

The Mississippi Judicial College

announces registration for the

MISSISSIPPI COURT ADMINISTRATORS 2009 FALL CONFERENCE



**Golden Moon
Pearl River Resort
Choctaw, Mississippi**

October 22-23, 2009

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/Pearl River Resort 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 2010 CALENDARS

April 28-30 **Harrah's Resort, Tunica, MS**

October 28-29 **Jackson Marriott, Jackson, 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.

FALL CONFERENCE INFORMATION

This conference has been approved for 6.0 credits for CE and certification requirements for those who attend all sessions. 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.

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, September 30, 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 fall conference will begin at 11:00 a.m. on Thursday morning, October 22, 2009, 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 22, 2009.

HOTEL REGISTRATION

The Golden Moon 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 the Golden Moon and your room must be guaranteed with a major credit card to confirm your reservation.

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 strongly encouraged to share rides. MJC will reimburse administrators for lunch and dinner on Thursday, October 22, and lunch on Friday, October 23. 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 6.0 credits of the mandatory minimum of 12 hours per year.

MAKING YOUR RESERVATIONS

The Golden Moon Pearl River Resort Choctaw, MS



The 2009 fall conference will be held in Choctaw at the Golden Moon. Reservations for the conference may be made by calling the Golden Moon at the Pearl River Resort Room Reservations Department at 1-866-44-PEARL (1-866-447-3275). Court Administrators will be staying at the Golden Moon. Attendees are to identify themselves with the group code MJCJ09B in order to receive the applicable room rate of \$70. Please be sure to write down your confirmation number. It is very important that each individual gives the agent the correct group code. Cashiers check, valid credit cards, or money orders are acceptable. MJC will only pay for one room for one night (Thursday, October 22) 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 seventy-two (72) hours prior to arrival. Any cancellation received less than seventy-two (72) 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. September 30, 2009. Daily Check-in Time: 4:00 p.m.; Daily Check-out Time: 11:00 a.m.

[The deadline for making reservations with the Golden Moon is Wednesday, September 30, 2009!](#)

The Golden Moon has reserved a *limited block* of rooms for administrators for the night of Thursday, October 22. Any reservation requests made prior to and after these dates are subject to availability and the regular hotel rates.

The Golden Moon has been instructed that the room rate for court administrators will be covered by MJC for the night of Thursday, October 22 only for those court administrators who live outside a thirty-mile radius of the Golden Moon - Choctaw and attend 100%.

CERTIFICATION & CONFERENCE SCHEDULE

Thursday, October 22, 2009

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	General Session	Triton-Orion
2:10 - 3:30	General Session	Triton-Orion
3:40 - 5:00	General Session	Triton-Orion
5:00 -	Business Meeting	Triton-Orion

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

Friday, October 23, 2009

7:30 - 8:30	Continental Breakfast	Triton-Orion
8:30 - 9:20	Roundtable Discussions	Triton/Orion Pegasus/Indus
9:30 - 10:20	General Session	Triton-Orion
10:30 - 11:20	General Session	Triton-Orion
11:20	Closing Remarks and Completion of Forms	Triton-Orion
11:30	Adjournment of the Conference	

COURT ADMINISTRATORS FALL CONFERENCE

October 22-23, 2009 ~ Golden Moon, Choctaw, MS

To register for the fall conference, we ask that you complete the following information and either fax or mail this form by September 30, 2009 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: lwarren@olemiss.edu

NAME (Please type or print) Title

OFFICE MAILING ADDRESS

CITY STATE ZIP

OFFICE TELEPHONE OFFICE FAX EMAIL ADDRESS

JUDGE(S) REPRESENTED HOW LONG IN CURRENT POSITION

Mark the statement which applies to you:

- Yes, I will contact the Golden Moon to reserve overnight accommodations for this conference by the deadline of September 30, 2009.
- I am attending, but will not need overnight accommodations for the conference.
- I will be unable to attend the fall conference.

If there are any questions you would like to have answered by a particular speaker at this conference or if you have a comment or suggestion for the Mississippi Judicial College, please use the space below for that purpose.

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



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