Conference Information Sheet

Comprehensive Search and Seizure Training for Trial Judges

What's Covered?

This is a grant-funded conference for trial judges and the following is covered under the grant:

- Tuition
- Materials
- Meals as part of the conference: Breakfasts, refreshment breaks, and lunches on each day of the program. All other meals are the judge’s responsibility.
- Up to $500 towards lodging and travel costs.

NOTE: The grant does not cover lodging and travel expenses for limited jurisdiction judges. Up to 10 limited jurisdiction judges may attend each conference.

What's Not Covered?

The following are NOT reimbursable:

- Travel insurance
- Transportation expenses to and from your home airport (original departure airport) and expenses such as airport parking, mileage, and tolls.
- Non-airport parking
- Meeting materials
- Computer hook-ups
- Phone charges
- Laundry service
- Spouse or guest hotel accommodations or meals
- Meals outside the program (e.g., dinners and travel-related meals) Breakfast, lunch and refreshments are provided during the program.
- Rental cars

How to Register

You can register by going to http://register.judges.org/. Under payment information, simply type: U.S. Department of Justice. Don’t worry that it defaults to “invoice your court.” Your court won’t be charged. Also, please type NA into all yellow boxes (within the payment information section). Alternatively, you can complete and fax the print version of the application. You can either register on-line or print a registration form and fax it to 775-784-1269.
Do not make any travel and lodging reservations until you have received confirmation from the National Judicial College that you are registered for your requested course. Reimbursements will be made only to those who attend the conference.

Travel and Lodging (Oxford)

- Judges should make their own travel arrangements including hotel reservations. The Inn at Ole Miss is the conference lodging facility. The phone number for the Inn at Ole Miss is (662)-234-2331 or (888)-486-7666. Room rates are $96.00. There is a block of rooms reserved for this conference.
- The University of Mississippi will coordinate shuttle service from the airport to The Inn at Ole Miss. After you have made your flight arrangements, please send your itinerary to Robert Fox, via email to rfox@olemiss.edu or via fax to (662) 915-5138. You may plan your departure after the class end time (ensuring that you allow enough time for shuttle service back to the airport). It is recommended that you allow at least 2.5 hours after the program ends for your airline departure time.
- To travel by automobile, please seek the prior written approval of Course Administrator Kelly Zahara at zahara@judges.org or via fax at (775) 784-1253.

Travel and Lodging (Reno)

- Please complete the housing accommodation form. Don't contact the hotel directly for your reservations. You will be staying at the Plaza on the River, 121 West Street, Reno, NV 89501, (775) 786-2200, www.plazaresortclub.com. The negotiated rate is $84/night. Check in is at 4:00 p.m. and check out is at 10:00 a.m.

Shuttle Transportation from Downtown Hotel to NJC and Return

- You can travel to NJC by Sierra Spirit which provides complimentary service with pick-up on First Street (turn right out of the hotel, turn right on First Street and look for the yellow Sierra Spirit sign) and drop off at the west side of campus at the Church Fine Arts building (the third university stop). After exiting the bus, proceed past the Church Fine Arts building, turn right, proceed down the steps, walk across the street, and proceed up the stairs directly adjacent to the William Raggio Education building. You will see NJC's building on the left at the top of stairs. You will find a Sierra Spirit map on NJC's website at: http://www.judges.org/travel.html. Sierra Spirit has a bus every 10 minutes, so it's quite convenient.
Reimbursement Information

- NJC and NCJRL will reimburse your travel to and from the conference according to the federal grant guidelines. The completed Reimbursement Form must be turned in within 15 days of the last day of class. If we do not receive your expense reimbursement form within 15 days from the last day of the class, your reimbursement will not be issued. If you have any questions regarding your reimbursement, please check with Kelly Zahara at (775) 327-8209 or zahara@judges.org.

- Receipts are required for lodging, transportation, and any other item(s) totaling $25.00 or more. Passenger coupons will suffice for transportation by air. You will need evidence of the cost of your ticket in addition to the itinerary within the same document.

Questions

- If you have any questions about registration, please contact the NJC registrar at (800) 25-JUDGE (800-255-8343) or send an e-mail to the Registrar at registrar@judges.org.

- If you have any questions about other aspects of the program, please contact the NJC Course Administrator, Kelly Zahara at zahara@judges.org or call (775) 3278209.