

PLEASE DISTRIBUTE TO **ALL NEWLY ELECTED OR APPOINTED JUSTICES** **TAKING THE BENCH CERTIFICATION COURSE** **SPRING 2018**

The Office of Court Administration is offering the Taking the Bench Certification Course for newly elected or appointed Town and Village Justices. Taking the Bench is comprised of two separate training sessions. The first session consists of five days of consecutive training, which will be held from **April 9-13, 2018**, at the Office of Justice Court Support Training Room located at 187 Wolf Road (2nd Floor), Albany. The second session is comprised of a two-day follow-up, which be held at the same location tentatively scheduled for **September 7-8, 2018**.

Each newly elected or appointed Town or Village Justice, who is not a member of the New York State Bar, is **required** by §17.2 of the Rules of the Chief Judge (22 NYCRR 17.2) to attend the first available Certification Course after his/her appointment or election. A non-lawyer Town or Village Justice may not assume the functions of the office until he or she has filed a certificate of completion of the Certification Course with his/her municipality (Uniform Justice Court Act §105). Attorney Justices are strongly encouraged to attend and some CLE credits will be available.

Justices will receive their certification to assume the bench after successful completion of the “First Session” of Taking the Bench in April.

TRAINING DATES

Session I

April 9-13, 2018 (Monday-Friday)

Session II

September 7–8, 2018 (tentative)

TRAINING LOCATION

Training will be held at the Office of Justice Court Support Training Room located at 187 Wolf Road (2nd Floor), Albany.

Check-in starts thirty (30) minutes prior to the beginning of classes. Classes begin at either 8:00 a.m. or 8:30 a.m. each day. **On Monday, April 9, classes will begin at 8:30 a.m., thus check-in will begin at 8:00 a.m. Classes will conclude by 5:00 p.m. each day.** Justices will be advised of any changes, as necessary. A detailed schedule will be provided the first day of class.

Anyone who requires any accommodations due to a disability, should contact the Office of Justice Court Support at 1-800-232-0630.

REGISTRATION

To register for the Spring 2018 Taking the Bench Certification Program, please go to the following website on or after **March 21, 2018**:

<https://fmpub1.nycourts.gov/fmi/iwp/cgi?-db=TVREGISTRATION&-startsession>

The “account name” is ‘court’ and the “password” is ‘court’.

TRAINING MATERIALS

Printed materials will be distributed at the time of training. Many of these materials can be accessed on the Town and Village Courts website (available at <http://www.nycourts.gov/courts/townandvillage/>). Judges can reach out to the Office of Justice Court Support at 1-800-232-0630 to obtain a username and password if they would like to review these materials prior to training.

COST AND EXPENSE REIMBURSEMENT

No fee is charged to attend the Taking the Bench Certification Course. Those attending must provide their own transportation, accommodations, and meals. The General Municipal Law provides that all actual and necessary expenses of travel, meals, and lodging incurred for attendance at a conference are a municipal charge. Justices must comply with the provisions of General Municipal Law §77(b) to obtain reimbursement.

In addition, all towns and villages are required by law to pay the expenses of a Justice or Justice-elect who is required to attend a training program (Uniform Justice Court Act §105 and Town Law §31).

JUSTICES MUST MAKE THEIR OWN HOTEL AND OTHER TRAVEL ARRANGEMENTS*

*There are numerous hotels conveniently located nearby. Several are listed below. The State rate for Albany is \$116.

Radisson Hotel Albany – 205 Wolf Rd, Albany, NY 12205
Telephone: (518) 458-7250

Desmond Hotel and Conference Center – 660 Albany Shaker Rd, Albany, NY 12211
Telephone: (518) 869-8100

Marriott – 189 Wolf Road, Albany, NY 12205
Telephone: (518) 458-8444

Holiday Inn on Wolf Road – 205 Wolf Road, Albany, NY 12205
Telephone: (518) 458-7250

Best Western on Wolf Road – 200 Wolf Road, Albany, NY 12205
Telephone: (518) 458-1000