

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 1: Judicial Branch Administration
Chapter 3: Judicial Officers and Employees
Section 1-302: Education and Training

A. through D. [No change]

E. 1. through 5. [No change]

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.
 - d. Faculty credit for live trainings can be used to meet the live training requirement.

7. through 9. [No change]

F. through G. [No change]

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, computer security/network security training and at least six hours of live training.
- ~~2. New full-time judges and court personnel shall complete the requirements according to a prorated schedule.~~
- ~~3.~~2. New full-time judges; and full-time and part-time court personnel starting employment between after January 1, as well as court personnel with a regular part-time schedule shall complete the requirements (including live training, core curricula, ethics and computer security/network security training) according to a prorated schedule:
 - a. January 1 – March 31 must complete twelve credit hours of judicial education, including orientation, ethics and core curricula; Those starting between January 1 – March 31 or with part-time schedule of between 30 and 39 hours each week shall complete seventy-five percent of the requirements;

- b. ~~April 1 – June 30 must complete eight credit hours of judicial education, including orientation, ethics and core curricula; Those starting between April 1 – June 30 or with part-time schedule of between 20 and 29 hours each week shall complete fifty percent of the requirements;~~
 - c. ~~July 1 – September 30 must complete four credit hours of judicial education, including orientation, ethics and core curricula. Those starting between July 1 - September 30 or with a part-time schedule of less than 20 hours each week shall complete twenty-five percent of the requirements; or~~
 - d. ~~Those starting between October 1 – December 31~~ shall 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~~
 - e. ~~Less than 20 hours shall complete four credit hours of judicial education each year, including ethics.~~

5. through 6. [No change]

I. [No change]

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. Computer/network security awareness;

ef. Local court-related issues; and

fg. Judicial education.

3. through 4. [No change]

K. through N. [No change]