



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 | <input type="checkbox"/> AOC-sponsored | <input type="checkbox"/> Non-AOC-sponsored, certificate copy attached |
| Date: _____ | Location: _____ | |
| ◆ Caseload & Workflow Management | <input type="checkbox"/> AOC-sponsored | <input type="checkbox"/> Non-AOC-sponsored, certificate copy attached |
| Date: _____ | Location: _____ | |
| ◆ Accountability & Court Performance | <input type="checkbox"/> AOC-sponsored | <input type="checkbox"/> Non-AOC-sponsored, certificate copy attached |
| Date: _____ | Location: _____ | |
| ◆ Purposes & Responsibilities of Courts | <input type="checkbox"/> AOC-sponsored | <input type="checkbox"/> Non-AOC-sponsored, certificate copy attached |
| Date: _____ | Location: _____ | |
| ◆ Budget & Fiscal Management | <input type="checkbox"/> AOC-sponsored | <input type="checkbox"/> Non-AOC-sponsored, certificate copy attached |
| Date: _____ | Location: _____ | |
| ◆ Project Management for Courts | <input type="checkbox"/> AOC-sponsored | <input type="checkbox"/> 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).

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

****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.**

Applications may be submitted online or by mail. To submit online, you may scan the completed form and email it or you can click on "Submit Application to Leadership Institute" button above once all electronic signatures have been collected. To sign the form electronically, click the signature box and if you do not already have an e-signature set up, Adobe will guide you through the process. Please do not select the "windows certificate" option.

If mailing: Tape edges after folding address on outside and apply correct postage.

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**

Return both pages of this application to address above.

Receipt of this application will be acknowledged by email at the address provided.
Applications without all signatures will be returned.

Questions?

Contact:

edreg@courts.az.gov

or call: (602) 452-3031