



JUDICIAL EDUCATION POLICIES & PROCEDURES

May 2014

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

<u>Table of Contents</u>	<u>Page</u>
I. INTRODUCTION (Mission, Goals, Objectives)	2
II. AUTHORITY	4
III. EDUCATION COMMITTEE OF THE JUDICIAL COUNCIL OF THE STATE OF NEVADA	4
IV. FUNDS	5
V. ELIGIBLE PARTICIPANTS	5
VI. AUTHORIZED EDUCATIONAL PROGRAMS	6
VII. EDUCATIONAL REQUIREMENTS	7
VIII. JUDICIAL EDUCATION EXPENDITURE REQUEST FORM	8
IX. REIMBURSEMENT	10
X. EDUCATION RECORDS	11
XI. RELEASE OF JUDICIAL EDUCATION RECORDS	12
XII. JUDICIAL EDUCATION ACHIEVEMENT RECOGNITION	13
XIII. REGISTRATION AND MONEY HANDLING PROCEDURES	14
APPENDIX A: MANDATORY EDUCATION MATRIX	
APPENDIX B: SUPREME COURT’S OFFICIAL BUSINESS TRAVEL POLICY	

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

I. INTRODUCTION

The protection of the rights of free citizens depends upon the existence of an independent and competent judiciary. The task of maintaining judicial independence depends, to a large extent, upon public understanding of the role the judiciary plays within our constitutional system, as well as the role of judges in applying a constantly changing body of law to the resolution of everyday problems in a complex society. The failure to create such public understanding can lead to the loss of public confidence in and respect for the judiciary.

The task of maintaining judicial competence, on the other hand, depends largely on the willingness of the judiciary itself to assure that its members are knowledgeable and skilled in the study of the law and its development, and that judges are trained in the application of legal principles and the art of judging. The personnel employed within the judicial system must also maintain a high level of competence to assist judges in carrying out their responsibilities and to provide accurate and timely services to the public.

To the end that judicial independence and competence might be preserved and reinforced as essential elements of our system of government, the Nevada Legislature directs that:

“1. The court administrator shall, at the direction of the chief justice of the supreme court, arrange for the giving of instruction, at the National Judicial College in Reno, Nevada, or elsewhere:

- (a) In court procedure, recordkeeping and the elements of substantive law ...
- (b) In statutory amendments and other developments in the law ... at convenient intervals.”

(Excerpt from NRS 3.027, NRS 4.035, NRS 5.025)

Further, the Nevada Supreme Court, as noted in statute (NRS 1.330), appoints the State Court Administrator, who serves as the Director of the Administrative Office of the Courts (AOC). The Judicial Education Unit is a component of the Judicial Programs and Services (JPS) Division of the AOC.

The judicial education function is vested in the Judicial Education Unit of the AOC. The setting of policies and procedures related to advanced education is authorized by the Judicial Council of the State of Nevada (JCSN) Education Committee. The Judicial Education Unit will provide staff support to the JCSN Education Committee, which serves as the primary judicial education policymaking body of Nevada judges, subject to approval by JCSN. The Unit will also work with other educational committees of judges, court administrators, and court staff, including the Nevada District Judges Association, the Nevada Judges of Limited Jurisdiction, the Nevada

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

Association of Court Executives, and the Nevada Association for Court Career Advancement. These committees are important to judicial branch education for development of judicial education policies and procedures, needs assessments, resource identification and allocation, curriculum development, programming, and evaluation.

A. Mission

The Judicial Education Unit will promote the competency and professionalism of the Nevada judiciary and staff through a comprehensive system of continuing education and training.

B. Goals

Through education, the Judicial Education Unit aspires to:

1. Help judges and staff acquire the knowledge and skills required to perform their judicial functions fairly, correctly, and efficiently.
2. Promote the highest ethical standards of professional conduct of judges and court staff.
3. Preserve the judicial system's fairness, integrity, and impartiality by eliminating bias and prejudice.
4. Promote effective court practices and procedures.
5. Improve the administration of justice.
6. Enhance public trust and confidence in the judicial branch.

C. Objectives

1. Assist the JCSN Education Committee to manage funding requests from judges and other judicial personnel for national, statewide, and local education and training.
2. Regularly schedule and facilitate statewide and regional education programs that, at a minimum, provide adequate hours of instruction on an annual basis in order to meet the requirements as established by the Nevada Board of Continuing Legal Education (CLE), applicable to judges who are licensed attorneys.
3. Develop and maintain a resource pool of trained faculty.
4. Conduct and facilitate curriculum, program, and faculty development.
5. Conduct research and provide current and accurate information to the judicial branch including, but not limited to, up-to-date information on recent court opinions and on ethical standards of conduct.
6. Appropriately manage and monitor the budget, including receipt of registration and other moneys, using sound government practices and procedures as outlined in financial procedures.

D. Priorities of the Judicial Education Unit

1. The first priority is to facilitate and provide funding for the education and training of Nevada's judges to ensure they meet

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

education mandates and further their understanding of issues related to their judicial responsibilities.

2. The second priority is to facilitate and provide funding for the training and education of court staff including court administrators, court clerks, senior judges, and other judicial officers who are responsible for conducting court business on a regular basis.

II. AUTHORITY

The Judicial Education Unit operates under the mandates of the Nevada Supreme Court Rules and Administrative Orders, Supreme Court Policies and Procedures, Judicial Council Bylaws, JCSN Education Committee Policies and Procedures and Nevada Revised Statutes (NRS).

III. EDUCATION COMMITTEE OF THE JUDICIAL COUNCIL OF THE STATE OF NEVADA

A. Composition

The JCSN Education Committee (Committee) will be composed of six members. Of these six members, three will be from among the general/family jurisdiction judges and three will be from among the limited jurisdiction judges. Members will be appointed by the Chief Justice of the Nevada Supreme Court, serving as Chair of the JCSN.

B. Term

Each member of the Committee will serve a 2-year term. Members of the Committee may be reappointed for up to two additional 2-year terms, with total service on the Committee not to exceed 6 years.

C. Chair

The Chair of the Committee will be appointed by the Chief Justice of the Nevada Supreme Court, and will serve a 2-year term. A person serving as Chair may be re-appointed as Chair for as long as he or she serves on the Committee.

D. Quorum

Four members at any meeting will serve as a quorum. Approval by a majority of those members present and voting on any motion is necessary. Approval of four members of the Committee is required to fund any advanced education request.

E. Meetings

Meetings will be called by the Chair of the Committee on a quarterly basis, or more frequently as necessary, and may be conducted in person, by telephone conference or video conference, or by a combination of these methods.

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

F. Responsibilities

The responsibilities of the Committee will be:

1. To set procedures for the consideration of judicial education funding requests, including responding to requests from Judicial Education staff for clarification of funding-related issues;
2. To set criteria for determining which funding requests can be approved and processed solely by Judicial Education staff, and which funding requests must be considered by the Committee;
3. To monitor the expenditure of advanced education funds throughout the fiscal year – within the amount budgeted yearly – by review of reports submitted to the Committee by Judicial Education staff;
4. To allocate funding throughout the fiscal year providing, as much as possible, for an equal distribution of funding among judges;
5. To regularly report the status of advanced judicial education funding and related funding issues to the full JCSN;
6. To review and take action on written requests for exemptions from education policies;
7. To undertake other duties as necessary.

IV. FUNDING

- A. Funding for education of district court judges, justices of the peace, municipal court judges, staff of the Supreme Court, state court staff, and other judicial officers, is contained in the AOC's budget under Judicial Education Budget Account 1487. This budget is funded with administrative assessment fees (NRS 176.059).
- B. If a judge has been appointed to represent the Supreme Court of Nevada or makes a presentation at a conference, seminar, or meeting, he or she may submit an application to the State Court Administrator for funds to support attendance at such a function. If approved, these funds will be provided through Budget Account 1493 pursuant to Supreme Court Rule 48.1 and the Supreme Court policy regarding Expenditure of Peremptory Challenge Fees.

V. ELIGIBLE PARTICIPANTS

- A. All active Nevada judges may apply for judicial education funds.
- B. Senior judges may apply for judicial education funds to attend AOC-sponsored seminars and other education relevant to cases being heard.
- C. Court administrators and court staff may apply for judicial education funds and will be considered on a case-by-case basis.

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

- D. In the event of limited availability of judicial education funds, the following priority for consideration of funding requests will apply:
1. Newly elected or appointed judges;
 2. Sitting judges who have not previously received funding for education in the fiscal year for which funding is requested;
 3. Sitting judges;
 4. Senior judges requiring education relevant to cases being heard;
 5. Court administrators, court staff, and other judicial officers.

VI. AUTHORIZED EDUCATIONAL PROGRAMS

- A. Pursuant to Nevada Supreme Court Administrative Order dated 6/25/96:
1. The AOC shall limit payment and/or reimbursement of judicial officers' educational expenses to courses that are CLE accredited and judicially oriented.
 2. The AOC shall not pay any fees levied by an institution of higher learning or expenses incurred for attendance at courses offered by such an institution when such fees or expenses are associated with the obtaining of an advanced degree.
 3. The Judicial Education Unit shall pay only for courses and course-related expenses that are appropriate to and commensurate with the level of jurisdiction of the judicial officer seeking such funds.
 4. The Court Administrator or the JCSN Education Committee may forego the requirement that a course be CLE accredited when, in the judgment of the State Court Administrator or the Education Committee, a clear and obvious need exists for the judicial officer to receive the training offered in the course.
- B. The Judicial Education Unit offers, at a minimum, one educational seminar per year for judges having general and/or family jurisdiction, and two seminars per year for judges of limited jurisdiction. At a minimum, 12 hours of continuing legal education credit is available at each of these seminars (including at least 2 hours of required ethics credit with 1 hour of substance abuse education every 3 years).
- C. The Judicial Education Unit offers one educational seminar per year for judges having family jurisdiction with, at a minimum, 6 hours of continuing legal education credit at this seminar.
- D. The Judicial Education Unit offers one educational seminar every 2 years for state court staff and administrators (as funding allows).
- E. The Judicial Education Unit will provide funding to judges and other court personnel for a limited number of independent educational

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

courses, subject to approval by the JCSN Education Committee (as funding allows).

- F. The Judicial Education Unit funds education and training of Supreme Court staff. This education and training, and budgeting for this education and training, is determined in concert with other divisions of the Supreme Court.
- G. Social events held in conjunction with education programs should not interfere with education sessions. When appropriate, social programs can be initiated and developed by professional associations. All programs should be coordinated with the Judicial Education Unit staff.

VII. EDUCATIONAL REQUIREMENTS

- A. Mandatory Education (by Statute and Supreme Court Order)
 - 1. Newly elected and appointed justices, judges, and certain other newly appointed judicial officers are required by statute to attend specific courses offered at The National Judicial College (NJC) and the National Council of Juvenile and Family Court Judges (NCJFCJ). These requirements are detailed in Appendix A.
 - 2. Judges who are licensed attorneys must meet the educational requirements of the Nevada Board of Continuing Legal Education (CLE).
- B. Additional Mandatory Education (by Judicial Council of the State of Nevada approval)
 - 1. All sitting judges must obtain a minimum of 12 hours education, including 2 hours of ethics and professional competence education, per year. CLE credits count toward this requirement.
 - 2. All sitting judges must attend biennially at least one NJC, NCJFCJ or AOC-sponsored course, funding permitting.
- C. Any or all of the required 12 hours can be earned through alternate formats, as defined by the Regulations of the Nevada State Bar's Board of Continuing Legal Education (as modified from time to time). In addition, judges who serve as instructors at approved programs may receive credit for both presentation and preparation time, in accordance with Regulation 11 of the Regulations of the Nevada Board of Continuing Legal Education.
- D. Request for a permanent exemption from education requirement. An occasion may arise where it may be necessary for a sitting judge to request a permanent exemption to Nevada Supreme Court ordered education, education that is mandated by Nevada Revised Statute, or

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

Judicial Education Policies. To seek a permanent exemption, the judge must:

1. If the education is mandated by a Supreme Court of Nevada order, the judge shall submit a written request to the Chief Justice. The request shall give the reason(s) why an exemption is sought.
2. If the education is mandated by Judicial Education Policy, the judge shall submit a written request to the Judicial Education Unit. The request shall give the reason(s) why an exemption is sought. Once the request is received by the Unit, the request will be placed on the agenda for the next JCSN Education Committee meeting. The Education Committee will consider the request and submit their recommendation to the full Judicial Council of the State of Nevada for action at a council meeting. The Judicial Education Unit will notify the judge of the council's action.
3. If the education is mandated by Nevada Revised Statutes (NRS), the judge must comply with the provisions therein.

VIII. JUDICIAL EDUCATION EXPENDITURE REQUEST (ER) FORM

- A. A request for judicial education funds for any judicially oriented education program offered by a provider other than the Supreme Court or its divisions (these courses will also be known as "independent education courses") must be submitted to the Judicial Education Unit in advance of the program. This form is called the "Judicial Education Expenditure Request" or "ER" form and is approved by the AOC Director/State Court Administrator and/or the JCSN Education Committee.
- B. After review of the submitted ER form by the Judicial Education Unit staff, the education or training funding request will be submitted to the JCSN Education Committee for its consideration and approval or disapproval.
- C. The Judicial Education Unit, acting on behalf of the JCSN Education Committee, may deny requests for reimbursement or payment of course-related expenses when a request for funds has not been submitted in advance of the beginning of the course. Neither the Supreme Court, nor any of its divisions, including the Judicial Education Unit, nor the JCSN Education Committee is liable for any funds (personal or otherwise) paid or obligated by a judge or other judicial staff requesting funds prior to the Judicial Education Committee's approval of a funding request.
- D. Submission of the completed ER form to the Judicial Education Unit 60-90 days prior to the judicial education course is strongly

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

recommended. Requests submitted less than 60 days prior to the course may not be approved.

With the exception of required courses at the NJC and the NCJFJC, and of seminars sponsored by the AOC, all of which are fully funded with Supreme Court funds, the Judicial Education Unit strongly encourages applicants for judicial education funds to seek additional funding, through local training budgets, scholarships, etc., for expenses related to educational events. The Unit will favorably consider requests reflecting such cost sharing.

- E. The Judicial Education Expenditure Request (ER) form and accompanying instructions may be found on the Supreme Court website at <http://www.nevadajudiciary.us/index.php/judicialeducation> (go to the Documents and Forms section).

The ER form should be accessed, completed, and electronically submitted to: judicial@nvcourts.nv.gov

If you have questions, contact the Judicial Education Unit at 775-687-9857 or 775-687-9859.

- F. When requesting education funds for a course offered by any sponsor other than the Supreme Court or one of its divisions, a copy of the completed course registration form must be submitted with the ER form.
- G. The applicant is responsible for registering with the course sponsor directly. The cost of registration is the responsibility of the applicant, pending approval of funding by the JCSN Education Committee. The AOC will pay in advance for required courses for new judges.
- H. The Judicial Education Unit will respond to requests for funding within 15 business days of receipt of the request. However, failure by the Unit to respond within 15 days to requests submitted timely (i.e., 60 days or more prior to the course) will not constitute approval.
- I. One copy of the ER indicating the action taken will be returned to the requestor. The approved ER will indicate the maximum amount approved for each category of expense (i.e., registration/conference fee; lodging and per diem; transportation).
- J. The applicant is responsible for registering for the course/conference and for making all travel and lodging arrangements, including assumption of costs related to registration, travel, and lodging, except as outlined in G above.

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

- K. Reimbursement of all costs by the Supreme Court, or any of its divisions and units, will be based on costs listed on the approved ER, actual receipts, and written evidence of course completion. The AOC will not reimburse costs for rental cars for judges attending NJC courses in Reno.

IX. REIMBURSEMENT

A. Procedures

1. Following the educational event, the attendee must submit to the AOC Accounting Unit a completed [Claim for Travel Expense reimbursement form](#) with required receipts. In processing the reimbursement claim, the AOC Accounting Unit will use the ER form to compare claimed expenses to approved expenses. In the case of complex judicial education claims in which the amount claimed differs substantially from that approved on the ER, it is the responsibility of the Manager of Judicial Education, in collaboration with the Manager of Budgets, to determine the correct allowable amount to be reimbursed.
2. A certificate of attendance or other written evidence of attendance, issued by the course sponsor, or an affidavit signed by a judicial officer, must be submitted with each travel expense reimbursement claim. Should circumstances occur which prevent full attendance a written explanation should accompany the Claim for Travel Expense reimbursement request.

B. Reimbursement Standards

1. Travel, lodging, and meal expenses will be reimbursed in accordance with the Supreme Court's Official Business Travel Policy (Effective 11/03/2009; revised in part 4/4/2012), and any subsequent revisions, included here as Appendix B.
2. Full reimbursement for expenses at judicial education courses requires attendance at least 75% of the total education time offered for the course, seminar, or conference. Absent exceptional circumstances, attendance at between 50% and 75% of the total education time offered will result in reimbursement of a corresponding percentage of expenses. Attendance at less than 50% of the total education time offered will, absent exceptional circumstances, result in no reimbursement of expenses and the attendee will be billed for any expenses paid for by the Judicial Education Unit or other Supreme Court unit on behalf of the attendee.
3. Only education held in North America or any state or territory of the United States will be considered for funding by the JCSN Education Committee. Exceptions to this policy must be

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

specifically approved by a majority of the Nevada Supreme Court Justices.

4. At the beginning of each fiscal year, or more frequently as necessary, the Judicial Education Unit shall, in consultation with the JCSN Education Committee, make recommendations to the Nevada Supreme Court Justices as to anticipate conferences in the upcoming year that may require reimbursement limitations.

X. EDUCATION RECORDS

A. The Judicial Education Unit maintains judicial education records for the convenience of the judges of the state courts. These records have several purposes:

1. To track each judge's compliance with statutory and Supreme Court ordered requirements regarding judicial education.
2. To track each judge's compliance with judicial educational requirements as established by the Judicial Council of the State of Nevada.
3. To track each judge's progress toward meeting four levels of achievement for judicial education hours earned.
4. To generally provide a means by which each judge may track his/her judicial education progress.
5. To enable any member of the public to confirm a judge's judicial education progress.

B. The judicial education record maintained by the Judicial Education Unit reflects:

1. Hours in which a judge received education on a judicial education-related topic. Judicial education earned through these means must be verified by course sponsors or by affidavits filed by the judge.
2. Hours of judicial education a judge may receive through alternative-format education means, such as listening to audio tapes, viewing video tapes, computer-based education, etc. These alternative means of receiving judicial education must be certified by the judge requesting the credit through certification provided by an education sponsor, an affidavit filed by the judge, or on a form provided by the AOC.
3. Hours spent by a judge making a presentation on a judicial education-related topic to other judges or court staff. In this case, the judge may be credited for preparation time in accordance with the Nevada CLE Requirements (i.e., up to 3 credits may be allocated to the preparation for instruction for each hour of actual instruction) and as established by affidavit signed by the judge. Multiple presentations involving the same material and course matter are not entitled to duplicate credit.

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

- C. The judicial education record will not reflect time spent completing “homework” assignments or related activity.
- D. The Judicial Education Unit will, at least annually, send each judge a copy of his or her education record as maintained by the Unit. The judge is responsible for reviewing his or her record for accuracy and for providing verification to the Judicial Education Unit of education hours earned that are not reflected on the record.
- E. The judicial education record is a public record. The Judicial Education Unit will provide the record for any individual judge to any member of the public who requests that judge’s record, pursuant to the procedures below.

XI. RELEASE OF JUDICIAL EDUCATION RECORDS

- A. Judicial education records are those records that list the courses, seminars, and conferences completed after the judge assumes office. These judicial education records may contain:
 - 1. Title of course, seminar, or conference completed and reported to the unit.
 - 2. Credits earned per course, seminar, or conference.
 - 3. Where possible, name of provider of course, seminar, or conference.
 - 4. Date of completion of course, seminar, or conference.
- B. Judicial education records may be released under the following conditions:
 - 1. The request must be made in writing to the director of the AOC. The requester must identify the organization with which he or she is associated, if any.
 - 2. The director of the AOC will let the requester know that they will receive the information in approximately 7-10 days.
 - 3. A copy of the written request shall be forwarded to the judge, along with a copy of the judge’s educational record, and also via telephone, the AOC will inform the judge of the request. The judge will then have five working days to report, in writing, any inaccuracies to the AOC and to provide written evidence of education not listed on the education record.
 - 4. The AOC will recheck and verify the record. Thereafter, the record will be released under the director’s signature.
- C. Limitations:
 - 1. Personal information will not be released.
 - 2. A notation will explain that the record only shows courses completed and reported to the AOC.

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

3. A notation will explain that, for a variety of reasons, other bodies maintaining records of education achieved by judges may not reflect the same number of educational credits or hours, offerings, or achievements. Two such record-keeping bodies are the Nevada Board of Continuing Legal Education and the University of Nevada, Reno, Master of Judicial Studies Program.

XII. JUDICIAL EDUCATION ACHIEVEMENT RECOGNITION

Judges who meet the specified judicial education achievement criteria will be acknowledged as follows:

- A. **Basic Achievement in Judicial Education Certificate:**
Any sitting Nevada judge completing the mandatory 2-week National Judicial College (NJC) orientation course appropriate to the judge's jurisdiction, plus additional NJC courses or other CLE-approved judicial seminars or courses related to the judge's jurisdictional responsibilities totaling 240 hours of education, will be eligible for the Basic Achievement in Judicial Education Certificate.
- B. **Advanced Achievement in Judicial Education Certificate:**
Any sitting Nevada judge completing the mandatory 2-week NJC orientation course appropriate to the judge's jurisdiction, plus additional NJC courses or other CLE-approved judicial seminars or courses related to the judge's jurisdictional responsibilities totaling 440 hours of education, will be eligible for the Advanced Achievement in Judicial Education Certificate.
- C. **Distinguished Achievement in Judicial Education Certificate:**
Any sitting Nevada judge completing the mandatory 2-week NJC orientation course appropriate to the judge's jurisdiction, plus additional NJC courses or other CLE-approved judicial seminars or courses related to the judge's jurisdictional responsibilities totaling 640 hours of education, will be eligible for the Distinguished Achievement in Judicial Education Certificate.
- D. **Outstanding Achievement in Judicial Education Award:**
Any sitting Nevada judge completing the mandatory 2-week NJC orientation course appropriate to the judge's jurisdiction, plus additional NJC courses or other CLE-approved judicial seminars or courses related to the judge's jurisdictional responsibilities totaling 1,000 hours of education, will be eligible for the Outstanding Achievement in Judicial Education Award.

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

- E. Distinguished Jurist Award:
Any sitting Nevada judge completing the mandatory 2-week NJC orientation course and a minimum of 14 additional NJC resident courses will be eligible for the Nevada Supreme Court/National Judicial College Distinguished Jurist Award.

XIII. REGISTRATION AND MONEY HANDLING PROCEDURES

- A. Purpose
The Judicial Education Unit of the Administrative Office of the Courts receives payments for various education conference and program activities including registration and sponsorship opportunities for which an accounting of payments is necessary. These payments are in the form of cash, checks, money orders, and credit cards. The responsibility of the Judicial Education Unit staff is to ensure an accurate accounting for the payments they receive, a process for securing those payments, and a process that tracks and accounts for those payments until they are received by the Accounting Unit of the Administrative Office of the Courts.
- B. Procedure
Attendees will be notified in all documents and communication with the judiciary and staff who attend education programs and conferences that all payments will be sent to the Accounting Unit of the Administrative Office of the Courts, which is located at 201 S. Carson St. Carson City, Nevada 89701. In the event this procedure is not followed and the person makes a payment at a conference or education event, the training assistant or assigned staff member of the Judicial Education Unit will:
1. Prepare a receipt for the amount received along with the date, the name of the person from which the payment is received, the reason for the payment, and the name of the person receiving the payment.
 2. If payment is made by check, the check will be endorsed upon receipt.
 3. The payment will then be placed in a locked/secured money bag along with a copy of the receipt.
 4. The information from the payment will be entered into MeetingTrak and a record will be created.
 5. At the end of each day, the staff member will audit the information and create a log of payments received ensuring the amount received is correct. This log will include:
 - a. The name of the person paying the obligation.
 - b. The purpose of the payment.
 - c. The amount and the type of payment received, whether it is in the form of a check, cash, or money order.
 - d. The total amount.

**SUPREME COURT OF NEVADA
ADMINISTRATIVE OFFICE OF THE COURTS
JUDICIAL EDUCATION POLICIES AND PROCEDURES**

- e. The total amount on the log should reconcile to the amount in the secured bag.
6. A separate AOC staff member, preferably the manager, academic coordinator, or program specialist (whoever is responsible for the event) will verify that the information on the log reconciles to the secure money bag and what has been entered in MeetingTrak.
 - a. Once the reconciliation has occurred and both parties agree, they will both initial the log.
 - b. The payments will be taken to the Accounting Unit on the next business day after the conference/education event has concluded. The Accounting Unit will audit the payments and receipt and sign for the payments collected.
7. If the figures and contents do not agree, the Judicial Education manager will be notified and will audit the log to make a determination on a course of action in order to reconcile the amounts.
8. When the conference/program is scheduled for more than one day, the lead staff member, preferably the academic coordinator or program specialist (whichever is responsible for the event), will be responsible for the security of the secured money bag and its contents.
 - a. At the beginning of each day, an audit of the previous day's payments will be conducted by the training assistant and verified by the academic coordinator or program specialist.
 - b. The procedure outlined in sections 5, 6, and 7 will be followed.

STATE OF NEVADA
JUDICIAL EDUCATION REQUIREMENTS

APPENDIX A

SCOPE	REQUIRED TRAINING	TIME TO FULFILL REQUIRED TRAINING	STATUE OR ORDER
Supreme Court Justice	National Judicial College (NJC) “Ethics, Fairness, and Security in Your Courtroom and Community” course (4 days)	Within 24 months of election or appointment. This does not apply to individuals who hold one of the enumerated judicial offices at the time of the original order, dated 10/2/97.	S.C. Order filed 10/2/97; S.C. Order filed 12/8/99
District Court Judge – General Jurisdiction Only	NJC “General Jurisdiction” course (2-week course)	Within 12 months after taking office.	NRS 3.027, Section 1,(a)
	NJC “Ethics, Fairness, and Security in Your Courtroom and Community” course (4 days)	Within 24 months of election or appointment. This does not apply to individuals who hold one of the enumerated judicial offices at the time of the original order, dated 10/2/97.	S.C. Order filed 10/2/97; S.C. Order filed 12/8/99
Family Court Judge (Second & Eighth Judicial District)	National Council of Juvenile and Family Court Judges (NCJFCJ) “Institute for New Juvenile & Family Court Judges” (4.5 days)	Within 12 months after taking office.	NRS 3.028, Section 11.
	NJC “General Jurisdiction” Course (2-week course)	Within 24 months after taking office.	NRS 3.027, Section 1.(b)
District Court Judge with concurrent General/Family Jurisdiction (all District Court Judges outside Second & Eighth Judicial Districts)	NJC “General Jurisdiction” course (2-week course)	Within 12 months after taking office.	NRS 3.027, Section 1.(a)
	NCJFCJ “Institute for New Juvenile and Family Court Judges” course (4.5 days)	Within 24 months after taking office.	NRS 3.028, Section 2.
	NJC “Ethics, Fairness, and Security in Your Courtroom and Community” course (4 days)	Within 24 months of election or appointment. This does not apply to individuals who hold one of the enumerated judicial offices at the time of the original order, dated 10/2/97.	S.C. Order filed 10/2/97; S.C. Order filed 12/8/99
Justice of the Peace	NJC “Special Court Jurisdiction” for non-law trained judges; or, NJC “Special Court Jurisdiction: Advanced” for law-trained judges (2-week course)	Must attend first offering after election or appointment or seek deferral. Failure to attend, or failure to obtain a written order from a district court judge in and for the county to defer taking the course, will result in forfeiture of office, pursuant to NRS 4.036.	NRS 4.035, Section 1.; NRS 4.036
	NJC “Ethics, Fairness, and Security in Your Courtroom and Community” course (4 days)	Within 24 month of election or appointment. This does not apply to individuals who hold one of the enumerated judicial offices at the time of the original order, dated 10/2/97.	S.C. Order filed 10/2/97; S.C. Order filed 12/8/99

STATE OF NEVADA
JUDICIAL EDUCATION REQUIREMENTS

APPENDIX A

SCOPE	REQUIRED TRAINING	TIME TO FULFILL REQUIRED TRAINING	STATUE OR ORDER
Municipal Court Judge	NJC “Special Court Jurisdiction” course (for non-law trained judges); or, NJC “Special Court Jurisdiction: Advanced” course (for law-trained judges) (2-week course)	Must attend first offering after election and/or appointment or seek a deferral. Failure to attend, or failure to obtain a written order from a district court judge in and for the county to defer taking the course, will result in forfeiture of office, pursuant to NRS 5.026.	NRS 5.025 and 5.026
	NJC “Ethics, Fairness, and Security- in Your Courtroom and Community” course (4 days)	Within 24 months. This does not apply to individuals who hold one of the enumerated judicial offices at the time of the original order, dated 10/2/97.	S.C. Order filed 10/2/97; S.C. Order filed 12//99
Juvenile Court Referee and/or Master	NCJFCJ “Institute for New Juvenile and Family Court Judges” (4.5 days)	First occasion when such instruction is offered after appointment. The cost for training as a juvenile master is paid for by the county, not by AOC, pursuant to NRS 62B.100.	NRS 62B.020
All District Court Judges, Justices of the Peace, and Municipal Court Judges	12 hours of continuing legal education, including at least two hours of ethics.	Annually	S.C. Rule 210 (law-trained judges) Judicial Education Policies, Section VII. B.1.
	At least one NJC, NCJFCJ or AOC-sponsored course	Biennially	Judicial Education Policies, Section VII. B.2.
All District Court Judges, Justices of the Peace, Municipal Court Judges, and Domestic relations Masters	Continuing judicial education on the causes, effects, and dynamics of domestic violence	Continuing	S.C. Order filed 08/17/06