



ARIZONA COURT MANAGER (ACM)



Name: _____ Phone: _____

Court/Organization: _____

Job Title: _____

Address/City/Zip: _____

E-mail: _____

Supervisor: _____ Phone: _____

Total length of service in any court/probation department: **Length of service in Arizona courts/probation:**

Year began _____

Year began _____

As a part of my expected leadership responsibilities, I (check all that apply):

- Supervise staff (indicate number of direct reports: _____)
- Manage supervisors (indicate number of supervisor direct reports: _____)
- Manage projects or programs (please describe): _____
- Serve as lead for: _____
- Other: _____

If you have previously completed any ICM Phase I course, please note the date and location below:

If non-AOC-sponsored course, please attach a copy of certificate(s) of completion.

- ◆ Workforce Management AOC-sponsored Non-AOC-sponsored, certificate copy attached
Date: _____ Location: _____
- ◆ Caseload & Workflow Management AOC-sponsored Non-AOC-sponsored, certificate copy attached
Date: _____ Location: _____
- ◆ Accountability & Court Performance AOC-sponsored Non-AOC-sponsored, certificate copy attached
Date: _____ Location: _____
- ◆ Purposes & Responsibilities of Courts AOC-sponsored Non-AOC-sponsored, certificate copy attached
Date: _____ Location: _____
- ◆ Budget & Fiscal Management AOC-sponsored Non-AOC-sponsored, certificate copy attached
Date: _____ Location: _____
- ◆ Project Management for Courts AOC-sponsored Non-AOC-sponsored, certificate copy attached
Date: _____ Location: _____

This application is for the Arizona Court Manager (ACM) certificate which includes completion of the following courses.

Institute for Court Management (ICM) Certified Court Manager (CCM) Seminars*:

- Workforce Management (2.5 days)
- Caseflow and Workflow Management (2.5 days)
- Accountability & Court Performance (2.5 days)
- Purposes & Responsibilities of Courts (2.5 days)
- Budget & Fiscal Management (2.5 days)
- Project Management for Courts (2.5 days)

Arizona Plus - Manager:

- Managing Diversity **** (½ day)**
- Alternative Dispute Resolution - Specialty Courts **** (½ day)**
- Capstone (2½ days) / Graduation Ceremony
 - Governance, Inherent Powers, Civil Case Process, Jury, Records, Probation & Court Management Functions, Political Activity, Court's Role.

**** (Half day following the associated ICM Phase I class.)**

As participants in the ACM program, you are reminded that the same rules, conduct and ethical behavior expectations that apply in your regular court/work assignment also apply while participating in the Leadership Institute program.

***NOTE:** Participants who wish to obtain the ICM Certified Court Manager (CCM) certificate will be charged a \$100 per class fee payable to the National Center for State Courts (NCSC). **Initial here if you will be obtaining your CCM:** _____

To remain an active participant in the ACM program, I am committed to successfully completing **at least one ACM required course per year and completing the entire program within seven years.**

_____	_____	_____
Participant Name (print)	Participant Signature of Commitment	Date

I support my employee's full participation in the ACM program and will coordinate with my employee to ensure that he/she is available to attend all courses for which he/she is registered.

_____	_____	_____
Supervisor Name (print)	Supervisor Signature of Approval	Date

I approve the time **and funding** (i.e. travel expenses) for this court/probation employee to attend and complete the ACM program.

_____	_____	_____
Court/Probation Department Head (print)	Court/Probation Department Head Signature	Date

Applications without all signatures will be returned.

****ACM participants are required to notify the Leadership Institute office edreg@courts.az.gov of any address change, as soon as possible, to ensure program records are accurate.**

Court / Probation department agency changes will require participant to complete a new application with signature approval from the local authority.

Please email completed application to: edreg@courts.az.gov
or Mail to:

Arizona Supreme Court Administrative Office of the Courts, ESD

**Attn: Leadership Institute
1501 West Washington
Phoenix, AZ 85007-3232**

Receipt of this application will be acknowledged by email at the address provided.

Questions?

Contact:

edreg@courts.az.gov
or call: (602) 452-3031