadership development programming and training initiatives which maintain the excellence of Arizona's judicial branch workforce. COLAWE shall:

- (1) Uphold the educational standards established by the supreme court;
- (2) Provide meaningful, comprehensive management and leadership development programs for current and future court leaders;

- (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 implement specialized judicial branch programs that recognize excellence in court professionals through certification and professional credentialing;
 - (5) Develop and implement training programs aimed at enhancing the excellence of Arizona's judicial branch workforce;
 - (6) Develop and implement novel educational programs in response to emerging training needs;
 - (7) Establish methods of delivery of education programs that are most effective, economical and appropriate;
 - (8) Provide and coordinate resources for local court training coordinators;
 - (9) Ensure that judicial branch faculty statewide utilize training best practices, a variety of training modalities, and educational technologies; and
 - (10) Provide information and make recommendations to the Arizona Supreme Court, COJET, and AJC regarding leadership development, workforce training initiatives and education standards.
- b. Membership. COLAWE shall reflect a diverse membership by including at least one member from each of the following categories and taking into consideration the geographic and jurisdictional perspectives that each member represents:
- (1) General jurisdiction administration;
 - (2) Limited jurisdiction administration;
 - (3) General jurisdiction judge;
 - (4) Limited jurisdiction judge;
 - (5) Clerk of the Superior Court;
 - (6) Court security;
 - (7) Adult probation;
 - (8) Juvenile probation;
 - (9) Training coordinator;
 - (10) Judicial branch Human Resources;
 - (11) Judicial branch Information Technology;
 - (12) A member of the public; and
 - (13) Others at the discretion of the Chief Justice.
- c. Organization.
- (1) The Chief Justice shall appoint the chair and vice chair to two-year terms.
 - (2) The chair shall preside over all meetings. In the absence of the chair, the vice chair shall preside.
 - (3) COLAWE shall adopt by-laws and rules and procedures to assist in carrying out its responsibilities.
 - (4) The chair may create subcommittees and workgroups as needed.

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