



# **JUDICIAL EDUCATION POLICIES**

**November 2018**

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

<b><u>Table of Contents</u></b>	<b><u>Page</u></b>
I. MISSION	2
II. AUTHORITY	2
III. ELIGIBLE PARTICIPANTS	2
IV. AUTHORIZED EDUCATIONAL PROGRAMS	2
V. EDUCATIONAL REQUIREMENTS	3
VI. ELECTIVE EDUCATION	5
VII. REIMBURSEMENT ELIGIBILITY	5
VIII. EDUCATION RECORDS	6
IX. RELEASE OF JUDICIAL EDUCATION RECORDS	7
X. JUDICIAL EDUCATION ACHIEVEMENT RECOGNITION	8
XI. SUPREME COURT STAFF EDUCATION	9

APPENDIX A: MANDATORY EDUCATION MATRIX

APPENDIX B: SUPREME COURT’S OFFICIAL BUSINESS TRAVEL  
POLICY

(See <https://nvcourts.gov/AOC/Templates/documents.aspx?folderID=9988>)

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

**I. 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.

**II. AUTHORITY**

The Judicial Education Unit operates as part of the Nevada Supreme Court Administrative Office of the Court (AOC), to ensure the mandates that follow are communicated to judges and the Unit strives to provide opportunities to allow judges to meet these mandates.

**III. ELIGIBLE PARTICIPANTS**

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

**IV. AUTHORIZED EDUCATIONAL PROGRAMS**

- A. Pursuant to Nevada Supreme Court Administrative Order dated June 25, 1996:
  - 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.

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

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 at least one seminar per year for judges of limited jurisdiction. At a minimum, 13 hours of continuing legal education credit is available at each of these seminars (including at least 2 hours of required ethics credit, 1 hour of substance abuse education).
- C. The Judicial Education Unit may offer 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 may offer one educational seminar every 2 years for state court staff and administrators (as funding allows).
- E. The Judicial Education Unit will facilitate funding to judges and other court personnel for a limited number of independent educational courses, subject to approval by the JCSN Education Committee (as funding allows).
- F. 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 will be coordinated with the Judicial Education Unit staff.

V. 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, and may be subject to changes of title or substance by the offering agency with little or no notice.

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

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. Subject to the carry forward provisions of subparagraph C, all sitting judges must obtain a minimum of 13 hours education, including 2 hours of ethics and professional competence education, per year and 1 hour in the area of substance abuse, addictive disorders, and/or mental health, per year. CLE credits count toward this requirement.
  2. All sitting judges must attend at least one NJC, NCJFCJ or AOC-sponsored course every four years, funding permitting.
- C. Any judge subject to these rules who completes more than 13 hours of accredited continuing education activity in any calendar year may carry forward up to 20 hours of excess credit and apply the same to the judge's general continuing educational requirement for the next 2 calendar years. Likewise, any judge subject to these rules who completes more than 2 hours of ethics and professional conduct credit in any calendar year may carry forward up to 4 hours of excess credit and apply the same to the judge's ethics and professional conduct continuing educational requirement for the next 2 years. Any judge subject to these rules who completes more than 1 hour of substance abuse, addictive disorders, and/or mental health issues that impair professional competence may carry forward up to 2 hours of excess credit and apply the same to the judge's substance abuse, addictive disorders, and/or mental health issues requirement for the next 2 years.
- D. Any or all of the required 13 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 Continuing Legal Education Board.
- E. 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 Judicial Education Policies. To seek an 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.

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

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.

**VI. ELECTIVE EDUCATION**

A request, utilizing a form approved by the AOC Director, for judicial education funds for any judicially oriented education program offered by a provider other than the Supreme Court or its divisions (known as elective education courses) must be submitted to the Judicial Education Unit in advance of the program and in accordance with the Judicial Education Unit's written procedures for the receipt, approval, and processing of such requests.

**VII. REIMBURSEMENT ELIGIBILITY**

- A. Travel, lodging, and meal expenses will be reimbursed in accordance with the Supreme Court's Official Business Travel Policy (Appendix B) and any subsequent revisions thereof.
- B. 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, while the judge is in attendance. Absent exceptional circumstances, attendance at between 50% and 75% of the total education time offered, while in attendance, 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.
- C. 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 specifically approved by a majority of the Nevada Supreme Court.

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

- D. 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.

**VIII. EDUCATION RECORDS**

- A. The Judicial Education Unit maintains judicial education records for the convenience of the Nevada 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 review a judge's judicial education record.
- B. Provided the judge regularly submits non-AOC conference information to the Judicial Education Unit for inclusion in their record, 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 recordings, viewing video recordings, 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**

- 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 policy below.

**IX. 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**

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.

**X. 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 (including senior judges with a current commission) completing the mandatory 2-week National Judicial College (NJC) orientation course appropriate to the judge's jurisdiction, plus additional NJC courses or other CLE Board-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 (including senior judges with a current commission) completing the mandatory 2-week NJC orientation course appropriate to the judge's jurisdiction, plus additional NJC courses or other CLE Board-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 (including senior judges with a current commission) completing the mandatory 2-week NJC orientation course appropriate to the judge's jurisdiction, plus additional NJC courses or other CLE Board-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 (including senior judges with a current commission) completing the mandatory 2-week NJC orientation course

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

appropriate to the judge's jurisdiction, plus additional NJC courses or other CLE Board-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.

E. Distinguished Jurist Award:

Any sitting Nevada judge (including senior judges with a current commission) 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.

XI. SUPREME COURT STAFF EDUCATION

The Judicial Education Unit delivers, coordinates, supports, guides, and/or funds education and training of Supreme Court staff. This education and training, and the budget therefore, is developed and carried out in concert with other departments, divisions, and/or units of the Supreme Court as warranted. In-house training will be delivered by the appropriate department, division, or unit that has the primary responsibility and expertise related to the specific topic in collaboration with the logistical and education development expertise of the Judicial Education Unit staff.

The required and optional education available to Supreme Court Staff is reflected on the Supreme Court Training Matrix (Matrix), which maintained by the Human Resources Department of the Nevada Appellate Courts.

**STATE OF NEVADA**  
**JUDICIAL EDUCATION REQUIREMENTS**

APPENDIX A

SCOPE	REQUIRED TRAINING	TIME TO FULFILL REQUIRED TRAINING	STATUE OR ORDER
<b>Supreme Court Justice</b>	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
<b>District Court Judge – General Jurisdiction Only</b>	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
<b>Family Court Judge</b> (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)
	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
<b>District Court Judge with concurrent General/Family Jurisdiction</b> (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

**STATE OF NEVADA**  
**JUDICIAL EDUCATION REQUIREMENTS**

APPENDIX A

SCOPE	REQUIRED TRAINING	TIME TO FULFILL REQUIRED TRAINING	STATUE OR ORDER
<b>Justice of the Peace</b>	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
<b>Municipal Court Judge</b>	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
<b>Juvenile Court Referee and/or Master</b>	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
<b>All District Court Judges, Justices of the Peace, and Municipal Court Judges</b>	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.
<b>All District Court Judges, Justices of the Peace, Municipal Court Judges, and Domestic relations Masters</b>	Continuing judicial education on the causes, effects, and dynamics of domestic violence	Continuing	S.C. Order filed 08/17/06