

The Mississippi Judicial College

announces registration for the

MISSISSIPPI COURT ADMINISTRATORS 2009 SPRING CONFERENCE



**Harrah's Resort
Terrace Hotel & Convention Center
Tunica, Mississippi**

April 22-24, 2009

Mississippi Court Administrators:

The Mississippi Judicial College and myself take great pleasure in inviting each of you to the Spring Conference of Court Administrators at Harrah's Resort & Convention Center in Tunica, 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 2009 CALENDARS

April 22 - 24, 2009 Harrah's Resort ~ Tunica, MS

October 22 - 23, 2009 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.

2009 SPRING CONFERENCE INFORMATION

This conference has been approved for 12 credits for CE and certification requirements for those who attend all sessions. An attendance certification sheet will be included 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 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.

CONFERENCE PRE-REGISTRATION

To pre-register for this conference, please complete the registration form enclosed in this brochure, then detach and return to MJC either by fax or mail by Wednesday, March 18, 2009. The registration form must be sent to the Mississippi Judicial College, indicating thereon that you have made your hotel reservation for the conference, if one is needed. If you are planning to attend, please pre-register so that we can better plan for the conference.

REGISTRATION: On-site registration for the spring conference will begin at 11:30 a.m. on Wednesday morning, April 22, 2009, in the pre-function lobby of the Terrace Hotel at Harrah's Resort in Tunica, Mississippi. The registration desk will remain open for the duration of the conference. The first session will commence at 1:00 p.m. on Wednesday afternoon, April 22, 2009.

HOTEL REGISTRATION

Harrah's Terrace Hotel will serve as our host for this conference. If you will require overnight reservations, follow the instructions on the next panel of this brochure. Reservations must be made directly with Harrah's and your room must be guaranteed with a major credit card to confirm your reservation. For on-line reservations instructions, see the next panel. For directions to Harrah's or information on resort amenities, please visit their web site at www.harrahs.com and click on "casino locator" at the top of the page.

TRAVEL AND MEAL REIMBURSEMENT

A travel allowance of 55 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 Wednesday, April 22; dinner on Thursday, April 23; and lunch on Friday, April 24. The following rates will apply to those reimbursable meals: lunch \$10.00 and dinner \$15.00. **You must attend 100% to be reimbursed.**

APPROVAL: This program has been approved by the Mississippi Administrative Office of Courts for 12.0 credits of the mandatory minimum of 12 hours per year.

MAKING YOUR RESERVATIONS

Harrah's Casino Tunica

The 2009 spring conference will be held in Tunica at Harrah's Terrace Hotel and Convention Center. Reservations for the conference may be made one of two ways. The easiest method is to click on this Harrah's link <http://www.harrahs.com/CheckGroupAvailability.do?propCode=GTU&groupCode=S04ADM9> This will allow you to make your reservations securely on-line. You will receive a confirmation number.

The second option is to call its toll-free number at 1-800-394-7263. Listen to the menu and inform reservations that you will be attending the "Court Administrators Conference" and that your reservation should be made in the MJC room block coded *S04ADM9*. Our rate for the conference is \$59.

The deadline for making reservations with the Harrah's Resort Tunica is Tuesday, March 18, 2009!

Harrah's has reserved a *limited block* of rooms for administrators for the nights of Wednesday, April 22 and Thursday, April 23. Any reservation requests made prior to and after these dates are subject to availability and the regular hotel rates.

All reservations must be made directly with Harrah's and must be guaranteed by a major credit card when you contact the hotel. Please be sure to write down your confirmation number. Should cancellation of individual reservations become necessary, Harrah's requires seventy-two (72) hours notice prior to the scheduled check-in time.

Harrah's has been instructed that the room rate for court administrators will be covered by MJC for the nights of Wednesday, April 22 and Thursday, April 23 only for those court administrators who live outside a thirty-mile radius of Harrah's Resort - Tunica and attend 100%.

2009 SPRING CONFERENCE SCHEDULE

This agenda is tentative and subject to change.

Wednesday, April 22

8:30 - 10:30 a.m.	C.E. Committee Meeting (working breakfast)	<i>Hernando Room Veranda Hotel</i>
11:30 - 5:00 p.m.	CONFERENCE REGISTRATION	<i>Pre-function Lobby Terrace Ballroom</i>
1:00 p.m.	WELCOME AND ADMINISTRATIVE REMARKS	<i>Terrace Ballroom</i>
1:00 - 4:00 p.m.	GENERAL SESSIONS	<i>Terrace Ballroom</i>
4:10 p.m.	BUSINESS MEETING	<i>Terrace Ballroom</i>
5:30 - 6:30 p.m.	WELCOMING RECEPTION	<i>Poolside - Veranda</i>

Thursday, April 23

7:30-8:50 a.m.	CONTINENTAL BREAKFAST	<i>Terrace Ballroom</i>
8:00 a.m.	REGISTRATION, Continued	<i>Pre-function Lobby</i>
8:50 - 11:50 a.m.	GENERAL SESSIONS	<i>Terrace Ballroom</i>
11:50 - 1:30 p.m.	COURT ADMINISTRATORS BUSINESS LUNCHEON	<i>Convention Center Ballroom C-1</i>
1:30 - 5:00 p.m.	GENERAL SESSIONS, Continued	<i>Terrace Ballroom</i>

Friday, April 24

7:00-8:30 a.m.	CONTINENTAL BREAKFAST	<i>Terrace Ballroom</i>
8:30-11:30 a.m.	GENERAL SESSIONS	<i>Terrace Ballroom</i>
11:30 a.m.	Adjourn	

Registration Form

COURT ADMINISTRATORS SPRING CONFERENCE

Harrah's Resort - Tunica, MS

April 22-24, 2009

To register for the spring conference, we ask that you complete the following information, then detach and either fax or mail this form by Wednesday, March 18 to:

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

Mailing Address

City

State

Zip

Office Phone

Office Fax


E-mail Address

Judge(s) Represented

How Long in Current Position

Mark the statement which applies to you:

- YES, I am attending the spring conference, and will contact Harrah's concerning my overnight reservations by Wednesday, March 18.
- I am attending, but will not need overnight accommodations for the conference.
- I will not be attending the spring conference. Written approval required from the Administrative Office of Courts prior to the conference.

 When completed, please detach and return to MJC. Thank you.



Mississippi Judicial College
Post Office Box 8850
University, MS 38677

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(Fax) 662-915-7845

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