



# ARIZONA COURT MANAGER (ACM) PROGRAM APPLICATION AOC EMPLOYEE ONLY APPLICATION



Name:		Phone:	
Job Title/Grade:			
AOC Division:		Email:	
Supervisor:		Supervisor Phone or email:	
Length of service at AOC (Year began): _____		Length of service in AZ courts (Year began): _____	

**I meet the minimum criteria to fill an AOC slot in the Arizona Court Manager (ACM) program:**

- Occupy an AOC position at Grade 21 or above (Spec V), AND
- Have completed the Arizona Court Supervisor (ACS) program, currently supervise others or have been approved by the Director or Deputy Director to participate in ACM.

If you have completed the ACS program, please indicate completion date: \_\_\_\_\_  
Number of direct reports: \_\_\_\_\_

Using a separate sheet of paper, please respond to the questions below in support of your application to the Arizona Court Manager Program.

1. Why do you feel you should be accepted into the Arizona Court Manager program?
2. What has been your highest level management assignment in the courts?
3. What are your future plans in serving the court and applying the knowledge you gain in this program?

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

- Workforce Management (2.5 days)
- Caseflow & 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)

*\*\*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.*

**Arizona Plus - Manager**

- Managing Diversity\* (½ day)
  - ADR/Specialty Courts\* (½ day)
  - Capstone (2½ days) / Graduation Ceremony
    - Governance, Inherent Powers, Civil Case Process, Jury Mgmt., Records Mgmt., Probation Mgmt., Court Mgmt. Functions, Political Activity, Court's Role
- \*Half day following the associated ICM Phase I class.**

**\*\*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	Date

I **recommend** this employee for the ACM program and will coordinate with this employee and their supervisor to ensure that he/she is available to attend all courses for which registered.

_____	_____
Division Director Signature of Approval	Date

I **approve** the employee's participation in the ACM Program.

_____	_____
AOC Director or Deputy Director Signature of Approval	Date