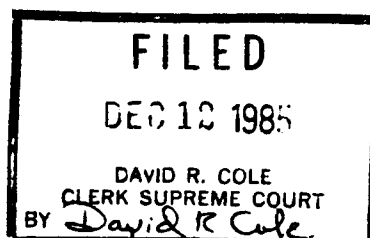


IN THE SUPREME COURT OF THE STATE OF ARIZONA

IN THE MATTER OF: STANDARDS FOR)
CLERKS AND COURT SUPPORT PERSONNEL)
IN APPELLATE, GENERAL JURISDICTION)
AND LIMITED JURISDICTION COURTS)

ADMINISTRATIVE
ORDER No. 85-30



SECTION 1

Preamble

The following standards for clerks in each court are intended for the following general purposes:

- A. To comply with the requirements, policies and goals of the Arizona Supreme Court as set forth in its Administrative Order No. 83-10.
- B. To bring about an awareness by clerks in each court that education and training as soon as applicable after assuming a position, and continuing education from time to time thereafter are necessary in order to obtain and maintain professional competence.
- C. To provide state and local governments and courts with information concerning education in order to bring about recognition of the need to support court-related education programs.

¹ As used in these standards, the term "clerk" includes clerks in each court whether elected or appointed in appellate, general jurisdiction, or limited jurisdiction, and other court personnel whose primary duties are directly related to court activities of the clerk's office.

SECTION 2

Responsibilities

- A. The State of Arizona through the Arizona Supreme Court, and with county and city funds, should make funding available for clerks in each court to attend educational programs.
- B. Clerks in each court should obtain and maintain professional competence through court-related education programs.

SECTION 3

Curriculum - General Standards

- A. Court-related education should address the areas of:
 - 1. Proficiency, competency and performance.
- B. Court-related education and training programs should:
 - 1. Impart knowledge and understanding of the Arizona judiciary and the legal process.
 - 2. Increase the understanding of the responsibilities of the position and the impact on the judicial process.
- C. Court-related education and training programs should include:
 - 1. Orientation as soon as practicable.
 - 2. Attendance at regional seminars for clerks of each court.
 - 3. Advanced and specialized programs, if available and appropriate.
 - 4. Independent learning opportunities including procedure manuals, bulletins, video and audio tapes, and computer technology.

SECTION 4

COJET The Council on Judicial Education and Training shall approve and recommend such educational programs² submitted by judicial, public and private agencies and educational institutions which appear to be appropriate and helpful for clerks in each court.

ORIENTATION

1. Orientation for clerks in each court and court support personnel should include:
 - a) Overview of the Arizona judiciary and the structure and function of each court.
 - b) Responsibilities of the office involved and familiarization with court surroundings and procedures.

CONTINUING EDUCATION

1. Clerks who are in management positions should determine what positions in their respective office should receive education.
2. A minimum of 12 hours training should be required in each calendar year for clerks in each court and other court support personnel may include the following:
 - a) Familiarization with rules, statutes and constitutional provisions applicable to the requirements of each position.

² A list of approved educational organizations is maintained and available at the Administrative Office of the Courts. Programs of other organizations may be approved by the Administrative Director of the Courts. If the Director intends to disapprove such a program, he shall first consult with the Council or its chairman.

- b) Recording and filing procedures and records management.
 - c) Courtroom procedures and court clerk training.
 - d) Jury management.
 - e) Uniformity of forms and procedures at each level of the court system.
 - f) How to use the Arizona Revised Statutes.
 - g) Financial, personnel and time management.
 - h) Public relations.
3. Clerks in each court who are in management positions should attend one national or regional conference annually.

SECTION 5

Faculty

- A. The court-related education faculty should consist primarily of judges and members of the legal community, and court support personnel who have expertise in the curriculum, knowledge of adult education principles, and who are capable of preparing and presenting educational material effectively. Authorities from other disciplines should be utilized where their expertise will contribute to the goals of the program.
- B. As resources permit, and to the extent possible, court support personnel should serve as faculty for education programs and should receive instruction in adult education methods and assistance in their preparation.

SECTION 6

Reporting Requirement

A. The chief clerk in each court shall report to the Administrative Office of the Court by January 31st of each year whether full or partial compliance has been achieved, and if partial compliance, the extent of the compliance. In the case of clerks in lower courts, where there is no chief clerk, the Presiding Judge shall comply with the reporting requirement. Said reporting shall be done on a form provided by the Administrative Office of the Courts.

These standards are effective on and after January 1, 1987.

ARIZONA SUPREME COURT

~~WILLIAM A. HOLOHAN, Chief Justice~~