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:

"Accredited Sponsor" means an individual or organization that has been granted status to accredit their programs by the Committee on Judicial Education and Training (COJET).

"Continuing education" means training or education that leads to improved job-related skills, knowledge or abilities, or specialized skills that enhance the ability to perform job functions.

"County training coordinator" means the local training coordinator designated in each county.

"Credit hour" means an increment of continuing education determined by COJET to constitute one credit toward COJET requirements. In most instances, 60 minutes of education equals one credit hour.

"Education Services" means the division of the Administrative Office of the Courts (AOC) responsible for planning and implementing education for the judiciary.

"eLearning" means all forms of electronically supported learning and teaching.

"Ethics training" means a training session related to appropriate personnel behavior in the workplace, codes of conduct, fair treatment in the courts, or avoiding the occurrence or perception of impropriety in carrying out responsibilities.

"Facilitator" means a specifically trained individual who leads local or small group activities that take place as part of a larger program.

"Faculty" means an individual who plans, prepares, and presents an education program. This definition includes individuals who serve as moderator or coordinator of a panel, and individuals who perform pre-planning for one-to-one training activities with measurable educational outcomes.

"Hearing officer, paid," means an individual paid by the court to serve as a civil traffic or small claims hearing officer.

"Hearing officer, volunteer" means an individual who serves voluntarily as civil traffic or small claims hearing officer.

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

"Judge" means any person who is authorized to perform judicial functions within the Arizona judiciary, including a justice or judge of a court of record, a justice of the peace, magistrate, water master, court commissioner, referee or pro tempore judge.

"Local training coordinator" means the person designated in each court or department to coordinate judicial education.

"On-call" means employees who are available when summoned for service, do not have an established work schedule and whose schedule is on an as-needed basis.

"Orientation" means knowledge, skills and ethics necessary to begin the job.

"Probation personnel" means probation officers, surveillance officers, detention officers, youth supervisors, support staff, and any other staff assigned to probation departments and juvenile courts.

"Program Sponsor" means an individual, group or organization conducting continuing education for COJET credit hours.

B. Applicability. This section establishes education standards for all judges, probation and court personnel in Arizona.

C. Purpose. The education and training of judicial officers and court employees are necessary to maintaining judicial independence and carrying out the judicial branch's obligation to administer justice impartially and competently. The following standards shall ensure that judges and judicial branch employees continually receive education and training necessary to achieve the highest standard of competence, ethical conduct, integrity, professionalism, and accountability.

D. Organization.

1. Director of the Administrative Office of the Courts. Under the direction of the supreme court, the administrative director of the AOC shall prepare guidelines for implementing these standards, and shall develop, administer, and coordinate judicial education programs throughout the state. The Committee on Judicial Education and Training (COJET) and Education Services shall assist the director in this effort.

2. Education Services shall:

   a. Staff COJET and its standing advisory committee meetings;

   b. Conduct judicial education and faculty development programs;

   c. Evaluate educational programs;

d. Provide guidance to judges and judicial employees in the selection of appropriate educational opportunities;

e. Develop a network of trainers throughout the courts; and

f. Prepare an annual report on educational activities in the courts.

3. COJET shall oversee all standards, policies and procedures governing accreditation and compliance with judicial education in Arizona.

4. Training coordinators. Each court or department shall designate at least one person as the local training coordinator for continuing judicial education. The training coordinator shall accredit local programs, maintain records of compliance with education standards, provide training opportunities, and coordinate local training programs.

   The courts in counties with more than 500,000 people shall have a full-time training department supervised by a qualified employee at the supervisory or higher management level.

5. Faculty shall be selected based on subject matter expertise, faculty training, and creditability.

   a. Faculty are primarily judges, members of the legal community, and court personnel who have expertise in the curriculum, knowledge of adult education principles, and the ability to prepare and present educational material effectively. Authorities from other disciplines may be used when their expertise aligns with specific program goals.

   b. Education and training programs shall emphasize the use of modern adult education principles that focus on participative learning. Faculty members shall be familiar with effective teaching techniques based on these principles, including:

      (1) Creating a dialogue with participants by encouraging their input concerning substantive areas; and
      (2) Asking participants questions to evaluate their comprehension and learning.

E. Program Accreditation.

1. A program must meet the following requirements to be accredited:

   a. The program is job-related or relates to the justice system;

   b. The program constitutes an organized program of learning with significant intellectual or practical content;

   c. The program is meant to improve job-related professional competencies and skills;

d. The program is at least 30 minutes in length or combines non-facilitated learning modules equaling at least 30 minutes of instruction;

e. Participants are given the opportunity to evaluate program effectiveness;

f. Participants receive written materials such as handouts, manuals, study guides, flowcharts, or substantial written outlines;

g. Breaks, non-substantive speeches, and business meetings shall not be accredited; and

h. The program sponsor shall keep attendance records for five years and shall forward attendance records, relevant program materials and program evaluations to the party accrediting the program upon request.

2. Accreditation shall be granted in three ways:

a. Local programs. Training coordinators shall accredit a program offered locally for employees in their court or division:

(1) Program sponsors shall submit a proposal with an agenda, duration and other supporting materials if requested by the local training coordinator;
(2) Upon conclusion of a program, the program sponsor shall provide the training coordinator with an agenda, attendee list and compiled participant feedback from evaluations. Handouts and other written materials may also be requested by the local training coordinator; and
(3) The local training coordinator shall evaluate the program for substantive value and may accredit the program for a specific number of credit hours.

b. Individual employee programs. Training coordinators shall accredit a program attended by an individual who meets the following criteria:

(1) Prior to the program, the individual may submit to the local training coordinator an agenda, duration and other supporting materials;
(2) Upon conclusion of a program, the employee shall provide an agenda, outline and other supporting material. Handouts, evaluations or other written materials may also be requested by the local training coordinator; and
(3)The training coordinator shall evaluate the program for substantive value and may accredit the program for a specific number of credit hours.

c. Regional or statewide programs. COJET, Education Services or accredited sponsors shall accredit a program offered to participants statewide or from a broad geographical or jurisdictional area. County training coordinators or their designee may accredit programs that are countywide or that involve participants from one or more counties. This procedure eliminates the need for each local training coordinator to accredit the same program for individual participants.

3. Programs not sponsored by a court. Individuals attending education programs not sponsored by a court may be granted credit hours, with approval from a supervisor and training coordinator, if the program is applicable to their position or fosters court-related career growth.

4. Dual accreditation. Courses of at least two hours in duration may be accredited for two required areas, including ethics and core curricula.

5. Non-facilitated learning. An individual study program conducted without the aid of an instructor, facilitator, or active co-participants may be accredited with prior approval by a supervisor and training coordinator. An individual may receive up to eight credit hours in a calendar year for non-facilitated learning programs including:

    a. Writing articles or other materials beyond the normal scope of the job position;

    b. Video and audio programs;

    c. Reading and evaluating a book, not exceeding one-half credit hour for every 30 pages;

    d. eLearning programs; and

    e. Court-related visits, tours, observations of court proceedings and ride-along programs.

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.

7. College courses relevant to court duties may be accredited at a rate of two credit hours for each college credit hour earned. College courses directly relevant to specific job duties may be accredited for each hour of classroom attendance. Institutions offering courses or individuals taking a course may request accreditation through a written request to their local training coordinator or Education Services accompanied by an agenda, course syllabus, outline and other supporting material as requested by the accrediting body. An individual may receive up to eight credit hours in a calendar year for college courses.

8. Appeals of accreditation decisions. All appeals shall be made in writing no later than December 15 of each calendar year.

    a. Appeals of local training coordinator accreditation decisions shall be submitted in writing to Education Services. The Education Services Director shall review the request and make a determination within fifteen business days of the request.

    b. Appeals of Education Services accreditation decisions shall be submitted in writing to the COJET chair in care of the Education Services Director. The COJET chair shall review the request, contact other members of COJET at the chair's discretion, and make a determination within fifteen business days of the request.

9. Sponsor accreditation. Accredited sponsors may accredit programs they sponsor. Any person or organization with five years experience sponsoring judicial education programs may apply or be nominated to be an accredited sponsor by COJET. COJET may condition or terminate sponsor accreditation at any time.

    a. Application. The typed application shall contain the following information:

        (1) Whether the applicant is a non-profit organization;
        (2) The approximate number of courses offered by the applicant in the preceding three years, including the location, subject matter, attendance, total hours of instruction and faculty for courses relating to the judiciary;
        (3) The approximate percentage of total courses offered by the applicant relating to the judiciary;
        (4) A description of the experience and qualifications of key faculty involved in courses related to the judiciary;
        (5) A list of current accreditations or certifications granted by other organizations; and
        (6) A statement of willingness by the applicant to comply with requirements for program accreditation and verification of attendance.

    b. Nomination. Members of COJET may nominate an individual or organization to be an accredited sponsor, subject to the approval of the full committee.

F. Exemptions.

1. Permanent exemptions. Temporary or on-call personnel, other than judges and law clerks, are exempt from compliance with the standards unless ordered to participate in judicial education programs by their respective chief judge or presiding judge.

2. Temporary exemptions. Upon request, the chief justice, the chief judge, the presiding judge of the superior court in each county, or their designees may grant exemptions to judges and employees of their court for temporary circumstances, including but not limited to:

a. Medical or other physical conditions preventing active participation in educational programs;

b. Extended, approved leave of absence;

c. Military leave;

d. Extended jury duty;

e. Temporary medical waivers for defensive tactics courses, in accordance with ACJA § 6-107.

3. Qualifications for temporary exemption. To qualify for an exemption, an employee shall demonstrate a good faith effort to attend training prior to their request. An employee on medical or other leave may also qualify for an exemption from the core curricula and ethics training requirements.

G. Reporting Procedures.

1. Individual compliance reporting. Judges and employees shall file compliance reports with designated training coordinators in accordance with local policies and procedures.

2. Court and department reporting.

   a. The local training coordinator shall maintain records of compliance for all individuals in their court or department.

   b. The chief justice, the chief judge, the presiding judge of the superior court in each county, or their designee shall certify compliance, non-compliance, and exemptions by filing consolidated compliance reports for their respective courts or counties each year for the calendar year beginning January 1 and ending December 31.

   c. The local training coordinator shall submit a report no later than January 31 of each calendar year to Education Services using an approved reporting format. The report shall include:

      (1) The number of compliant individuals;
      (2) Number of non-compliant individuals, including name, department, reason for non-compliance and completed credit hours;
      (3) Number of individuals exempt from compliance, including name, department, reason for exemption, completed credit hours, and duration of leave, as appropriate; and
      (4) Other information as requested by Education Services.

3. County reporting. Education Services shall compile and distribute countywide reports to county superior court presiding judges for approval.

4. Statewide judicial education report. Education Services shall compile county reports into a statewide judicial education report for submission to the chief justice no later than February 28 of each year.

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.

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

3. New full-time judges, and full-time and part-time court personnel starting employment between:

   a. January 1 – March 31 must complete twelve credit hours of judicial education, including orientation, ethics and core curricula;

   b. April 1 – June 30 must complete eight credit hours of judicial education, including orientation, ethics and core curricula;

   c. July 1 - September 30 must complete four credit hours of judicial education, including orientation, ethics and core curricula; or

   d. October 1 – December 31 must 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. 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.

6. 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. Requirements for Judges.

1. Educational requirements. Consistent with the Code of Judicial Conduct, judges shall obtain and maintain professional competence through judicial education, spend such time as may reasonably be required to accomplish that purpose, support and assist other judges attending judicial education programs as participants or faculty and, when reasonably able to do so, teach in judicial or legal education programs. Judges shall complete mandatory judicial education including:

   a. The general requirements specified in subsection (H);

   b. Orientation as applicable to their position and jurisdiction;

   c. Attendance at the annual judicial conference unless excused through a written request approved by the chief justice; and

   d. Attendance at a program of regional or national scope at least once every three years.

2. Educational standards.

   a. Judicial education shall address relevant areas such as judicial competence, performance, case management, opinion writing, and administration.

   b. Judicial education programs are designed to impart knowledge, improve skills and techniques and increase the understanding of judges regarding their responsibilities and their impact on the judicial process, the people involved, and society. Judicial education programs shall include:

      (1) Orientation for new judges on procedures and functions of the applicable court and relevant procedural and substantive law;
      (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, United States 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, opinion writing, and other programs to enhance the efficiency, abilities, and knowledge of each judge;
(5) Advanced and specialized programs; and
(6) Bench books, video and audio programs, and other non-facilitated learning opportunities.

3. Appellate court judges.

   a. Orientation. A new appellate judge shall receive orientation on administrative procedures and operation and procedural and substantive law by an experienced judge of the same court before assuming office or within twelve months after appointment.

   b. Continuing education. At least every second year the chief judges of the court of appeals shall attend the annual seminar or meeting of the Council of Chief Judges of Courts of Appeals.

4. Superior court judges.

   a. Orientation. Before assuming office, or within the first twelve months of assuming office, a new superior court judge shall receive orientation by an experienced judge of the superior court and shall complete the orientation requirements for judges of general jurisdiction courts approved by COJET.

   b. Bench assignment. The presiding judge of the court shall determine if a superior court judge shall attend an approved program before assuming a new assignment in a specialized division. A judge shall complete the specialized dependency-training program approved by COJET prior to or within twelve months of assuming a new assignment involving dependency cases.

5. Judges of limited jurisdiction courts. Before assuming office, or within the first twelve months of assuming office, a new judge of a limited jurisdiction court shall receive orientation by an experienced judge of a limited jurisdiction court and shall complete the orientation program for judges of limited jurisdiction courts approved by COJET.

6. Judges pro tempore. Judges pro tempore are officers of the court and have all of the duties and responsibilities of a judge. Proper orientation and continuing education assure that judges pro tempore are provided with information, process descriptions and procedures necessary to fulfill their judicial role. Judges pro tempore shall be subject to the following requirements:

   a. Superior court judges pro tempore.

      (1) Full-time superior court judges pro tempore serving the full term allowed by statute shall complete the same requirements as judges of the superior court;

(2) Part-time superior court judges pro tempore appointed to serve less than full-time, but serving repeatedly on a regularly scheduled basis, shall:
   (a) Complete a specialized training program approved by COJET prior to or within the first twelve months of assuming duties; and
   (b) Complete other training deemed appropriate by the presiding judge of the court.
(3) On-call judges pro tempore shall complete training deemed appropriate by the presiding judge of the court.

b. Limited jurisdiction judges pro tempore.

(1) All limited jurisdiction judges pro tempore shall receive orientation by an experienced judge of a limited jurisdiction court before assuming duties, unless waived by the presiding judge of the superior court in the respective county.
(2) Full-time limited jurisdiction judges pro tempore shall complete the same requirements as limited jurisdiction judges.
(3) Part-time limited jurisdiction judges pro tempore shall complete the training approved by COJET before assuming duties.
(4) The presiding judge of the superior court in the respective county may require part-time limited jurisdiction court judges pro tempore to complete other training deemed appropriate. Judges pro tempore shall sign an affidavit verifying completion of the required training. The local court shall submit the affidavit to the presiding judge of the superior court in the respective county.
(5) The presiding judge of the county may delegate the determination of training needed for on-call judges pro tempore in justice and municipal courts to the municipal or justice court presiding judge.
   (a) Before assuming duties, a limited jurisdiction court judge pro tempore who serves on an on-call basis must complete training approved by COJET.
   (b) The presiding judge of the superior court in the respective county may require limited jurisdiction court judges pro tempore who serve on an on-call basis to complete other training deemed appropriate.
   (c) A judge pro tempore in a limited jurisdiction court shall sign an affidavit verifying completion of the required training. The local court shall submit the affidavit to the presiding judge of the superior court in the respective county.

7. Civil traffic and small claims hearing officers. Hearing officers are officers of the court. Proper orientation and continuing education assure that hearing officers are provided with information, process descriptions and procedures necessary to fulfill their judicial role. Hearing officers are subject to the following requirements:

a. All hearing officers shall complete a specialized training program approved by COJET prior to or within twelve months of assuming hearing officer duties.

b. Paid hearing officers shall complete the annual educational requirements for judges, but are not required to attend the annual judicial conference; and

c. Volunteer hearing officers are not subject to the annual education requirements for judges, unless required by the presiding judge of the superior court in the respective county.

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. Local court-related issues; and

   f. Judicial education.

3. Court administrators, managers and directors shall attend at least one program conducted out-of-state or in-state by an established, nationally recognized training organization every three years.

4. Training coordinators. Staff serving as training coordinators shall attend a training coordinator orientation conducted by Education Services within the first 90 days of appointment.

K. Standards for Probation Personnel.

1. Education requirements. All probation personnel shall complete the general education requirements specified in subsection (H).

2. Curriculum standards.

   a. Training and staff development programs are designed to meet the educational needs of probation officers at various stages of their careers by imparting knowledge, improving skills and techniques, increasing understanding of job responsibilities and explaining the effects that probation can have on the judicial system, clients and society. Subject areas are at the discretion of the individual agency and may include:

(1) Case classification, risk and needs assessment;
(2) Cultural awareness;
(3) Caseload management and case planning;
(4) Creative problem-solving and decision-making;
(5) Role awareness, judgment and leadership;
(6) Specialized caseloads (e.g. alcohol, drugs, mental illness, white collar crime, gangs, sexual abusers, special learning needs, domestic violence and absconders);
(7) Introduction to intensive probation; and
(8) Personnel practices and procedures.

b. Court-related education and training programs are designed to impart knowledge and understanding of the Arizona judiciary and the legal process and shall address the areas of proficiency, competency and performance. Court-related education and training programs shall include:

(1) Orientation prior to assumption of caseload and casework responsibilities;
(2) Education for new probation officers on major probation subjects and practical skills needed by them and appropriate to the agency in which they work;
(3) Continuing education for probation staff emphasizing new developments in the probation field, procedural developments in the judicial system and training needed to enhance individual efficiency and abilities;
(4) Periodic educational offerings for management staff in organizational development and supervisory skills;
(5) Advanced and specialized programs for probation managers; and
(6) Non-facilitated learning opportunities for probation staff.

3. Training program requirements for probation and surveillance officers.

a. Orientation. Prior to assumption of caseload and casework responsibilities, all adult and juvenile probation officers shall receive orientation within the first 90 days of employment, including the following subjects:

(1) Agency mission, goals and objectives;
(2) Agency policies and procedures;
(3) Utilization of agency resources;
(4) Role of the professional probation officer;
(5) Court philosophy, judicial system roles, responsibilities and inter-relationships;
(6) Rules of criminal procedure, the criminal code, and sentencing alternatives (adult);
(7) Personnel procedures, performance appraisal, diversity, grievance procedures, the Code of Conduct for Judicial Employees, disciplinary actions;
(8) Privacy, security and confidentiality of records; and
(9) Philosophy of staff development, training requirements and specific job responsibilities.

b. Probation Officer Certification Academy. All adult and juvenile probation officers shall successfully complete the Probation Officer Certification Academy within the first twelve months of employment in accordance with ACJA § 6-104. Specific training areas shall include:

(1) Evidence-based practices;
(2) Ethics;
(3) Courtroom testimony, responsibilities and behavior;
(4) Legal liabilities and issues in probation;
(5) Understanding and managing probationer behavior;
(6) Role of substance abuse in delinquent and criminal behavior;
(7) Utilizing community resources;
(8) Communication skills; and
(9) Interviewing techniques.

c. Officer safety orientation. All adult and juvenile probation and surveillance officers shall successfully complete the eight-hour officer safety orientation within 30 days of hire in accordance with ACJA § 6-107.

d. Defensive tactics and firearms. All probation and surveillance officers in safety sensitive positions shall:

(1) Successfully complete the Defensive Tactics Academy within the first twelve months of employment, and annually thereafter a minimum of eight hours of defensive tactics refresher training in accordance with ACJA § 6-107; and
(2) If approved to attend, successfully complete the Firearms Academy and participate in mandatory training thereafter, re-qualifying annually in accordance with ACJA § 6-113.

4. Training program requirements for intensive probation supervision (IPS) officers. All adult and juvenile probation and surveillance officers assigned to the IPS program shall successfully complete the Institute for Intensive Probation Supervision training within twelve months of assignment.

5. Standards for probation training staff. Adult and juvenile probation agencies in counties with a population of over 500,000 shall have a full-time training department supervised by a qualified employee at the supervisor or higher management level. The training staff shall dedicate all of their time to training and training-related activities. Every training officer shall complete train the trainer activities each year.

6. Standards for chief probation officers <u>and directors of juvenile court</u>. Every chief probation officer or director of juvenile court shall attend at least one program conducted out-of-state or in-state by an established, nationally recognized training organization every three years.

L. Standards for Detention Personnel.

Detention officers shall comply with the Arizona Juvenile Detention Standards for detention staff training.

M. Funding and Financial Assistance.

1. Funding sources.

   a. State funds. The State of Arizona, through the supreme court, shall make funding available, whenever possible, for judges and court personnel to attend local, state and national judicial education programs.

   b. Local funds. Judges and administrators responsible for preparing court budgets shall request funds from their funding authority necessary to support the educational requirements of judges and court personnel of their court. The supreme court will request state appropriations when necessary to fund compliance with educational standards and to enhance the quality of educational programs.

2. Financial assistance.

   a. Programs within the state. Supreme court education funds available for direct financial assistance shall be used first to support mandatory in-state orientation programs for new judges and other education priorities established by the chief justice.

   b. Programs outside the state. Supreme court education funds available for direct financial assistance may be available for attendance at National Judicial College or National Center for State Courts programs.

      (1) Available funds shall be used in order of the following priorities:
         (a) Newly elected or appointed judges seeking to attend a suitable comprehensive judicial education program.
         (b) Judges and court personnel complying with the education standards but who have been unable to attend a suitable comprehensive judicial education program within the first two years of taking office.
         (c) Judges and court personnel complying with the education standards and who last attended a judicial education program three or more years prior to seeking financial assistance from the supreme court.
         (d) Judges and court personnel complying with the education standards seeking to attend non-resident seminars and educational conferences applicable to their judicial responsibilities and jurisdictional level.
         (e) Where an urgent or critical need exists, a judge may be considered for direct financial assistance more than once during the same year, assuming funds are available and taking into account the needs of other judges in the categories listed above.

(2) When financial assistance is available, judges and court personnel shall complete a scholarship application.

c. Tuition and conference fees. State funds may be available on a limited basis to pay tuition or registration fees for approved programs. These funds, when available, may be requested through Education Services. State funds shall not be used to pay for attendance at sporting events, excursions, plays, or social activities.

N. Social Programs. When appropriate, social programs may be initiated and developed by professional associations. Social events held in conjunction with education programs shall not interfere with education sessions. All programs held in conjunction with COJET or Education Services sponsored events shall be coordinated with Education Services.

Adopted by Administrative Order 2006-120, effective January 1, 2007. Amended by Administrative Order 2008-06, effective January 23, 2008. Amended by Administrative Order 2011-38, effective March 30, 2011, with the exception of § 1-302(H)(4), which shall be effective January 1, 2012. Amended by Administrative Order 2012-60, effective July 31, 2012.