

The Mississippi Judicial College

announces registration for the

MISSISSIPPI COURT ADMINISTRATORS FALL CONFERENCE



Pearl River Resort's
Golden Moon
Choctaw, Mississippi

October 25 - 26, 2007

Mississippi Court Administrators:

The Mississippi Judicial College and myself take great pleasure in inviting each of you to the Fall Conference of Court Administrators at the Golden Moon in Choctaw, Mississippi. Our commitment to the court personnel of Mississippi is to provide continuing education to our judicial system. MJC is pleased to have the opportunity to work with each of you on your continuing education endeavors.

Hopefully, the conference will be a rewarding one for each of you. MJC trusts the conference will also be both educationally stimulating and beneficial to your positions, as well as an enjoyable one.

All the best,

Cynthia D. Davis
Director, Mississippi Judicial College

MARK YOUR 2007 and 2008 CALENDARS

October 25 - 26, 2007	Golden Moon ~ Choctaw, MS
April 23 - 25, 2008	Grand Casino ~ Tunica, MS
October 23 - 24, 2008	Golden Moon ~ Choctaw, MS

CERTIFICATION STANDARDS FOR COURT ADMINISTRATORS

The minimum number of credit hours will total the number required by the Supreme Court and the Mississippi Judicial College each year and will include the required ethics training. Certification will occur in two phases. Phase I is the seminar training. Phase II will require candidates to pass a written exam. Participants who have been certified will not be tested.

All levels of court administrators shall participate in a spring and fall conference each year administered by the Mississippi Judicial College. Course content must be approved by the Administrative Office of Courts.

All levels of court administrators should attend at least two training sessions each year. Absence from a scheduled training session is permitted only upon written request to and written approval from the Mississippi Administrative Office of Courts.

Each person who is issued a certificate as a Certified Court Administrator shall be entitled to use the abbreviation "CCA" after his/her name. The Mississippi Administrative Office of Courts shall issue an identification number to each certified applicant to be placed in the record.

CERTIFICATION & CONFERENCE SCHEDULE

Thursday, October 25, 2007

9:00 - 10:30	C. E. Committee Meeting (working breakfast)	Indus D Boardroom
11:00 - 5:00	Conference Registration	Pre-function Lobby
1:00 - 1:10	Welcome and Administrative Remarks	Triton-Orion
1:10 - 2:00	Appeals	Triton-Orion
2:10 - 3:00	Breakout Sessions	Triton-Orion-Omega
3:10 - 4:00	Budgeting for the Court Administrator	Triton-Orion
4:00 - 4:45	Business Meeting	Triton-Orion

Dinner (Court Administrators will be on their own for dinner)

Friday, October 26, 2007

7:30 - 8:30	New Member Breakfast Continental Breakfast	Indus D Boardroom Pre-function Lobby
8:30 - 9:20	Case Management	Triton-Orion
9:30 - 10:20	Reporting Issues/Report from AOC	Triton-Orion
10:30 - 11:20	General Session	Triton-Orion
11:20 - 11:30	Closing Remarks and Completion of Forms	Triton-Orion
11:30	Adjournment of the Conference	

FALL CONFERENCE INFORMATION

The Mississippi Judicial College is pleased to announce plans for the Fall Conference of Mississippi Court Administrators on October 25 - 26, 2007, at the Golden Moon in Choctaw, Mississippi.

CONFERENCE REGISTRATION:

On-site registration for the fall conference will begin at 11:00 a.m. on Thursday morning, October 25, 2007, in the pre-function lobby of the Golden Moon at the Pearl River Resort in Choctaw, Mississippi. The registration desk will remain open for the duration of the conference. The first session will commence at 1:00 p.m. on Thursday afternoon, October 25, 2007.

HOTEL REGISTRATION:

The Golden Moon at the Pearl River Resort will serve as our host hotel for this conference. To make your overnight reservations, follow the instructions on the next page of this brochure. Reservations must be made directly with the Golden Moon, and your room must be guaranteed with a credit card to confirm your reservations.

TRAVEL AND MEAL REIMBURSEMENT: A travel allowance of 25 cents per mile will be paid to each administrator who drives their own vehicle. As always, you are encouraged to share rides. MJC will reimburse administrators for lunch and dinner on Thursday, October 25, and lunch on Friday, October 26. The following rates will apply to those reimbursable meals: lunch \$10.00 and dinner \$10.00.

APPROVAL:

This conference has been approved by the Mississippi Administrative Office of Courts for 6 credits of the mandatory minimum of 12 hours per year. There is an attendance certification sheet in your packet of material, and this certificate should be completed showing the classes you attended and then turned in at the conference registration desk before leaving the conference. The completion of the attendance sheet will indicate that you attended the classes as shown thereon and will credit your mandatory requirement for certification. This completed form will become part of your permanent record and once certified by the AOC you will not be re-tested for certification.

MAKING YOUR RESERVATIONS



The fall conference will be held at the Pearl River Resort's Golden Moon in Choctaw, Mississippi. Reservations for the conference may be made by calling 1-866-44-PEARL. Listen to the menu and inform reservations that you will be attending this conference and that your reservation should be made in room block code MJCJ07B. Our room rate is \$60.

The deadline for making reservations with the Golden Moon in the MJC room block is Wednesday, October 3, 2007.

The Golden Moon has reserved a limited block of rooms for court administrators for the night of Thursday, October 25. Any reservation requests made prior to and after these dates are subject to availability and the regular hotel rates.

It is very important that each individual gives the agent the correct group code. Cashier check, valid credit cards, or money orders are acceptable. ** If you use a debit card, it will take approximately 30 days to receive a refund. MJC will only pay for one room for one night (Thursday, October 25) for those court administrators who live outside a thirty-mile radius of the Pearl River Resort. No cancellations or name changes will be accepted less than twenty-four (24) hours prior to arrival. Any cancellation received less than twenty-four (24) hours prior to arrival or no-shows will be charged one (1) night room charge including tax as penalty. All reservations must be received at Hotel by 11:59 p.m. **Wednesday, October 3, 2007.** Daily Check-in Time: 4:00 p.m.; Daily Check-out Time: 11:00 a.m.

For driving instructions and amenities at the Pearl River Resort, visit their web site at www.pearlriverresort.com



**COURT ADMINISTRATORS
FALL CONFERENCE
Golden Moon, Choctaw, Mississippi
October 25 - 26, 2007**



REGISTRATION FORM

To register for the fall conference, we ask that you complete the following information and either fax or mail this form by Tuesday, October 2, 2007.

Cindy H. Warren
Mississippi Judicial College
Post Office Box 8850
University, MS 38677

Office Telephone: 662-915-5955
Office Fax: 662-915-7845
E-mail: lwwarren@olemiss.edu

Name: _____ Title: _____

Office Address: _____

City, State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email address: _____

Judge(s) Represented: _____ How long in current position: _____

- Yes, I am attending the fall conference and will contact the Golden Moon concerning my overnight accommodations for this conference by the deadline of October 3, 2007.
- I am attending, but will not need overnight accommodations for the conference.
- I will be unable to attend the fall conference. Written approval required from the Administrative Office of Courts prior to the conference.

Please Complete, Detach, and Return to MJC. Thank you.



Mississippi Judicial College
Post Office Box 8850
University, MS 38677
(Phone) 662-915-5955
(Fax) 662-915-7845

www.olemiss.edu/depts/mjc
msjudcol@olemiss.edu