

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

**TAKING THE BENCH CERTIFICATION COURSE  
SPRING 2012**

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The Office of Court Administration is offering our Certification Course for newly elected or appointed Town and Village Justices. Training sessions will be held **March 26, 2012 through March 31, 2012** in Albany. A final session will be held on **July 13 and 14, 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 March classes.**

**TRAINING DATES**

March 26 - 31, 2012 (all day Monday through Saturday) Office of Justice Court Support - Albany

July 13 and 14, 2012 (all day Friday & Saturday) Office of Justice Court Support -Albany

**TRAINING LOCATIONS**

**March 26, 2012 - March 31, 2012 – Session 1**  
**and**  
**July 13 & 14, 2012 - Final Session**

Office of Justice Court Support 2<sup>nd</sup> Floor 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. No meals will be provided, however there are numerous dining options on Wolf Road.

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

## **REGISTRATION**

To register for the Spring 2012 Taking the Bench Spring Certification Program, please go to the following website

1. <https://www.nycourtsystem.com/fmi/iwp/cgi?-db=TVREGISTRATION&-loadframes>.

The "account name" is 'new' and the "password" is 'judge'.

## **TRAINING MATERIALS**

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 training.

## **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.\***

## **HOTELS**

There are numerous hotels convenient to our office on Wolf Road. Several are listed below. The State Rate for Albany is \$104.00.

**Marriott** – 189 Wolf Road, Albany, NY 12205  
Telephone: (518) 458-8444

**Holiday Inn** on Wolf Road - 205 Wolf Road, Albany, NY 12205  
Telephone: (518) 458-7250

**Best Western** on Wolf Road - 200 Wolf Road, Albany, NY 12205  
Telephone: (518) 458-1000