

**PLEASE DISTRIBUTE TO**  
**ALL NEWLY ELECTED OR APPOINTED JUSTICES**

**TAKING THE BENCH CERTIFICATION COURSE**  
***FALL 2011***

---

The Office of Court Administration is offering our Certification Course for newly elected or appointed Town and Village Justices. Training sessions will be held **Dec. 1, 2 & 3** and **Dec. 8, 9 & 10, 2011** in Syracuse. A final session will be held on **March 2 & 3, 2012** in Albany.

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/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 the successful completion of the December classes.**

**REGISTRATION**

Justices must complete and submit the registration form included with this announcement. Please direct any questions to the Office of Justice Court Support at 800-232-0630. Completed forms should be submitted via fax or e-mail to:

**Office of Justice Court Support**  
**Fax: (518) 438-3518**  
**[OJCS-EdTrain@courts.state.ny.us](mailto:OJCS-EdTrain@courts.state.ny.us)**

**TRAINING DATES**

Dec. 1, 2 & 3, 2011 (all day Thurs, Fri & Sat) Session 1 - Embassy Suites - East Syracuse  
Dec. 8, 9 & 10, 2011 (all day Thurs, Fri & Sat) Session 2 - Embassy Suites - East Syracuse  
March 2 & 3, 2012 Two day (Fri & Sat) Final Session - Office of Justice Court Support - **Albany**

**- over -**

## **TRAINING LOCATIONS**

### **December 1, 2 & 3 and December 8, 9 & 10 – Sessions 1 & 2**

Embassy Suites Syracuse  
6646 Old Collamer Road (off Carrier Circle)  
East Syracuse, NY 13057  
Telephone (315) 446-3200

### **March 2 & 3, 2012 - Final Session**

Office of Justice Court Support Training Room  
187 Wolf Road  
Albany, New York 12205  
Telephone (800) 232-0630

Check-in starts at 8:00 AM at the training site and classes begin at 8:15 - 8:30 AM each day. Classes will conclude by 5:00 PM each day. Justices will be advised of any changes, as necessary. A detailed schedule will be provided the first day of classes. Lunch will be provided at the Embassy Suites location.

If you require any accommodations due to a disability, please contact the office to discuss your needs.

## **TRAINING MATERIALS**

A course manual will be provided and several dozen volumes of printed materials will be distributed at the time of training. Many of these materials can be accessed on our website and each Judge can reach out to our office to obtain a username and password if they would like to review these materials prior to December 1st.

## **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. Section 77(b) of 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 section 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 section 105 and Town Law section 31).

**\*Justices must make their own hotel and other travel arrangements.\***

**FALL 2011**  
**REGISTRATION FORM**  
*Taking the Bench Certification Course*  
*Newly Elected or Appointed Town & Village Justices*

Return completed form via fax or e-mail  
Fax (518) 438-3518 or  
E-mail OJCS-EdTrain@courts.state.ny.us

**Print Clearly**

Name \_\_\_\_\_ Day phone # (    ) \_\_\_\_\_

Court Mailing Address \_\_\_\_\_

\_\_\_\_\_ County \_\_\_\_\_

Title (✓ applicable):     Town Justice     Village Justice     Acting Village Justice

Municipality(ies): \_\_\_\_\_

Terms of office \_\_\_\_\_ to \_\_\_\_\_  
(mo/day/yr)                      (Date elected/appointed)                      (End of current term)

Elected  - or - Appointed

Replacing Justice \_\_\_\_\_ (if applicable)

**ARE YOU A NEW YORK ATTORNEY?**  **YES**  **NO** \_\_\_\_\_  
Month/Year Admitted to Bar

**E-mail Address:** \_\_\_\_\_

Office Use:    KAS \_\_\_\_\_                      *New Judge Packet sent* \_\_\_\_\_  
                    BL \_\_\_\_\_                      *P/WK* \_\_\_\_\_                      *L/W* \_\_\_\_\_