

The Supreme Court of Ohio

JUDICIAL COLLEGE

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PROFESSIONAL DEVELOPMENT OPPORTUNITY FOR OHIO COURT LEADERS

The Supreme Court of Ohio Judicial College is pleased to announce a new Court Management Program (CMP) class in Ohio to begin in Spring 2017.

Application deadline: Friday, May 13, 2016

The Court Management Program (CMP) is a certification program available through the National Center for State Courts Institute for Court Management. This program addresses specific training needs of court managers and their staff members. Participants who successfully complete the program receive the nationally recognized certification of Certified Court Manager.

The certification program will offer six classes over three years to 40 people in court leadership positions who are willing to make a three-year commitment. Participants will include court administrators, elected and appointed clerks and chief probation officers, as well as other court personnel in the position to effect change in their organizations. Candidates appropriate for the program likely have many of the following job responsibilities and competencies:

- Supervision of more than one person, including performance management, hiring and payroll responsibilities
- Participation in the budget management process
- Involvement in the case management process
- Understanding of the purpose of the judicial branch
- Oversight of technology projects for his/her department or court

CMP modules will be conducted in the Columbus area to centralize and limit travel time and expenses. Tuition is \$150 per module. In addition, local courts are responsible for travel, lodging and non-course day meal expenses. The Supreme Court of Ohio is pleased to, once again, subsidize and provide this national certification program at an affordable cost for Ohio court leaders. In comparison, residents of states not participating in the CMP Consortium pay \$645 in tuition plus out-of-state travel costs for each module.

Program Content

The Court Management Program (CMP) addresses specific education needs to court managers and their staff members. Participants who complete the program receive a nationally recognized certification as a Certified Court Manager (CCM).

The program curriculum includes six courses designed to develop a participant's knowledge and skills in the following subject areas:

- Court Performance Standards and CourTools (standards and performance measures related to court activities)
- Fundamentals of Caseflow Management
- Managing Human Resources
- Managing Technology Projects and Technology Resources
- Managing Financial Resources
- Purposes and Responsibilities of Courts (historical and societal context for the development of our court system)

Time Commitment

CMP modules are offered on a Wednesday-Friday block and are held twice a year for three years. Sessions are held from 8:30-4:30 on Wednesday and Thursday and 8:30-12:00 on Friday.

Meals

A continental breakfast is provided daily; lunch is provided on Wednesday and Thursday.

Participation

Certification is earned through class attendance and active participation. Generally speaking, there are no significant outside papers or projects other than brief group work that may go into the occasional evening, or pre-course reading assignments.

Application Process

- The Supreme Court of Ohio and an application review committee will review each application to determine the suitability of each applicant to the program;
- Additional selection criteria include relevance of applicant's duties to the topics covered in the program and their career aspirations;
- An effort will be made to have a diverse class in regard to size of court, jurisdiction and geographical location;
- The number of applicants selected from an individual court may be limited based on the overall applicant pool; and
- ★ Previous applications will not be considered. If interested, please reapply.

Please direct any questions to:

The Supreme Court of Ohio Judicial College
Tel: 614-387-9445 E-mail: cmp@sc.ohio.gov

COURT MANAGEMENT PROGRAM APPLICATION

Application Requirements:

1. Submission of this completed registration form by **May 13, 2016** (if mailing the application, must be postmarked by May 13). Please send your application to:
Supreme Court of Ohio Judicial College
65 South Front Street, 6th Floor
Columbus, OH 43215-3431
or via e-mail:
cmp@sc.ohio.gov
2. Submission of a statement (minimum of 400 words) describing your job duties and their relation to the management of your court and/or the topics presented in the program. Also, explain why you wish to pursue this certification program and discuss your commitment to completing the CMP certification program. Career goals should also be included. Please identify the names and dates of any CMP courses you have already completed.
3. Submission of a current resumé.
4. **NEW:** Submission of a recommendation letter written by your supervisor (e.g., court administrator or clerk), or the presiding or administrative judge, if the applicant is the court administrator.
5. Written concurrence of the presiding or administrative judge, or elected clerk, if your position reports to the clerk. (Please see page 2 of this application).
6. Acceptance letters will be mailed no later than July 1, 2016.

Note:

- **Important:** The Supreme Court of Ohio is funding the major portion of this partnership to develop tomorrow's leaders in Ohio courts. *If you plan to retire from the court system before 2022, please allow a less-tenured colleague to apply for this program.*

Name: _____

Position: _____

Attorney Number (if applicable): _____

Court: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____

E-mail: _____

My court has _____ judges and _____ employees. I supervise _____ employees

The jurisdiction of my court is (e.g., juvenile, etc.): _____

Names of other CMP graduates/current students in my court: _____

I received this application from (check one): received an email supervisor gave to me

other _____

Supervisor name and title: _____

Signature: _____ Date: _____

Application continued on reverse side

CONCURRENCE

I, _____,
(Name of Presiding/Administrative Judge or Elected Clerk)

have reviewed the requirements of the Court Management Program (CMP) Level I being offered to Ohio court leaders and concur in the participation of _____
in this program. (Name of CMP applicant)

I recognize that this applicant's participation in the Court Management Certification Program would benefit this court and that the registrant will be unavailable to perform work for the court while participating in the required courses (participants will be asked to turn off their phones/tablets during class time). In addition, I understand the financial commitment involved in endorsing a candidate for this program. Tuition is \$150 for each of the six modules included in this Level I program.

Each participant's court is responsible for ensuring payment is made for lodging, travel and non-course day meals. The Supreme Court of Ohio subsidizes this program through the provision of course materials, refreshment breaks, lunches and meeting space for all CMP courses; in addition, the Court provides training and support of course instructors and the \$100 national certification fee per module for each CMP student.

Signature of Judge or Elected Clerk

Title

Date