

## Model Political Subdivision Court Registration Form

### Model Registration Form

**Introductory Note:** This form was created to accompany the Model Political Subdivision Court Registration Act but can be used, in whole or in part, separately and independently, as best suits the needs of a particular State. The purpose of this form is to assure that the competent authorities in the State’s judicial branch – which could be the highest ranking judicial officer, the State Court Administrator, or both – are kept up-to-date on every court operating within the State’s borders with the authority to levy fines, assess fees, or impose incarceration. These can include courts of general jurisdiction as well as courts of limited jurisdiction, including municipal courts, county courts, traffic courts, mayor courts, village courts, justices of the peace, and similar entities.

#### General Court Information

<b>Name of Political Subdivision and Court:</b>	
<b>Address:</b>	<b>Zip Code:</b>
<b>Court Administrator:</b>	<b>Contact Number:</b>
<b>Name of Presiding/Administrative Judge:</b>	

#### Court Jurisdiction

General Jurisdiction       Limited Jurisdiction

Jury Trials:     Yes       No

Indicate all areas where the court has jurisdiction:

<input type="checkbox"/> Tort	<input type="checkbox"/> Felony
<input type="checkbox"/> Contract	<input type="checkbox"/> Misdemeanor
<input type="checkbox"/> Real Property	<input type="checkbox"/> Parking
<input type="checkbox"/> Probate/Estate	<input type="checkbox"/> Traffic Violations
<input type="checkbox"/> Mental Health	<input type="checkbox"/> Ordinance Violations
<input type="checkbox"/> Domestic Relations	<input type="checkbox"/> Juvenile
<input type="checkbox"/> Small Claims	<input type="checkbox"/> Criminal Appeal
<input type="checkbox"/> Civil Appeal	<input type="checkbox"/> Other: _____

Maximum Monetary Penalty That Can Be Imposed: \$ \_\_\_\_\_

Maximum Incarceration: \_\_\_\_\_

Is this court or its jurisdiction shared by more than one municipality, district, county, city, town, village, or any other governing body of an established population?  Yes  No

*If yes, please list the name(s):* \_\_\_\_\_

**Judges**

Judges are:  Elected  Appointed by: \_\_\_\_\_

Length of term: \_\_\_\_\_ years.

How (if at all) can a judge's term be extended?

Reappointment  Reelection  Retention without election  Other: \_\_\_\_\_

Number of judges employed by the court:

Full-time: \_\_\_\_\_

Part-time: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

*Please attach to this form the name and e-mail address of each judge currently serving.*

Is this court or its jurisdiction shared by more than one municipality, district, county, city, town, village, or any other governing body of an established population?  Yes  No

If yes, please explain: \_\_\_\_\_

Qualifications to hold judicial office: please mark all that apply

- U.S. citizen
- State resident; year requirement (if applicable): \_\_\_\_\_
- Qualified elector
- Must be a resident where the court is located
- High school diploma or equivalent
- Law degree
- Admitted to practice law in the state
- State bar member
- Minimum years in practice: \_\_\_\_\_
- Minimum age requirement: \_\_\_\_\_
- Maximum age requirement to run for judicial office or to be appointed: \_\_\_\_\_
- Mandatory retirement age: \_\_\_\_\_

Education requirements: please mark all that apply

- Formal training on duties and functions of the court before a judge takes office.
- Judicial certification; Brief description of certification: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ hours of continuing judicial education per year.
- Attend yearly training conferences.
- Pass a certification examination.
- \_\_\_\_\_ hours of continuing judicial education per year.
- Report yearly continuing judicial education hours and/or recertification to the state.
- Other: \_\_\_\_\_

### **Funding**

Where does the court receive its funding? Check all that apply.

- State Government     Local Government     Court Revenues

When assessing and collecting fines and fees, approximately what percentage of collections goes to the local government the state, and the court? If this is not known, please check the "Uncertain" box.

Percentages: \_\_\_\_\_%\_ Local Government    \_\_\_\_\_%\_ State    \_\_\_\_\_%\_ Court     Uncertain

### **Appeals Process**

Is this court a court of record?                       Yes     No

To what court are judgments and rulings appealed? \_\_\_\_\_