



New York State
Unified Court System

OFFICE OF COURT ADMINISTRATION

JOHN MCCONNELL, ESQ.
EXECUTIVE DIRECTOR

NANCY BARRY, ESQ.
CHIEF OF OPERATIONS

NANCY M. SUNUKJIAN, ESQ.
DIRECTOR, OFFICE OF JUSTICE COURT
SUPPORT

**PLEASE DISTRIBUTE TO
ALL NEWLY ELECTED OR APPOINTED JUSTICES
VIRTUAL TAKING THE BENCH CERTIFICATION COURSE DECEMBER 2020**

The Office of Court Administration is offering a Virtual Taking the Bench Certification Course for newly elected or appointed Town and Village Justices. Taking the Bench is comprised of two separate training sessions, consisting of a five-day training, followed by a subsequent follow-up a few months later. The first session will be held virtually on December 3rd (Thursday) December 4th (Friday), December 7th (Monday), December 8th (Tuesday), and December 9th (Wednesday), 2020. The second session will be held at a location and date to be determined.

Each newly elected or appointed Town or Village Justice, who is not a member of the New York State Bar, is required pursuant to §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 Continuing Legal Education (CLE) credits may be available for attending attorney judges.

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

TRAINING DATES

Session 1

December 3rd, December 4th, December 7th,
December 8th and December 9th (Presented virtually)

9:00am – 5:00pm

Session 2

TBD

Training will be held virtually with live virtual instruction. On Thursday, December 3rd, virtual classes will begin at 8:45 a.m. Classes will conclude by 5:00 p.m. each day. Justices will be advised of any changes to the schedule, as necessary. A detailed schedule will be provided prior to 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 2020 Virtual Taking the Bench Certification Program, please go to the following website:

<https://fm-web-08.nycourts.gov/fmi/webd/TVREGISTRATION>

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

TRAINING MATERIALS

Updated training materials will be available on the Town and Village Courts website <http://www.nycourts.gov/justicecourts> and on mycje.learnupon.com. Registered Judges will receive an email with instructions on how to access the materials on the password protected website.

COST AND EXPENSE REIMBURSEMENT

No fee is charged to attend the Virtual Taking the Bench Certification Course. Those attending must provide their own access to technology, or contact their judicial district for assistance, contact information for each Judicial District’s Special Counsel is attached hereto, 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).