



New York State
Unified Court System

OFFICE OF COURT ADMINISTRATION

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EXECUTIVE DIRECTOR

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DIRECTOR, OFFICE OF JUSTICE COURT
SUPPORT

**PLEASE DISTRIBUTE TO
ALL NEWLY ELECTED OR APPOINTED JUSTICES
VIRTUAL TAKING THE BENCH CERTIFICATION COURSE SEPTEMBER 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 September 24th (Thursday) September 25th (Friday), September 29th (Tuesday), September 30th (Wednesday), and October 1st (Thursday), 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 September.

TRAINING DATES

Session 1

September 24th, September 25th, September 29th,
September 30th and October 1st, 2020
Presented virtually

9:00am – 5:00pm

Session 2

TBD

Training will be held virtually with live virtual instruction. On Thursday, September 24th, 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 Virtual 2020 Taking the Bench Certification Program, please complete the attached Virtual Taking the Bench Registration Form and email to OJCS-edtrain@nycourts.gov as soon as possible. An online registration will be available closer to the program for those awaiting the September 15, 2020 election results.

TRAINING MATERIALS

Printed materials may be distributed, these updated materials can be accessed after August 14, 2020 on the Town and Village Courts website (available at <http://www.nycourts.gov/justicecourts>). Judges can contact 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 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).

**SPECIAL COUNSELS
TOWN & VILLAGE JUSTICE COURTS**

Updated: June 8, 2018 H:/Contact List_T & V/Special Counsels

THIRD DISTRICT

Honorable David Dellehunt
Third District Administrative Office
2500 Pond View, Suite 210
Castleton-On-Hudson, New York 12033
ddellehu@nycourts.gov

EIGHTH DISTRICT

Honorable Doug Marky
Eighth District Administrative Office
92 Franklin Street, Third Floor
Buffalo, New York 14202
dmarky@nycourts.gov

FOURTH DISTRICT

Matt Chivers, Esq.
Fourth District Administrative Office
65 South Broadway
Saratoga Springs, NY 12866
mchivers@nycourts.gov

NINTH DISTRICT

Arielle Bryant, Esq.
Administrative Judges Office
111 Dr. Martin Luther King Jr. Blvd.
White Plains, New York 10601
anbryant@nycourts.gov

FIFTH DISTRICT

Honorable David S. Gideon
Onondaga County Courthouse
401 Montgomery Street, Room 313
Syracuse, New York 13202
dgideon@nycourts.gov

TENTH DISTRICT - NASSAU

Lester Sean Wright, Esq.
County Court Building
262 Old Country Road
Mineola, New York 11501
lswright@nycourts.gov

SIXTH DISTRICT

Joshua Shapiro, Esq.
Sixth District Administrative Office
31 Lewis Street, 5th Floor
Binghamton, NY 13901
jshapiro@nycourts.gov

TENTH DISTRICT - SUFFOLK

Mary Porter, Esq.
John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, 7th Floor
Central Islip, New York 11722
mporter@nycourts.gov

SEVENTH DISTRICT

Honorable Shannon Pero, Esq.
Seventh District Administrative
Office - Hall of Justice
9 Exchange Blvd., Room 545
Rochester, NY 14614
spero@nycourts.gov

VIRTUAL TAKING THE BENCH REGISTRATION FORM - NEW JUDGES

PLEASE RETURN THIS FORM **AS SOON AS POSSIBLE** IN ORDER FOR THE OFFICE OF JUSTICE COURT SUPPORT (OJCS) TO REGISTER THE NEW JUDGE FOR THE VIRTUAL TAKING THE BENCH AND ENTER THEM INTO OUR DATABASE. OJCS WILL THEN SEND THE NEW JUDGE THE NECESSARY PAPERWORK FOR THE POSITION AND INSTRUCTIONS FOR HELPING THEM GET SETUP IN THEIR COURT.

YOU MAY SUBMIT THIS FORM TO OJCS BY EMAILING IT TO THE OJCS-Edtrain@nycourts.gov OR BY FAX AT (518) 438-3518

THANK YOU FOR YOUR COOPERATION AND IMMEDIATE RESPONSE TO THIS MATTER

JUDGE'S LAST NAME: _____ FIRST NAME: _____

MIDDLE INITIAL: _____ SUFFIX (IF ANY): _____

EMAIL ADDRESS: _____ PHONE NUMBER: (____) _____ - _____

NAME OF THE COURT: _____ TOWN VILLAGE

COURT ADDRESS: _____ CITY: _____

STATE: NY COUNTY: _____

JUDICIAL TITLE: TOWN JUSTICE VILLAGE JUSTICE ASSOCIATE VILLAGE JUSTICE

ELECTED APPOINTED DATE OF ELECTION OR APPOINTMENT: _____

DATE FOR TERM TO BEGIN: _____ DATE FOR TERM TO END: _____

*****APPOINTMENTS ARE ONLY GOOD FOR A MAXIMUM OF ONE (1) YEAR*****

*IF APPLICABLE, REPLACING JUDGE: HON. _____

ARE YOU A LICENSED NYS ATTORNEY? YES NO IF YES, ATTORNEY REGISTRATION #: _____

ARE YOU AN ACTIVE JUDGE IN ANOTHER JURISDICTION? YES NO

IF YES, WHERE? _____ TOWN VILLAGE

IF SUBMITTED ON THE JUDGE'S BEHALF:

SUBMITTED BY: _____ TITLE: _____

TELEPHONE: (____) _____ - _____ EMAIL ADDRESS: _____

WHEN SUBMITTING THIS FORM, YOU MAY INCLUDE:

- A SIGNED OATH OF OFFICE (IF AVAILABLE)
- COPY OF THE RESOLUTION OR BOARD MEETING MINUTES (ONLY IF THE JUDGE WAS APPOINTED)